

Hants & Dorset ARA Safety Meeting.
Saturday, 4th February, 2012. Christchurch R. C.

Hants & Dorset ARA Safety Meeting. At Christchurch R. C. on Saturday, 4th February, 2012.

Present: Clubs/Events represented - Ryde, Itchen, Christchurch, Lymington, Westover (Bournemouth Regatta), Poole, Newport and Shanklin plus Swanage Regatta. Non-H&D affiliated Wessex Clubs/Schools and Universities were invited but none attended.

BTC, Southampton (Woolston Regatta), Coalporters, Southsea.

Apologies were received from – Trev Gay, Southampton, and Andy Sothcott, Swanage Regatta.

Mark Viner was in the chair and welcomed the delegates to Christchurch Rowing Club for the meeting and expressed his disappointment at those Hants & Dorset Clubs and events not represented. Clubs/events NOT represented - BTC, Southampton/Woolston Regatta, Southsea and Coalporters. Concern was expressed at these Clubs failure to attend – which arguably shows a poor attitude to safety. The meeting agreed that failure to be represented at the Safety meeting and the poor impression that gives should be one of the criteria that might lead to a re-audit of their regatta or Club. It was noted that the four Clubs who were not represented at the 2011 meeting, after which a similar decision/warning was given were all in attendance at this meeting.

The Minutes of the last meeting had been circulated with the agenda and were taken as read and agreed as a true record on a proposal from Gary Joyce, seconded by Peter Lamb. There were no matters arising that would not be discussed as part of the Agenda.

The Association Secretary circulated his report given to the Associations Autumn Delegates meeting which covered the Correspondence & Secretaries Report – [see attached].

The Association Secretary, who serves on the British Rowing National Water Safety Committee in his capacity as Wessex Regional Rowing Council Water Safety Advisor, reported on the National Safety Meetings held and attended since the last Association Safety Meeting – [see attached]

Club Safety Audits/Gap Analysis - For 2011/2012 National statistics issued show – Div. 22/Wessex Region status as – all but 3 (of 22) Wessex Region Club audits were completed on time. Portsmouth University and Solent University completed late – but now complete. Only Wessex Club Audit outstanding is – Icena – a non- racing club linked to Winchester School. Nationally the figures are – as of 1/1/12 - total 557 with 376 completed – with 161 outstanding. As of 19/1/12 Clubs were reminded that if the Gap-Analysis Audit is to be of benefit to the club, it should be an honest statement of their present position and practices; it is not a test to pass or fail. The Club audit is not formally completed until the RWSA has read and accepted them. The RWSA acceptance of the audit does not mean approval, just acceptance that it has been completed correctly. There were complications with the Bournemouth and Solent University Clubs audits but these are now resolved although the RWSA has requested that the regions PDO or one of her team carryout a re-audit of Bournemouth University Boat Club in light of some concerns expressed by BR.

The sections where more than five Wessex Clubs had indicated still needed "to be addressed" were reviewed and analysed by the meeting – and best practice and possible solutions explored. The identified "need to be addressed" areas were - b) ii) Ensure that ALL participants in rowing must be able to demonstrate when asked they are both competent and confident in and under the water by treading water for at least two minutes. b) iii) Ensure that ALL participants in rowing must be able to demonstrate when asked they are both competent and confident in and under the water by swimming under water for at least 5 metres. d) Ensure swimming ability and capsizing training is recorded for each member of the club? b) Have written procedures in place for the use of safety aids and ensure that all members understand and follow them? i) Require all those involved in rowing to be trained and have had practice in the use of a throw line? l) Require junior beginners to wear a PFD until they have completed a swim test, received training in capsizing procedure and reached a satisfactory level of competence in, for example, a single sculling boat? a) Require all launches to carry a plate stating the maximum weight it can safely support, together with this translated into the number of adults? d) Require launch drivers to know the emergency frequencies or numbers in case of an emergency (these can be laminated and stuck inside the launch)? b) Ensure that a copy of the trailer insurance and any club vehicle insurance is displayed in the club/boathouse and towing vehicle? c) Have a method to check the nose weight of the

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trailer? a) Record ALL the information from beginners as listed in the ""Row Safe"" guide before allowing any activity to start?

