

Hants & Dorset Amateur Rowing Association.
WATER SAFETY COMMITTEE.
Acting as agents for Rowing Safety for the
WESSEX REGIONAL ROWING COUNCIL.



Hants & Dorset ARA
Safety Meeting.

Saturday, 13h February at 11am.

POOLE ROWING CLUB.

Hants & Dorset ARA Safety Meeting. **INVITATIONS/INTRODUCTIONS.**

INVITAIONS/INTRODUCTIONS.

All H&D Club & Event Safety Advisers were invited to the meeting and H&D Club & Regatta secretaries were copied. I also invited the Safety Advisers of the non- H&D Wessex Clubs, Schools and Universities – and Phil McCorry, RRSA for CARA.

As agreed all invitations were via E Mail.

Prior to the formal start of the meeting those in attendance are invited to join the Water Safety Committee members in a re-audit of the Safety procedures and facilities of Poole Rowing Club.

Hants & Dorset ARA Safety Meeting.

Agenda.

- 1) Apologies
- 2) Minutes of the last meeting. *Note: Previously circulated – a copy can be downloaded from the Hants & Dorset ARA Web site at – www.hdara.co.uk. See downloads section.*
- 3) Secretaries Report (Report to H&D Autumn Delegates Meeting/Wessex Region AGM) [See attached]
- 4) To receive a report on the British Rowing National Water Safety Committee Meetings.
- 5) BR Club Safety Audits.
- 6) On Line Incident Reporting – analysis of seventh year – and stats (if available from BR).
- 7) Safety incidents Reported by H&D (& Wessex) Clubs in 2015 and at the 2015 Hants & Dorset Events.
- 8) Boat Inspections - report on last seasons Inspections and plans for 2016.
- 9) Regatta/Event Audits - reports on last seasons audits and plans for 2016.
- 10) To review Association Safety equipment including status after 2015 season. (Gary Joyce).
- 11) BR Row Safe – and the Coastal Section.
- 12) Format of the Hants & Dorset Water Safety Commission.
- 13) Venue for 2017 Meeting.
- 14) Any other business.

Hants & Dorset ARA Safety Meeting.

1) Apologies.

2) Minutes of the last meeting

Previously circulated – a copy can be downloaded from the Hants & Dorset ARA Web site at – www.hdara.co.uk. See downloads section.

▪

Hants & Dorset ARA Safety Meeting.

3) Report to H&D Council & Wessex AGM. 4) Report on the British Rowing National Water Safety Committee Meetings.

**3) Secretaries Report (Report to H&D Autumn Council Meeting/Wessex Region AGM)
ALREADY CIRCULATED/DISTRIBUTED.**

and

4) Report on the British Rowing National Water Safety Committee Meetings.

Hants & Dorset ARA Safety Meeting.

Status of region with British Rowing. REMINDER.

- Wessex has one vote on National Safety Committee – but reps. From Wessex West & South East Coast can attend meetings.
- Wessex West & South East Coast will remain responsible for review and acceptance of own Club Audits and analysis of incident reports (although BR appear to have an issue splitting incidents!).
- Phil McCorry (Bexhill) is Safety Adviser for South East Coast.

Hants & Dorset ARA Safety Meeting

4) Report on the British Rowing National Water Safety Committee Meetings.

- RRSA I attended 3 of the 5 BR National Safety meetings.
- Topics/Subjects discussed - review of RowSafe (a Agenda item later), roles of the paid staff at BR; re-write of the Tideway code; Boat Trailers, various incidents including the two fatalities and incidents involving BR Crews, general improvements to the incident reporting system, Adaptive/disability/rowability – rowing, Bow balls and bow shapes, the BR conference at Leeds.
- Others of interest/to note –
- **British Rowing Safety Alerts.**
- **HRSA Monthly Reports**
- **New BR Web Site.**
- **Prominence of Safety in BR**
- **The Capsize Drill.**
- **Removal of Free Access Safety Information from Website.**
- **Coastal.**

Club Safety Adviser - contact with BR.

- It is important Clubs have the correct E Mail address registered with BR for Safety Matters – usually the CWSA – and keep it updated. Without this the Clubs may not receive Safety Alerts, Incident Reports and other Safety information. Update via contact with BR or through the on-line BR Club Management system – and in theory they will advise me of any changes.
- From analyses of Club Audits, I am concerned that – Bournemouth University, Lymington, Newport, Poole, Coalporters, Winchester and the University of Portsmouth may have the wrong E Mail addresses registered.

5) Club Safety Audits – report on last year's audits.

- The Club Water Safety Audit is a recognised part of the affiliation and as such it must be **completed, submitted online and accepted by your Regional Rowing Safety Advisor (RWSA) no later than Saturday 31st December 2015.**
- All Wessex Clubs eventually completed audits – a couple missed the deadline but only by a few days. The only Clubs to be briefly suspended from Racing by BR for failure to comply were
- Bournemouth University Boat Club where there was an issue because they stated they operated under Canford Schools CWSA and Rules – but Canford did not agree. Eventually resolved when Bournemouth Uni re-submitted with own Safety Adviser and rules in place.
- Southampton University – who did not submit their audit until the end of January.

