

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, 7th February at 10.30am.

ITCHEN IMPERIAL 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 could attend. I also invited the Safety Advisers of the non- H&D Wessex Clubs, Schools and Universities – and Phil McCorry, RRSA for CARA.

I asked if all Club and Event safety advisers would be happy to receive future communication via E Mail . Most have responded positively.

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 Itchen Imperial Rowing Club.

Hants & Dorset ARA Safety Meeting. Agenda.

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) Club Safety Audits/Gap Analysis - report on last years audits, this year's audits/gap analysis received to date and the British Rowing Club Safety Audit/Gap analysis procedure.
- 6) On Line Incident Reporting – analysis of sixth year – and stats (if available from BR).
- 7) Safety incidents Reported by H&D (& Wessex) Clubs in 2014 and at the 2014 Hants & Dorset Events.
- 8) Boat Inspections - report on last seasons Inspections and plans for 2015.
- 9) Regatta/Event Audits - reports on last seasons audits and plans for 2015.
- 10) To review Association Safety equipment [see attached].
- 11) BR Row Safe – Coastal Section.
- 12) Format of the Hants & Dorset Water Safety Commission.
- 13) Venue for 2016 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.

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

Items combined.

Hants & Dorset ARA Safety Meeting.

Status of region with British Rowing.

- 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.

5) Club Safety Audits (Gap Analysis) – report on this year's audits (gap analysis) – due for completion by 31st December, 2014.

- 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 2014.**
- The structure of the audit is based on Row Safe and should be used by clubs to determine the actions they need to take in 2015 to close any gaps.
- 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 RRSA has read and accepted them. The RRSA acceptance of the audit does not mean approval, just acceptance that it has been completed correctly.

5) Club Safety Audits (Gap Analysis) – report on this year's audits (gap analysis) – due for completion by 31st December, 2014.

- No Wessex Clubs – have failed to submit their audit – more or less on time – except Bryanston Buffaloes and Icena neither of which are actual clubs – and Hastings in CARA – which is unfortunately almost defunct.
- As of 1/2/15 – 24 BR affiliated Clubs had failed to complete the audit and have been suspended from rowing.
- Langstone Cutters, Bournemouth Surf Club & Gig Clubs as well as water sports centres (SWAC, Hengistbury Head Outdoor Education Centre etc..) are not BR affiliated clubs - so don't have to complete an audit.
- I have been unable to establish what safety procedures they have to have in place to be endorsed by BR.

5) Club Safety Audit – Wessex Region.

- There is a vast amount of information provided by the Club audit which makes meaning full analysis difficult.
- There were seven areas where nine or more Wessex Clubs stated “still to be addressed” in their Club Audit.

5) Safety Audit – Wessex Region. Main areas still “to be addressed”.

Wessex Region. Club Audit, 2014. Questions that received most "to be addressed" responses.

Club Name	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?	c) Have a method to check the nose weight of the trailer?	f) Ensure that information regarding the Maximum Allowed Mass (MAM) is fixed to the trailer? Note: Information regarding tyre pressure and unladen trailer weight is also recommended.
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Yes	13	12	1	8	10	8	11
Not Applicable	0	0	0	4	3	3	2
To Address	5	6	8	6	5	7	5
Unanswered	0	0	0	0	0	0	0
	18	18	9	18	18	18	18

18 "Clubs" (Excludes CARA & Alumini)
106 Questions.

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) Improvements to on-line Incident Reporting System.

Still to do -

- **Update the system to use the new sub regions.**
- **Smart Phone Ap. Being developed.**

Recognition and rewards will be made, by the NSC, for well written and informative incident reports - on a monthly basis - to encourage compliance – although this has not really happened..