The on Line Incident Reporting is in its third year and has been fairly successful and well received nationally and within our region. Biggest problem remains the non-reporting of incidents although this is improving. No national statistics are available yet. There were 62 incidents reported in 2011 (27 in competition) against 39 last year (see analysis attached) which is considered to be better reporting rather than a worsening record. The types of incident reported, with last year's figure in brackets, is as follows – Capsize – 18 (24); Collision – 19 (7); Swamping – 13 (2); Health – 10 (4); Equipment – 2 (2); Land – 1(1); Criminal – 0 (0); Trailer – 0 (0). Ryde are the “un-safest” Clubs or the most thorough at reporting incidents – with 17 incidents recorded. Newport, Bournemouth Uni., Canford and Winchester are the “safest” with no incidents recorded – which is almost beyond belief – and this questions their reporting procedures.

A number of the incidents recorded in the region where discussed by the meeting, for trends, learning points and good practice – these included - 6193. Dead body. River Itchen; 6819. Waterborne disease. IW; 6226. Sunken boat. Christchurch; 6841. Object under water. Christchurch; and 6426. Seizure in boat. Southampton.

Safety incidents Reported by H&D (& Wessex) Clubs in 2011 at the 2011 Hants & Dorset Events were then reviewed. Of the 17 events awarded H&D permits Race officials reports showed – safety related incidents at 11 of these events (see attached summary). BR on-line incidents reports were submitted for 27 incidents. 10 of these incidents were at one event – Shanklin – where there was considerable difficulty getting afloat that eventually led to the abandonment of the Regatta. We would expect to see BR incident reports from Club involved and event safety advisor for all incidents.

The meeting was shown the results of the four boat inspections undertaken during the season with details of the faults found. As always – faults with heel restraints was by far the most common accounting for around 72% of faults found with lack of boat ID as the 2nd biggest fault (17%). As always, there was some discussion on how to get this message across to the Clubs that heel restraints needed to be checked before every outing, weather training or competition, and it was agreed to continue with the note that was added to the Club briefing document at H&D Regatta's to ask Club representatives if their boats complied with British Rowing's water safety code plus the additional rules imposed by Hants & Dorset Safety commission – and to remind Club representatives to check all heel restraints before going afloat. It was also agreed that at one or two random events a 100% heel restraint check would take place as had for the last two years.

For the second successive year a check on all Life Jackets was also undertaken at Woolston Regatta (see attached) and this was to be repeated at a 2012 event – and that the lifejacket maintenance talk held a few years ago at the Safety meeting was very useful and would be worth repeating.

The meeting agreed that the current procedures for inspecting boats should continue with a random inspection of boats at three or four events in the coming season in addition to the 100% heel restraint check and Life Jacket check.

The meeting briefly discussed last season's Regatta/Event Audits. All H&D permit granted events had submitted safety audits and one – Poole Regatta had been re-audited by the Safety Committee – which did not reveal any major safety issues. It was agreed by the meeting that this procedure, which the Hants & Dorset ARA has had in place for some years, and goes, further than current British Rowing requirements, should continue, but that re-audits would only be undertaken where requested or where concerns were raised or on an occasional random basis. It was felt that the race officials reporting system already hi-lighted safety concerns and this would be used alongside safety committee members observations to hi-light events where safety a re-audit would take place – as well as Clubs failure to show an appropriate attitude to safety matters – like failure to attend the safety meeting or apparent failure to submit on line incident reports.