5) Club Safety Audits. – report on this year's audits.

- The questions were much the same as last year - the key difference this year is that once a club selects the option declaring that they do have a Risk Assessment they were asked to upload the document to the system. The same applies for the Club Safety Plan, Competition Safety Plan and a First Aid Emergency Action Plan where applicable.
- I now have a large number of example risk assessments. I would like the Clubs permission to share these with other Clubs in the region if/when appropriate.
- A few issues including the fact that you can't now look back at last years and will have to start from scratch!
- Questions will be reviewed next year with a view to dropping some as it was generally agreed that the audit is too long, some questions are irrelevant and some unrelated to safety – the audit presumably being used by BR to gather information for other reasons. The NSC plan is to remove any question that does not relate to safety.

5) Club Safety Audits.

– report on this year's audits.

- The biggest issue with the Club Audit is that BR have changed the software – without any consultation with the NSC
- All RRSA's now going to get is a pdf copy E Mailed to us and there is no longer any on line platform where we can analyze the responses or download into a spread sheet for ease of use.
- No RRSA felt this was acceptable – and we asked that this be taken up with BR as a matter of urgency – but no solution yet.
- As a result I have been unable to provide the usual analyses of the results – in terms of the questions where Clubs had indicated they were “still to address” which we have considered at meetings in the past in the hope of providing solutions.

6) On Line Incident Reporting – reminder of the process.

- Required so that lessons can be learnt, procedures improved and statistics provided - and for insurance purposes – and was a requirement of the ROSPA report on Safety in rowing following Blockley and Reading incidents.
- Important formal record of incident – in case of repercussions at a later date.
- On-line via BR Web-site. “Relatively” simple form to complete – more detail if event flagged as serious.
- “Simple Capsize” option available.

6) On Line Incident Reporting – reminder of the process.

- Anyone can complete an incident report.
- Better to receive more than one on same incident than none.
- Copies of all incident reports submitted automatically sent to Regional Rowing Safety Advisor, National Safety Advisor and BR.
- Incidents that may generate BR individual insurance claim. BR are obliged to advise insurers.

6) On Line Incident Reporting – 2015. analysis of 6th year – National.

- Don't have a full analysis at the moment.
- Incident Reporting. In spite of more than 2000 incident reports being submitted nationally between 1st January and 30th September it is known that there is still much under reporting of incidents – nationally and within the Wessex Region.
- Nationally collisions – the majority with a moving object (i.e. another boat) are by far the biggest incident type reported – with over 1600 recorded. Capsize is the 2nd largest incident at around 300 – although one suspects many more have taken place.
- Collision avoidance – is a big concern.
- There is still massive under reporting nationally.

6) Improvements to on-line Incident Reporting System.

I have asked BR for two improvements –

- When an incident report is made naming several Clubs only the primary club's CWSA seem to receive a pdf copy automatically. Any other Club mentioned just get an E mail to say they have been mentioned in an incident report - and to ask for details from the RRSA. I have asked that all Clubs mentioned automatically get a copy saving them having to contact the RRSA and for him to advise them about the incident which I get this several times a year.**
- To help tackle under reporting - it these days of smart phone and instant access – BR need to develop an Incident Report Ap. for smart phones. I believe this would increase the number of incidents reports as it would allow them to be done almost immediately.**