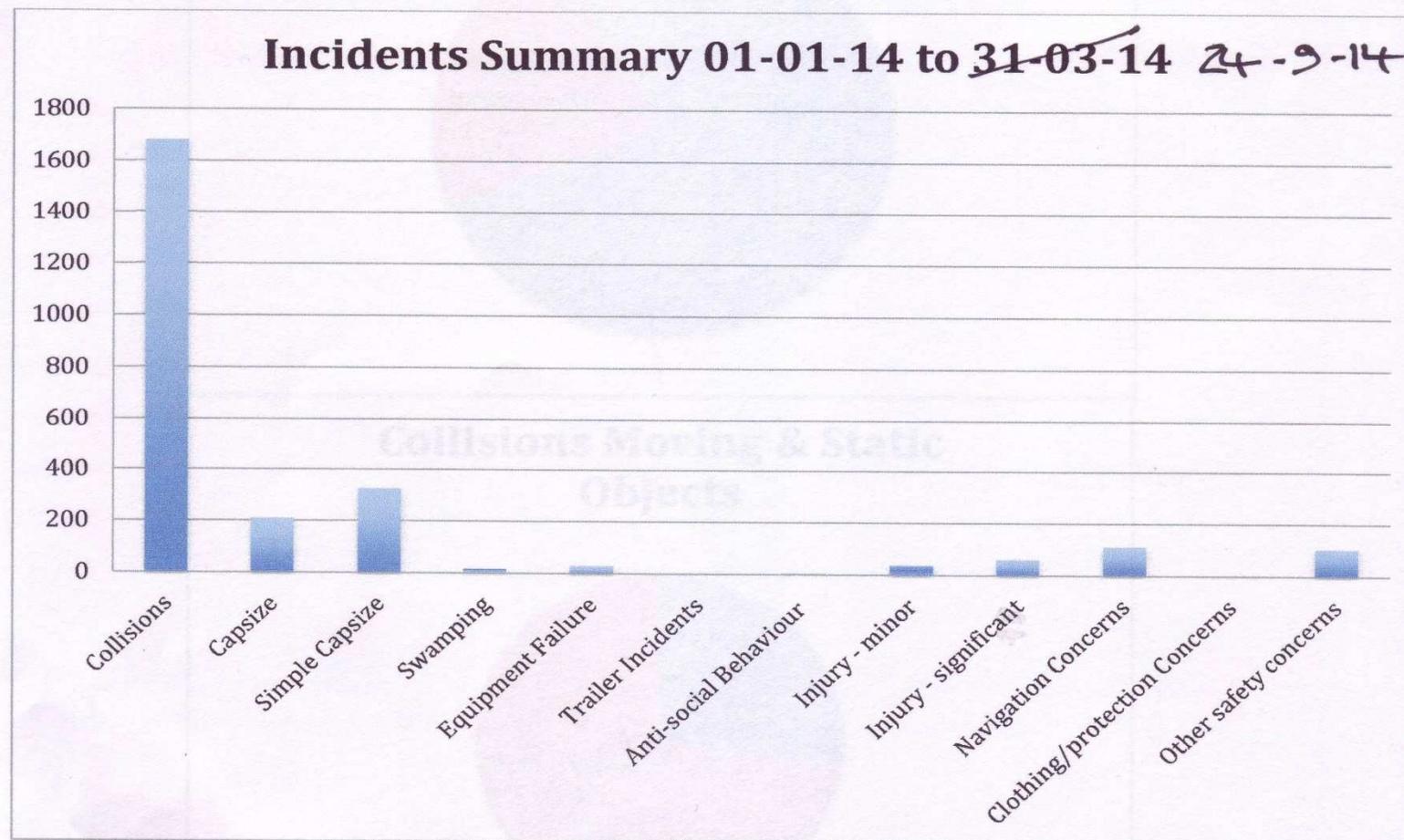
6) On Line Incident Reporting – 2014. analysis of 6th year – National.

- 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 – and this is a cause for concern at national level. Capsize is the 2nd largest incident at around 300 – although one suspects many more have taken place.
- Incident reporting, some comments - “no feedback – so what’s the point” – but they all have access to their own reports so can and should self-analysis. Collision avoidance – is a big concern. Still massive under reporting nationally.