The Association owned Safety equipment was reviewed by the meeting and those in attendance were reminded that it was the Regatta's responsibility, not the Racing Officials, to ensure that the Safety equipment was available at the appropriate time and fit for purpose on the day. Regatta Committee's must check the equipment upon receipt, well before the day of the Regatta and ensure that the equipment was handed over in time to the next Regatta. The Association always

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had and would continue to refund any reasonable costs involved in maintaining the equipment - batteries etc. The use of the sound signal device for finishing races was also not acceptable - Regatta's must provide their own and not use the ones in the Safety kits, which were to help to stop races and draw attention to incidents. The meeting was also reminded that the safety Kits were for the use of Hants & Dorset ARA Race Official and not for the Event safety boats which must provide their own equipment.

The status of the kits when returned at the end of the 2010 season was reported as follows - Usual "wear and tear" – Batteries, First Aid Kits, Sound Signal devices; All three Loud Hailers still functional; Catches on Waterproof bags – all ok – so just "unlucky" in 2008 – not a design fault; Two Exposure Blankets – Mediwraps – appeared to have been used (wet and removed from sealed bags). Have been replaced. Around £70 has been spent bringing the kits back up to the standard expected.

Five of the Race Officials Life Jackets (including the missing one) were serviced by Crewsaver in 2009. The other five in 2011 – at a cost of £82.19. The Committee will have first five serviced again by Crewsaver in 2013/ and five in 2015.

After a brief discussion it was agreed to recommend to the Associations AGM that the format of the Hants & Dorset Water Safety Committee (Note: re-names "Rowing Safety Committee to bring in line with British Rowing.) should consist of - Mark Viner, remaining as Chairman with Steve Bull, Gary Joyce, Trevor Gay, Gary Walters and Peter Lamb as Committee members.

The Venue for 2013 Safety meeting, in line with the established rota was Southsea on a date and time in February, 2012 that would be agreed with the Club, who were not in attendance – although there was a view expressed that it might be interesting to audit Westover, who were next in line, while they were based at the Hengistbury Head Outdoor Centre

Under any other business the meeting discussed – the prevention of Weil's Disease, following an incident on the River Itchen; the Danger of Wing Riggers; BR Guidance – Safety incident where umpires launch and safety boat available and there were several general enquiries from new CWSA's answered.

With no other business and the meeting closed at 3.00pm with thanks to Christchurch Rowing Club for their generous hospitality.

At the conclusion of the meeting those still in attendance joined the Rowing Safety Committee members in a re-audit of the Safety procedures and facilities of the Christchurch Rowing Club – which was regarded as very good with only minor discrepancies noted.

Steve Bull.
Association Secretary.
February, 2012.

Attached – and forming part of these minutes.

- 1) Report presented to Associations Autumn Delegates meeting.
- 2) Report on the National Rowing Safety Meetings.
- 3) Boat Inspections at H&D Events, 2011 + Life Jacket Inspection – analysis of faults found.
- 4) Incident Reporting – Wessex Region data.

1. Report presented to Associations Autumn Delegates meeting.

Report from the Hants & Dorset ARA Water Safety Committee, acting as agents for Water Safety for the Wessex Regional Rowing Council, to the Hants & Dorset ARA Autumn Delegates Meeting on Saturday, 5th November and the Annual General Meeting of the Wessex Regional Rowing Council on Tuesday, 15th November, 2011. Regional Safety Meeting. A Hants & Dorset ARA/Wessex Regional safety Meeting was held on 5th February, 2011 at Southampton Rowing Club. Eight clubs represented - NOT represented - Newport, Shanklin, Poole and Westover. Concern was expressed at these Clubs failure to attend – which arguably shows a poor attitude to safety. The meeting

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agreed that failure to be represented at the Safety meeting and the poor impression that gives should be one of the criteria that might lead to a re-audit of their regatta.