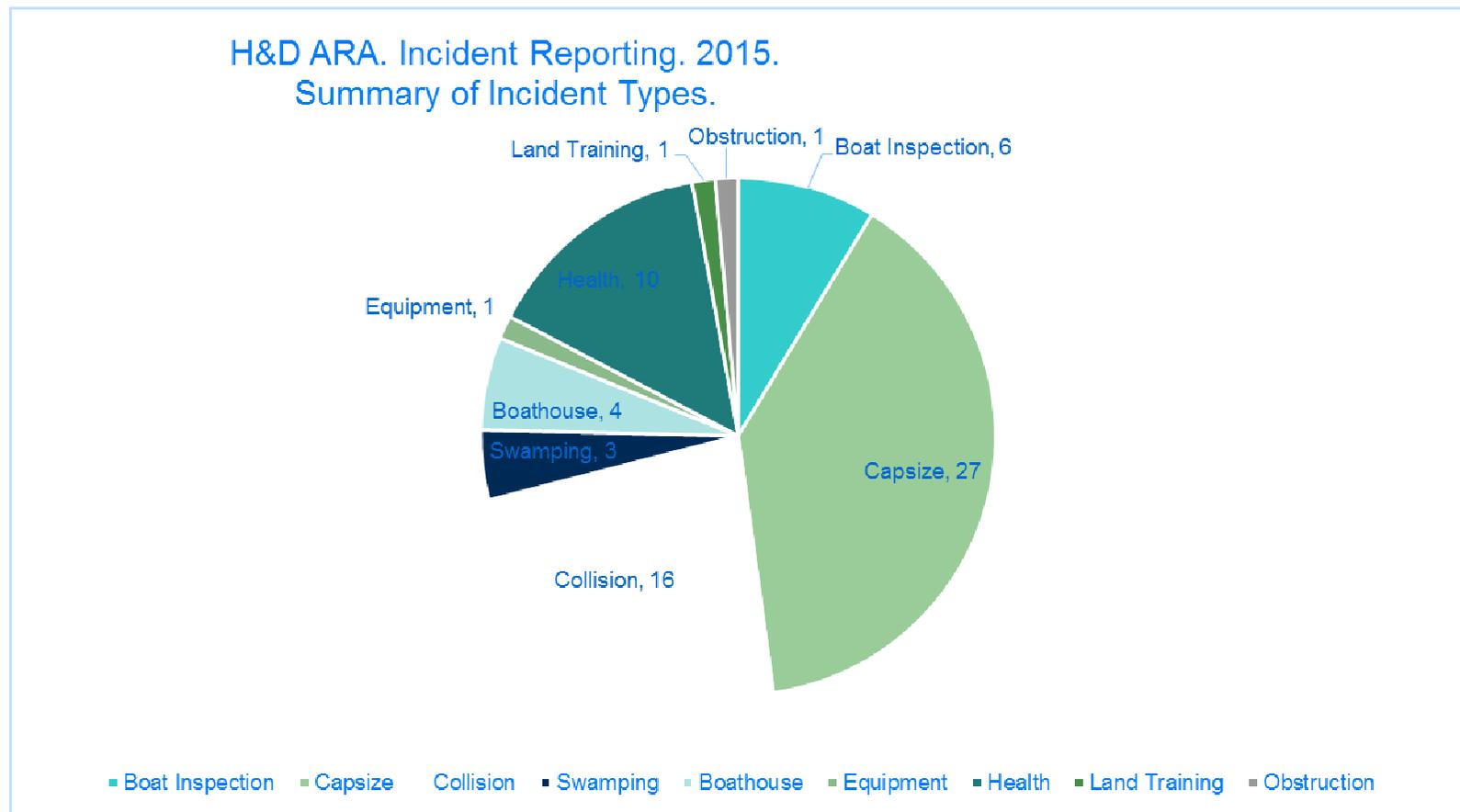
6 & 7) On Line Incident Reporting. Opened for comment.

- RRSA can “open” incident for comment/ discussion - and send to – other clubs and individuals involved as long as BR membership number is known – and/or other RRSA’s.
- In 2015 I opened 16 Incident Reports for comment – 6 of these related to the Boat inspections which did receive some comments/responses.
- Most of the others were opened because more than one club was involved – and/or I only received and Incident report from one of them – or only from an Event Official. Very few of these received any further comment – which is disappointing.
- Nationally I was invited to comment on 45 reports from other regions and did so where I thought I had something to contribute.

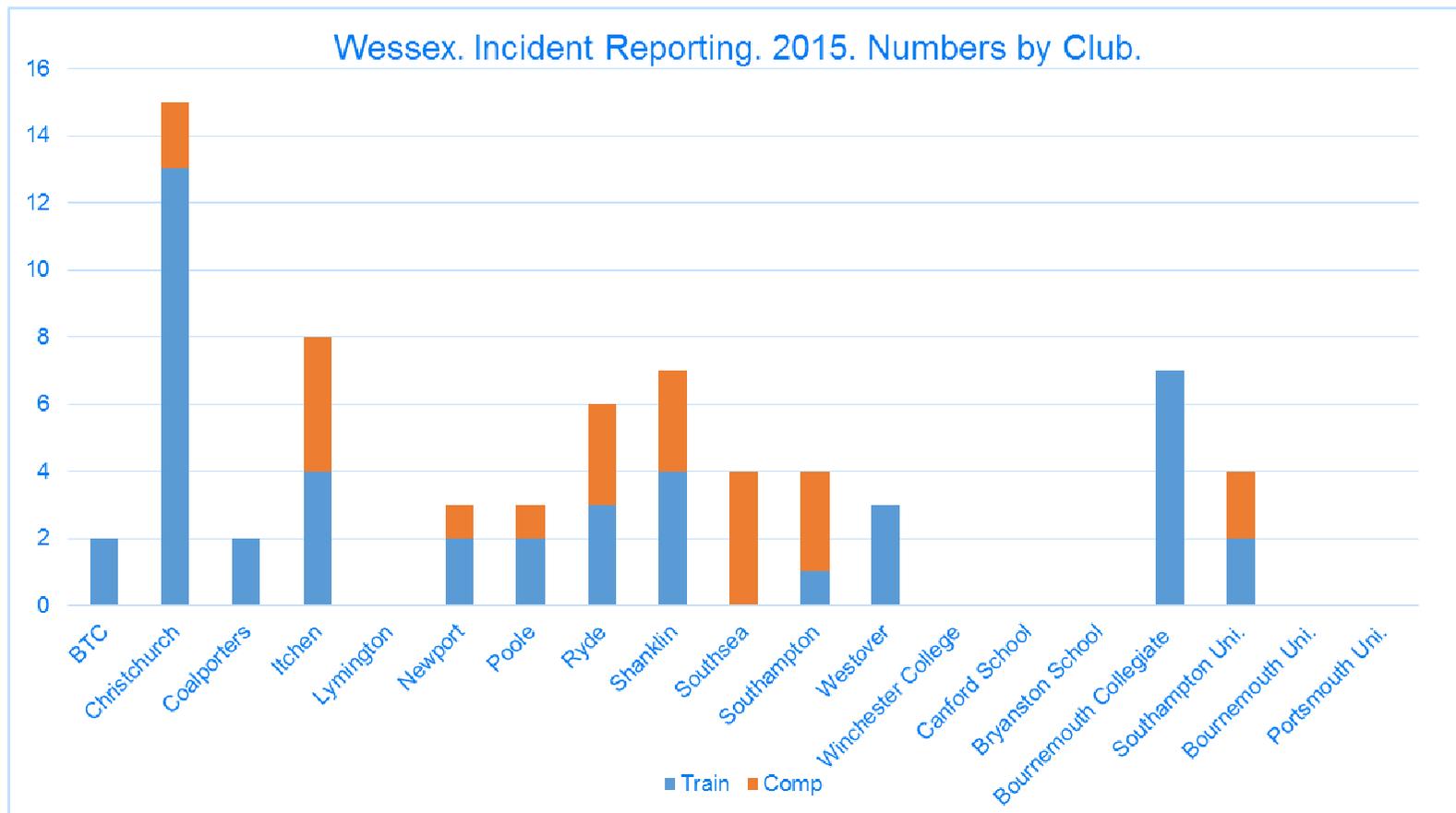
7). Incident Reporting, 2015. Wessex Region.

H&D ARA	Boat inspections	6	
	Wessex only	11	
	H&D only.	57	68
less linked			5
CARA		8	
STILL DRAFT/IGNORE		1	
		88	
COMP/TRAINING.	Competition	23	
	Training	45	
	CARA/BI/Ignore	15	
		83	

7). Incident Reporting, 2015. Wessex Region. Total incidents reported by Type.



7). Reported Incidents, 2015. Wessex. By Club!



7) Incidents of note – to review at the meeting –

- 4428. Struck on the Head with Yoga ball.
- 3860. Canoeists on the Itchen.
- 4340. Injury at head of the Stour. Newport.
- 5062. Cardiac arrest at Poole.
- 4435. Divers at Shanklin.
- 4434/4464/4527. Clash at Shanklin Regatta. Southsea and BTC. Oarsman in the water.

7) Special Commendation. Incident report number – 5527.

- **All British Rowing Incident reports (other than simple capsizes) are reviewed by the BR HRSA and he makes a special note of those that are particularly detailed or which can be used to drive significant improvements in safety.**
- **His view was that a IR raised in the Wessex Region this year qualified on both counts and has received a special commendation.**
- **His statement reads – “The report into the incident in Southampton and the subsequent discussion was particularly helpful in identifying an at-risk behavior in such a way that action will be taken to address that behavior and improve safety”.**

The tragic death of Michael Hill.

Tin Fish 005. Man Overboard with resulting Fatality.

PLA Investigation. Conclusions and Recommendations.