British Water Safety Committee. Unfortunately I have only been able to attend two of the four British Rowing Safety Committee Meetings held this year due to Hants & Dorset ARA and holiday commitments. I attended the meeting on 15th January at Hammersmith and 16th April at Henley Rowing Club but missed the meeting on the 23rd July because I was officiating at Coalporters Regatta and will miss the meeting scheduled for the 22nd October as I am on holiday. Among the many items discussed at these meetings were – Explore Rowing and BR organised events; the overlap in responsibilities between event WSA and Race Officials; Risk assessments; Control Commission handbooks and boat failure reports; incident reports and the reporting system; boat buoyancy; Launches; Heel restraints; RWSA/CWSA training; a Water Safety Newsletter; medical cover; BR Safety Award; the Club safety audit; adaptive rowing; row-safe – and a number of specific incidents.

The new BR Hon. Safety Advisor, Clive Killick, has taken a slightly different approach this year which included, for the first time, Regional Safety Advisors making formal report to the BR Water Safety Committee, the objective being to report the safety activities in the region and to share any learning points with other RWSA's. The report covered – training events, audit results, incident reports, event safety plans and significant incidents. The report was presented in person to the Water Safety Committee on 16th April. Only around half of the regions submitted a report.

Incident Reporting. The BR on-line incident reporting system is now in its third year and while issues remain BR continues to improve the ease of access and user friendliness of the system. Between the 1st January and 30th September this year (2011) sixty (60) incidents have been reported in the Wessex Region – twenty seven (27) of these in competitions. While this compares badly with the thirty-nine (39) incidents reported in total in 2010 I am very confident that this reflects a significant increase in incident reporting rather than a deterioration in safety within the region – as this was one of the main actions from this year's regional safety meeting. However failure to report all incidents – a ROSPA requirement – remains a major issue and I am aware of a number of incidents within the region which have not been reported. The increased reporting within the Wessex Region – and the number of incidents still not supported – reflect the national trend. A full analysis of all incidents reported in 2011 will be compiled for the Hants & Dorset/Wessex meeting which usually takes place in February.

The 2011 club safety audit is now up and running which must be completed as part of a Clubs BR affiliation process and as such it must be completed and submitted online no later than the 31st December, 2011. The structure of the audit is very similar to last year and based on Row Safe and should be used by clubs to determine the actions they need to take in 2011/12 to close any gaps. It should be remembered that if the Gap-Analysis Audit is to be of benefit to your club, it should be an honest statement of your present position and practices; it is not a test to pass or fail. Regional Water Safety Advisors now have to accept the audits online before they are considered completed. There is a new question asking clubs to identify their launches under three headings; coaching, rescue and safety. Clubs who fail to complete their audit on time risk exclusion from BR races and “naming and shaming” on the BR Web site.

Equipment Checks – Hants & Dorset Season. Boat inspections were undertaken by the Safety Sub Committee at four events. One Head race – the Head of the Stour – and three Hants & Dorset ARA Regatta's – Poole, Woolston and Bournemouth. At these events the Safety Committee tried to fully check at least two different boats from each Club – although this was not always possible as some boats were afloat during the inspection process and not all H&D Clubs attended all events. In addition to these boat inspections a check on the heel restraints of every boat on the “beach” was undertaken at Poole Regatta and a check of all Clubs Life Jackets that we not in use at the time of the inspection was

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undertaken at Woolston Regatta. The Safety Committee had hoped to carry out at least one more full boat inspection and one more full heel restraints check but this did not prove to be possible due to time constraints and lack of help. A report on all boats where a fault was found will be sent to Club Safety Advisors in due course along with an analysis of these plus the heel restraint and life jackets checks – and again these will be discussed in more detail at February's Safety meeting. But to summarise – over the four events 76 boats were inspected with 52 faults found. Itchen Imperial and Westover and Bournemouth Rowing Clubs are to be congratulated on having no faults found on any of their boats inspected. 38 of the 53 faults found – 72% - related to Heel Restraints; 9 (17%) to no boat ID; 3 (5%) to buoyancy tank issues and 2 (4%) to bow balls. 63 boats were checked for heel restraints at Poole Regatta with 12 boats found with faults and 17 life-jackets were checked at Woolston Regatta with 17 faults found in total – the biggest issues being no crutch strap (47%) and missing clips on the CO2 firing mechanisms (35%). Also for the record there was a 100% safety check carried out on all boats at the Hants & Dorset ARA hosted South Coast Rowing Championships and Junior Regatta at Eton Dorney.