- **CAUSES**

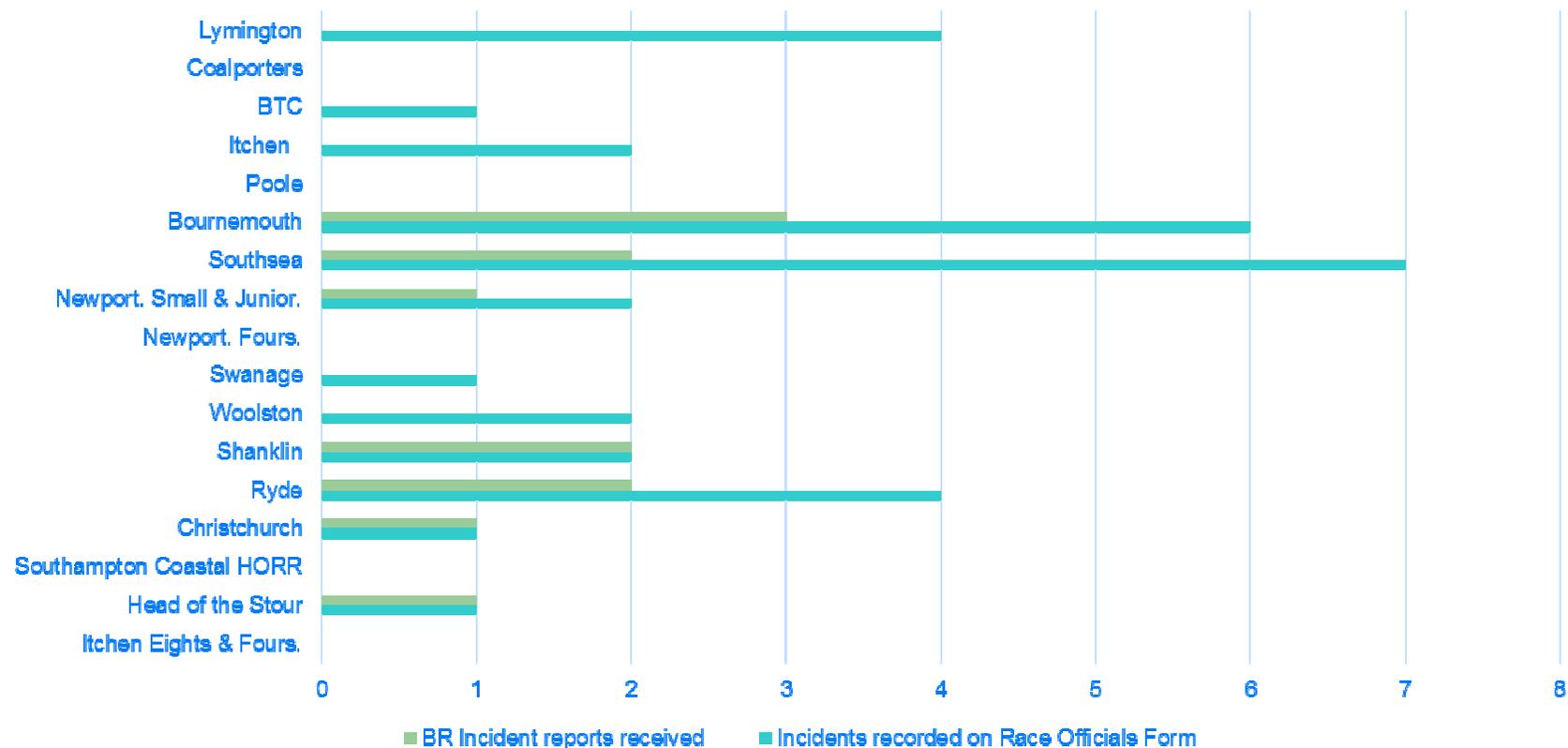
- **1. Mechanical issues.** Thames Rowing club run and maintain a number of TIN FISH coaching craft. The vessels undergo twice yearly in house checks and the outboard engines are externally serviced at the same time. Despite these checks, the issues with the interlock and throttle on the outboard engine, could result in the outboard being started in gear and with significant throttle being applied.
- **2. Kill Cord.** The evidence suggests the kill cord was not connected to the casualty as it was intact and remained attached to the vessel. This is supported by witnesses who observed TIN FISH 005 out of control and operating at speed. Had the kill cord been connected to the casualty then the vessel would have remained in close proximity to the casualty after he had entered the water.
- **3. Lifejacket.** The body of the casualty was recovered from the water without a lifejacket. While colleagues have noted the casualty was a habitual wearer of lifejackets, there is no firm evidence to support the wearing of a lifejacket at the time of the incident.
- **4. Lone Working.** At the time of the incident, the casualty was navigating TIN FISH 005 alone and not in close proximity to any other rowers or river users. As a result there were no witnesses to the event and therefore no one was able to render assistance to the casualty or raise awareness of the incident with emergency services.

7) Safety incidents at the 2015 Hants & Dorset Events.