Event Audits. All the events held in the Wessex Region – including all H&D Regatta's, head races and Junior regatta's submitted event audits – and Poole Regatta was re-audited by the Safety committee with no major issues found. It had been hoped to re-audit a number of other events but this did not happen. A very comprehensive safety audit was received from the 2011 South Coast Rowing Championships and from the BR organised Explore Rowing Coastal Challenge along with a detailed risk assessment – and a detailed reply with concerns and suggestions for improvements was submitted to the BR Explore Rowing Team by the RSA.

H&D ARA Safety Equipment. I am not aware of any major issues with the Hants & Dorset ARA owned safety equipment – but this has not yet been returned after the season so has yet to be checked.

The next regional meeting will take place in February, 2012, with Christchurch R. C designated to host.

Steve Bull.
H&D ARA Safety Committee.
Wessex Regional Safety Advisor.
October, 2011.

2. Report on the National Rowing Safety Meetings.

Notes from: National Water Safety Committee Meeting
Held at Thames Rowing Club, Putney.
Saturday 14th January 2012 , 11.00 am to 4.00 p.m.

The meeting was held at the newly refurbished and much improved Thames Rowing Club Clubhouse on the Embankment at Putney (£1 million + spent!).

Just nine regions were represented – with no representatives from CARA/South East Coast or the West of England. No mention of including CARA/South East Coastal as part of Wessex mentioned and I did not bring the matter up. Clive Killick, Hon. National Water Safety Advisor was in the chair.

Had not been able to attend previous two national safety Meetings so a little out of touch with minutes/ actions – but one point to note regards the emotive subject of boat buoyancy was that the NSC were seeking funding from BR to test the formula that had been developed but this had yet to be approved. There was general concern expressed about funding for Safety initiatives –

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with much comment about BR being happy to appoint a Chief Exec. at a salary of £110,000+ but resisting funding for safety and other issues. This was to be taken up at Council/Sports Board. Further example – the much needed revisions to the on-line incident reporting system had been designed but BR had been unable to allocate any resources to write and test the software – which had now been delayed by more than a year (delayed by Club Management System). Clive was to seek urgent discussions with Rosemary Napp on this subject.

The Water Safety Strategy and action register was reviewed by the meeting.

Much time was then spent trying to agree the Terms of Reference (TOR) for the Committee in light of the changes to the British Rowing constitution. The TOR put forward by the NWSC had been rejected by BR and an alternative proposed. The meeting came up with a compromise version that would be re-submitted to BR for approval. The committee feel they are responsible for all things rowing including land training and trailers but not building integrity, health and safety, electrics etc. – so we are suggesting we become the National Rowing Safety Committee (NRSC) with Regional Rowing Safety Advisors (RRSA) and Club Rowing Safety Advisors (CRSA). There was much debate about the NRSC reporting to the new Sports Board/Committee rather than direct to Council as suggested by BR – but this was reluctantly accepted as long as the Hon. National Rowing Safety Adviser had a place on Council. Also much debate as to why BR was insisting on Oxford and Cambridge having representation on the NRSC – if then why not other large collegiate Universities – Durham etc.. There was lots of “lawyer speak” – there being two on the committee – which was way over my head – ref. legal implications and responsibilities – duty of care etc.. Meeting was generally quite hostile to BR.