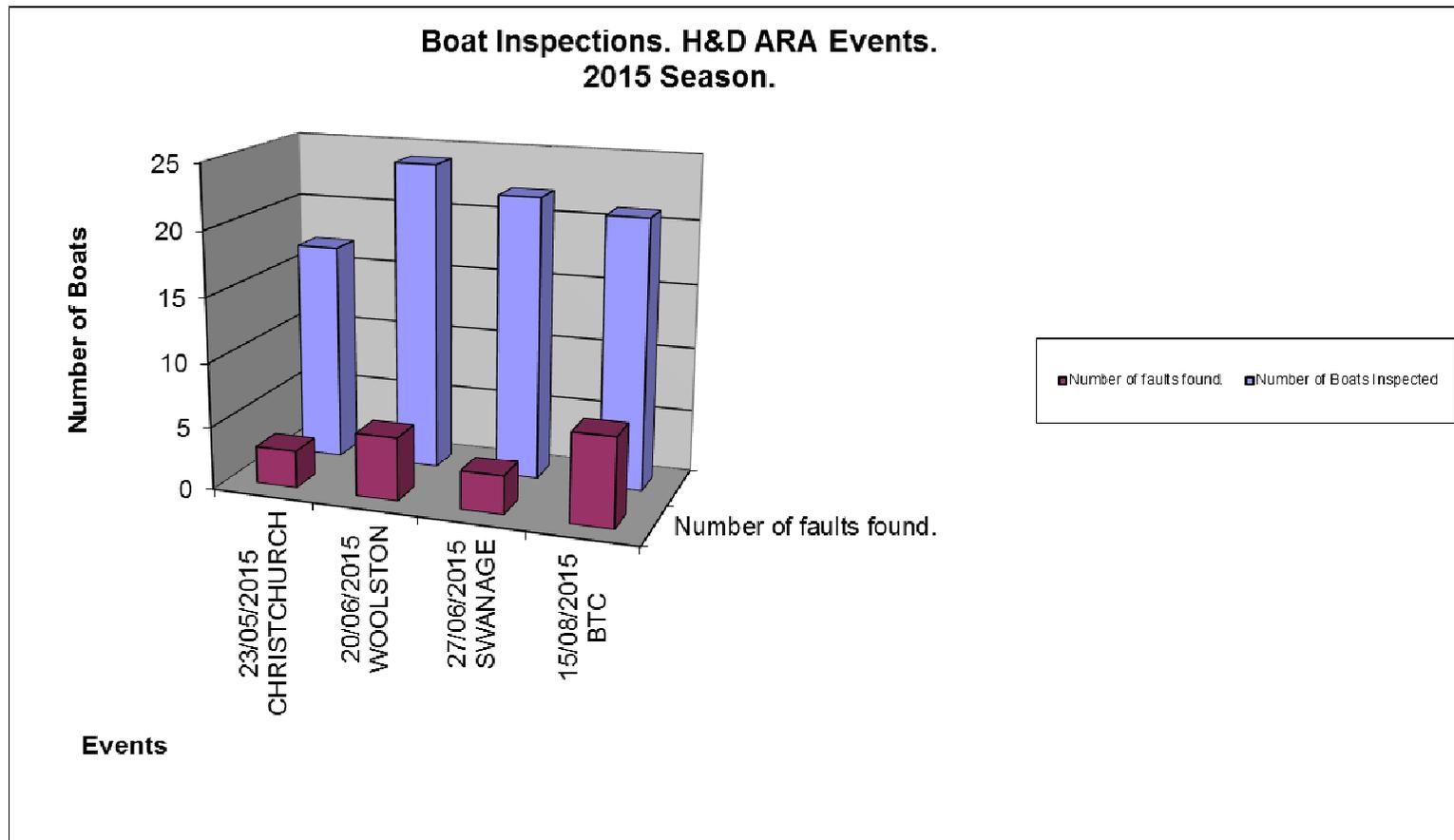
- 16 events – 1 Head were cancelled.
- H&D race officials reports noted 33 safety related incidents. (36 last year).
- Would expect to receive report from each club involved plus event safety adviser - which could be in the form of a summary of incidents on one report if all of a minor nature.
- These were received from Ryde, Shanklin, Swanage and Southsea and are in addition to the -
- 12 Incident reports received (17 last year).
- One of these was from a Race Official – not a Club.
- There remains significant under reporting of incidents at H&D events.

7) Safety incidents at the 2015 Hants & Dorset Events.