Went on to start a major review the “Row Safe” document – with the intention of completing the review and publishing the new “row-safe” document within six months. There would be a new format – with Objectives, responsibilities and further information for each topic – plus “Row SafePlus+” documents that would provide additional/detailed information. There would no longer be minimum standards to be met – but recommendations and guidance. It was hoped the size of the document would be substantially reduced – making it more likely to be read.

The meeting also discussed - Explore Rowing – which was often regarded safety issue; the training modules – which were nearing completion; Personal Flotation Devices – where no guidance would be published soon.

The Club Audit was discussed briefly – with Wessex showing as only having Icena Club – who are connected to Winchester School and the Portsmouth University Boat Club as having audits outstanding. I have already chased both. As far as I am concerned I have also yet to approve an audit from Solent University – but they do not appear on the list – which was pointed out to Clive – along with the River Teign Rowing Club – who do appear on the Wessex List but are clearly not a Wessex Club as they are based in Cornwall.

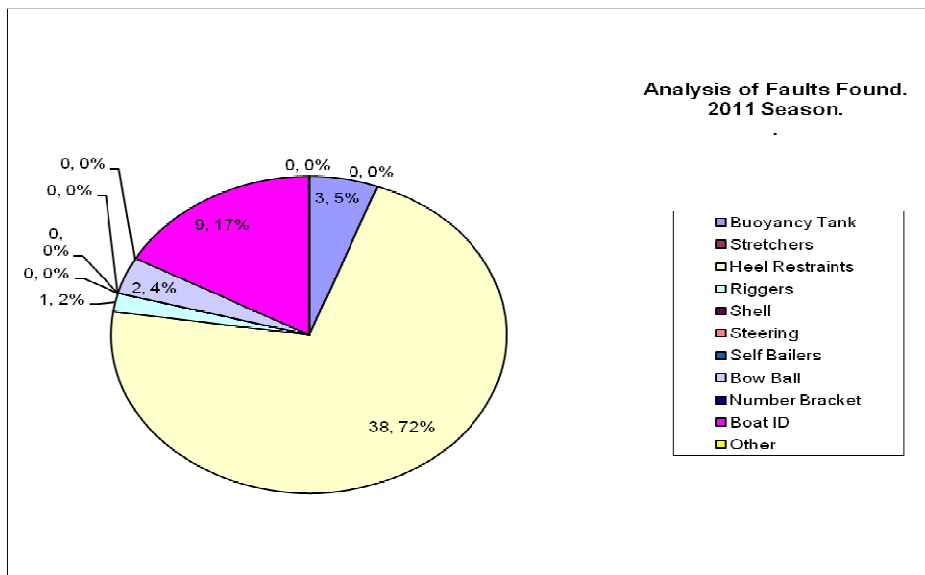
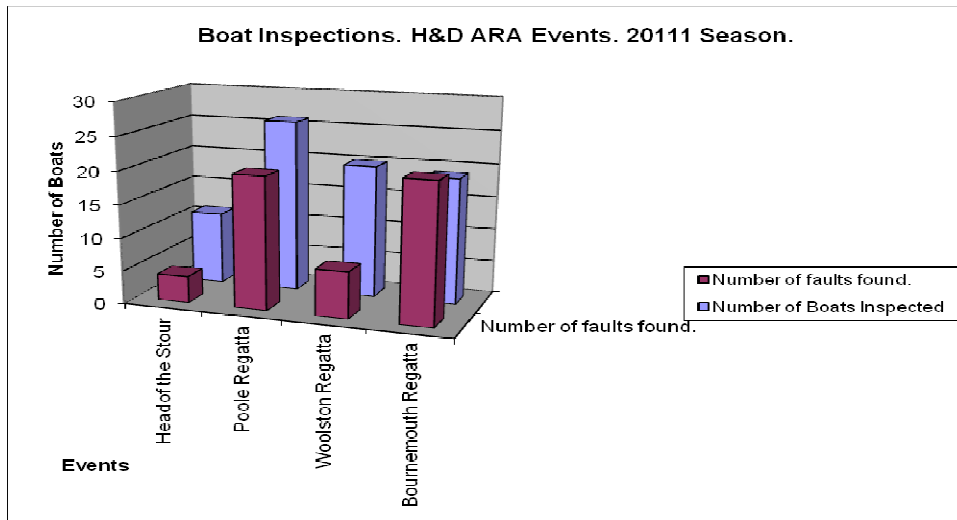
Three recent significant incidents were also discussed – one of which involved an accusation of child abuse of a coach who had, in the committee's view, had correctly instructed scullers on action to avoid an incident.

The meeting finished at 4.00pm. The next meeting is due to take place on Saturday, 14th April, venue to be advised.

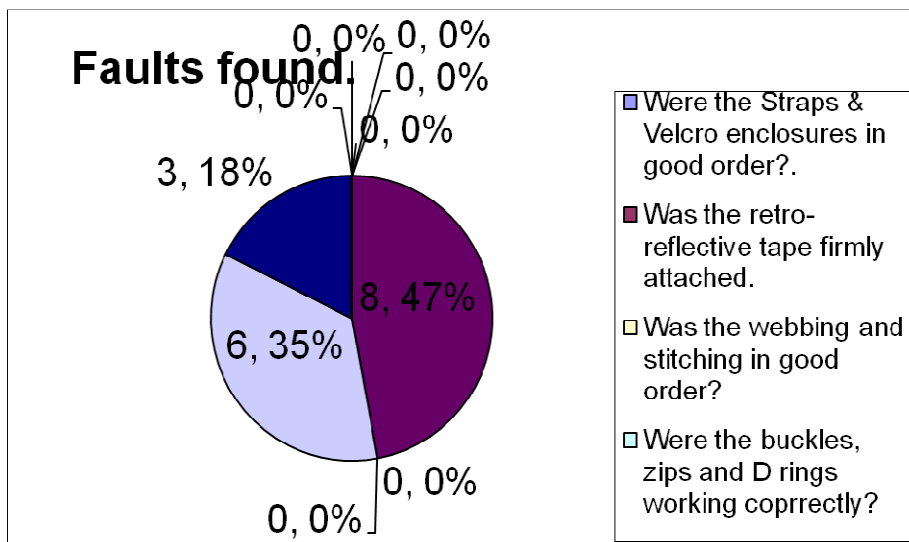
Steve Bull, Regional Safety Advisor, Wessex Region. 15th January, 2012.

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3. Boat Inspections at H&D Events, 2011



4. Life Jacket Inspection – analysis of faults found.

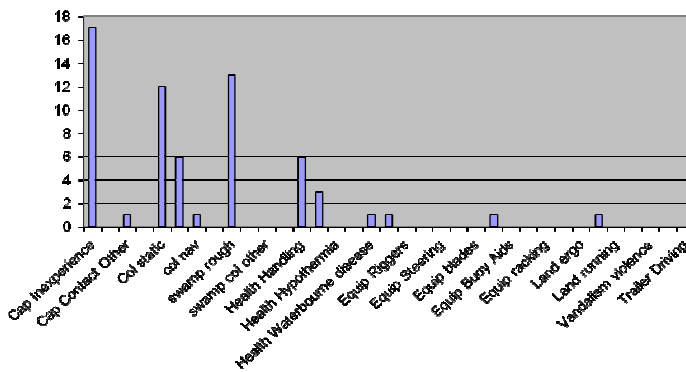


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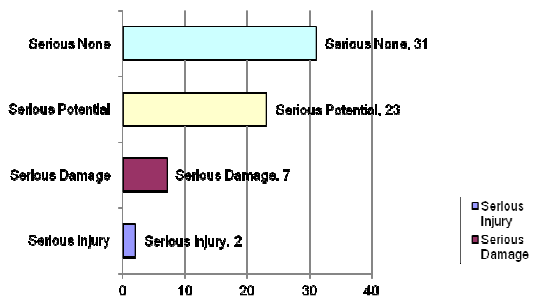
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1) Incident Reporting – Wessex Region data.