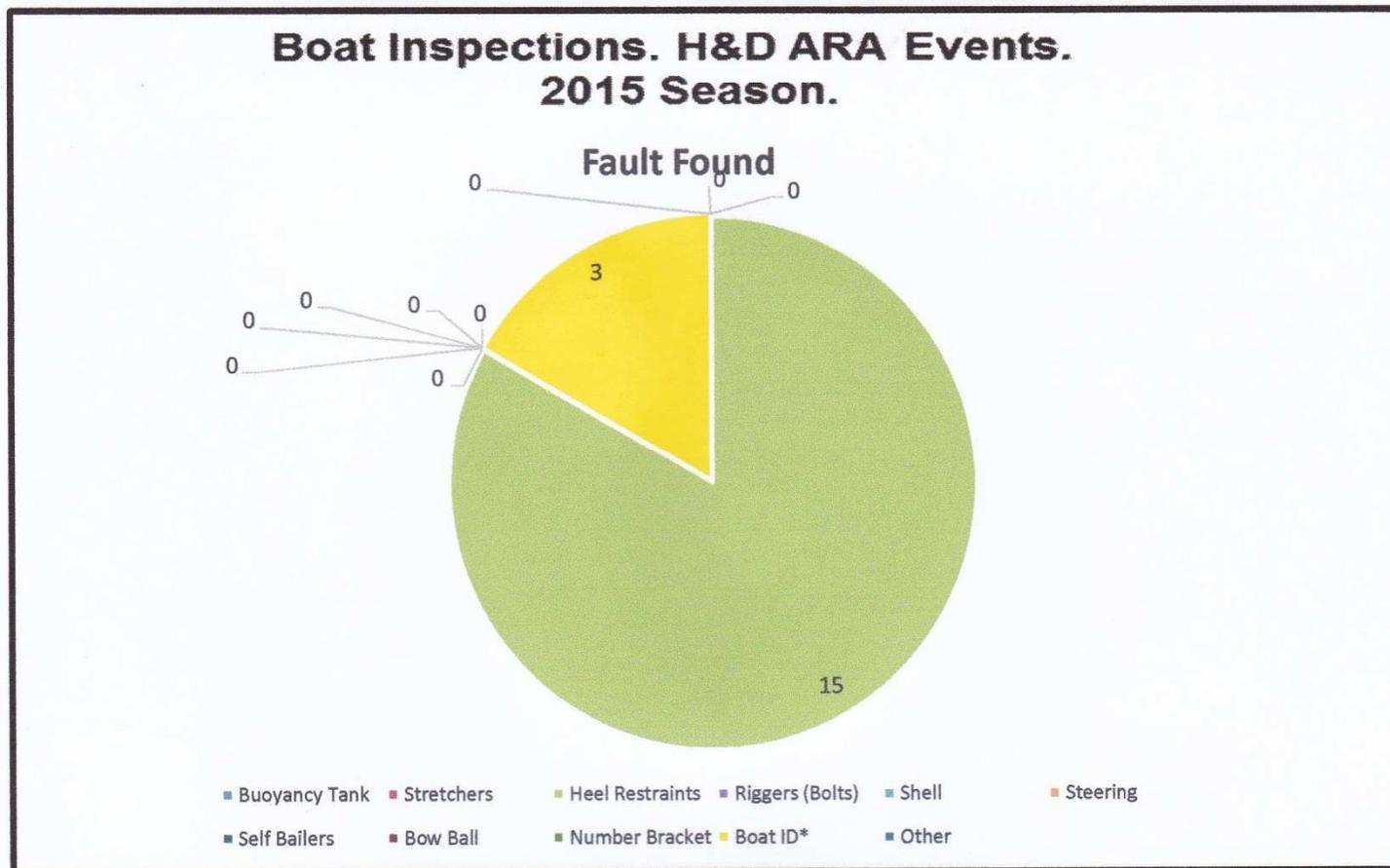
SAFETY RELATED INCIDENTS AT EVENTS.



8) Boat Inspections at H&D ARA Events – 2015.



8) Boat Inspections at H&D ARA Events – 2015. Analysis of faults found.



8) Heel Restraint Checks & Safety, Notification via IR system and Award.

- In addition to the full boat inspections a full Heel Restraint check was undertaken – at Bournemouth and Woolston Regattas.
- 50 boats were checked at Bournemouth with 5 faults found, 54 at Woolston - also with 5 faults found.

After each boat inspection an BR incident report was raised recording the Club with a failure which was detailed in the report, submitted and opened for comment. This approach was noted by BR NSC, commended and was to be adopted as best practice.

NOTE: ITCHEN & SHANKLIN went through all boat inspections, including the full heel restraint check – with no faults found and received a safety award at the Presentation Dinner.

8) Boat Inspections - Life Jackets.

- **In 2015, as agreed at the last Safety Meeting an inspection of Life Jackets was undertaken at Swanage.**
- **26 Life Jackets were inspected.**
- **15 Faults were found around 70% - against 40% last year but both figures are misleading as some Life Jackets had more than one fault.**
- **Five with no Firing Mechanism Clip fitted.**
- **Two had the “pull toggle” to inflate the life jacket hidden.**
- **One had no Crutch Strap fitted (a recommendation).**
- **Two had corrosion on the Co2 Cylinder**
- **Of more concern – there were five where the CO2 Cylinder had been fired!**

9) Regatta/Event Audits - reports on last seasons audits and plans for 2016.

- All H&D (Wessex) events submitted an event safety audit with risk assessments, safety and communication plans – with emergency plans accompanying most.
- These were reviewed and approved by the RRSA and BR advised so that the BR Event Public Liability Insurance would be issued. All H&D Events except Newport use the BR Public Liability insurance scheme – Newport use another provider.

9) Regatta/Event Audits - reports on last seasons audits and plans for 2015.

- **Event secretaries apply direct to BR for the insurance cover – and send the safety documentation to the Association Secretary/RRSA. The RRSA views and approves the documents. BR asks the RRSA if he has received and approved the documents. Providing the RRSA responds positively BR confirm the event is covered and invoice the event. For 2016 the cost will be £109 per day.**

9) Regatta/Event Audits - reports on last seasons audits and plans for 2016.