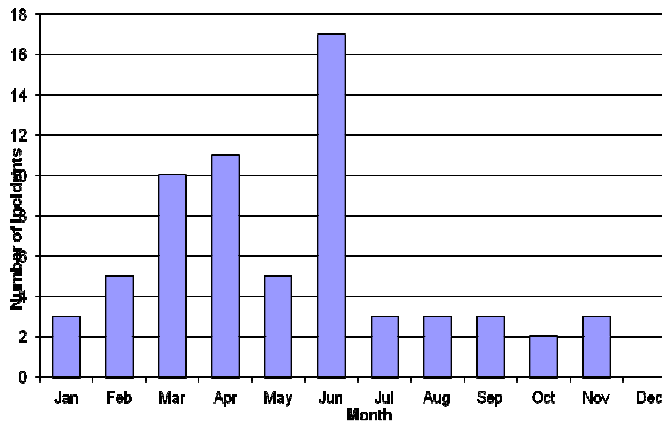
Total Incidents reported by Type, 2011 Wessex.



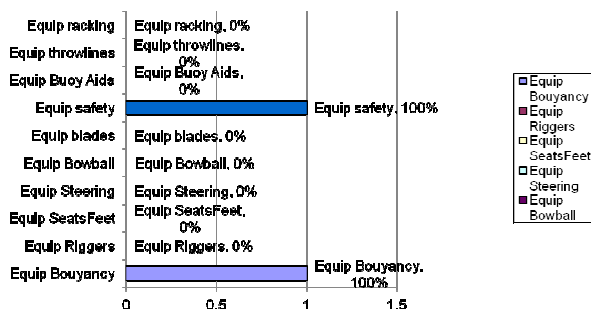
Reported Incidents, Wessex, 2011, Seriousness.



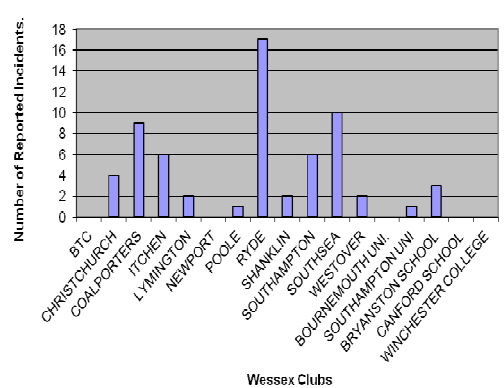
Reported Incidents, Wessex, 2011.



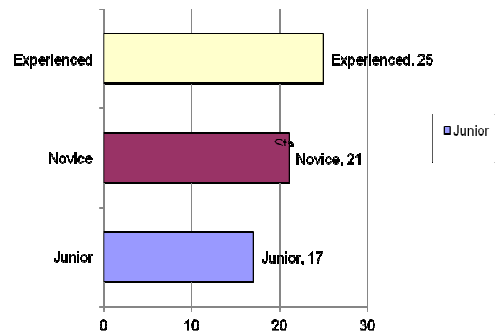
Reported Incidents, Wessex, 2011, Equipment.



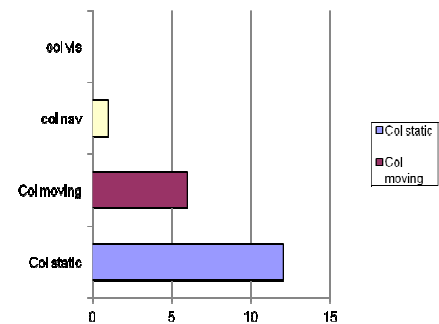
Wessex Region. Reported Incidents. By Club. 2011.



Reported Incidents, Wessex, 2011, Status.



Reported Incidents, Wessex, 2011, Collision.



Reported Incidents, Wessex, 2011, Capsize.