- **Policy in 2015- re-audits would only be undertaken where requested or where concerns were raised and on an occasional random basis. It was felt that the race officials reporting system already highlighted safety concerns and this would be used alongside safety commission members observations to hi-light events where a re-audit would take place.**
- **All events submitted a self-audit in 2015.**
- **No events were re-audited in 2015.**
- **Candidates for re-audit in 2016?**

10) Safety Equipment Provided for Race Officials at events with H&D Permit.

- **Safety Equipment available to affiliated events for use of Racing Officials.**
- **3 x BR LAUNCH RESCUE KITS.**
- **(H&D Adapted)**
- **CONTENTS:**
- **INSTRUCTIONS**
- **THROW BAG (Grab Line)**
- **KNIFE**
- **WHISTLE (Warning Device)**
- **FIRST AID KIT**
- **EXPOSURE BLANKETS – Mediwrap – TWO.***
 - **Space Blanket type – THREE.**



10) Safety Equipment Provided for Race Officials at events with H&D Permit.

- LIFE JACKET
- LENGTH OF ROPE (15m)
- TRANSISTOR MEGAPHONE (Loud Hailer)
- RED FLAG
- AIR HORN/SOUND SIGNALING DEVICE -



Now a Pump Action Emergency Horn with no requirement for a cylinder - used for the first time in 2015. ONE BROKEN.

- WATERPROOF BOX FOR LOUD HAILER BATTERIES
- (Two sets of 8 Batteries – One set in sleeves, one spare set)
- Safety Kits and Life Jackets are for the use of Hants & Dorset Racing Officials – NOT to supplement the equipment on Regatta Safety Boats – who must provide their own.

10) Safety Equipment. Check after 2015 Season. By Gary Joyce.

Kits -

- **H&D Safety kit 3 - checked and okay.**
- **H&D Safety kit 1 - Missing 1 x Mediwrap blanket and 1 x air horn.**
- **H&D Safety kit 2 - Megaphone not working.**

- **The following H&D lifejackets (11 in total) have been serviced 10/15**
- **85221, 85238, 129483819, 29585220, 29585222, L140601413A, 29585239, 29585236, 070520395, 29585231, 29585237**
- **LIFE JACKETS – surprisingly the missing one has been returned !**
- **All have been serviced this year.**

11) Review of Row Safe & the Rowing Safety Working Group. + Coastal Section.

- The re-write/revision of “row-safe” – has been delayed again! [lack of resource/IT/volunteers].
- Stephen Worley & the Rowing Safety Working Group has been asked to produce a time plan; the aim is to complete RowSafe by end 2016.
- The structure, philosophy etc. have already been defined. The Sport Committee will review.
- Stephen and Andrea will put the drafts together. It will be shorter with links to other websites.

11) Review of Row Safe & the Rowing Safety Working Group. + Coastal Section.

- Following comprehensive consultation with H&D/Wessex Safety Advisors after last years Safety Meeting a re-draft of the Coastal Inshore Section was agreed and submitted to the NSC.
- This is one of the few sections to have been completed and submitted.

12). Rowing Safety Committee.

Term of reference: To try to ensure, as far as practical, that all Hants & Dorset ARA affiliated Clubs and Event's comply with the Amateur Rowing Association Water Safety code of Practice and guidance notes ("Row Safe") and any additional terms of practice introduced by the Hants & Dorset Amateur Rowing Association.

Current -

- Chairman.
- **Mark Viner.** Lymington Rowing Club.
- Sub Committee Members.
- **Steve Bull.** Ryde R. C. & Wessex Region RRSA
- **Gary Joyce.** Itchen Imperial Rowing Club.
- **Adam Radcliffe.** BTC Rowing Club.
- **Mick Gisborne.** Southsea R. C.

13). Venue for 2016 and future meetings. Current rotation – 2017 – BTC.

H&D ARA Safety Meeting. Venues.		
Last		
	2012	Christchurch.
	2013	Southsea
	2014	Westover
	2015	Itchen
	2016	Poole
2007	2017	BTC
2008	2018	Ryde/Shanklin/Newport
2009	2019	Coalporters
2010	2020	Lymington
2011	2021	Southampton

Suggestion/recommendation – as we are at Poole this year – next on rota is BTC – so we are not in the same general area two years in a row so this would seem a good choice.

Hants & Dorset ARA Safety Meeting.

14) Any other business.

Adaptive Rowing Safety Guidance for Event Organisers

<http://www.britishrowing.org/events/adaptive-rowing-safety-guidance>

Tideway Code.

Please find attached the comprehensive guide to rowing on the Tideway produced by the Thames Region. A useful guide for all clubs and users of the Tideway and it can also be found online http://www.pla.co.uk/assets/THE_ROWING_CODE.pdf

Products.

Not endorsing – and not BR approved – but maybe of interest - a light weight alternative to the GTeck on the principle that something is better than nothing. <http://www.dcrainmaker.com/2012/09/the-swim-it-in-depth-review.html>