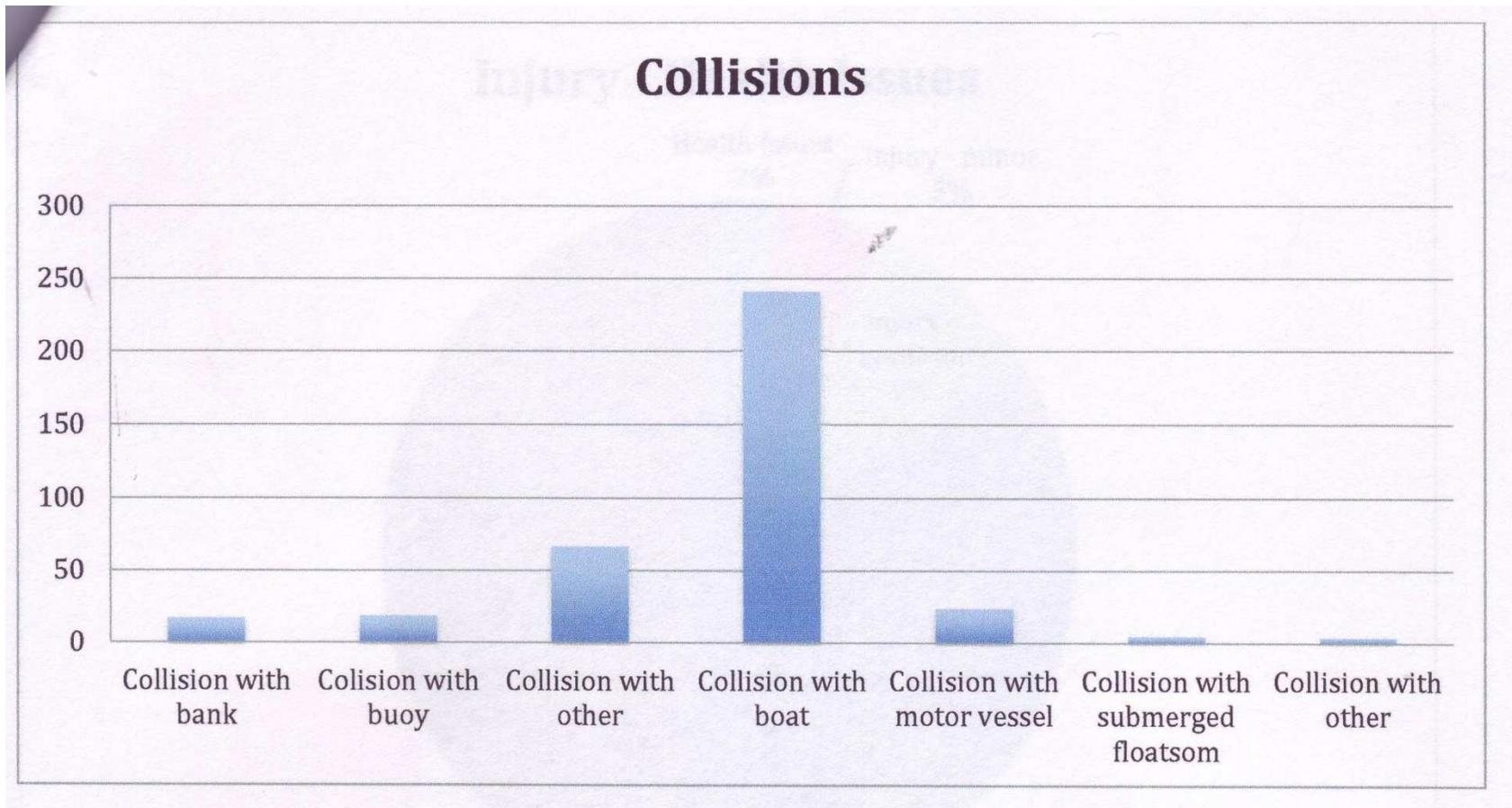
6) On Line Incident Reporting. Opened for comment.

- 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.
- Nationally I was copied on 65 incidents that were opened for comment – generating 188 further comments.
- I opened Eight incidents from Wessex region for comment/ discussion during 2014 including 3 related to boat inspections.
- Usually opened for comment when incident reported involves 2nd club who have not reported the incident.

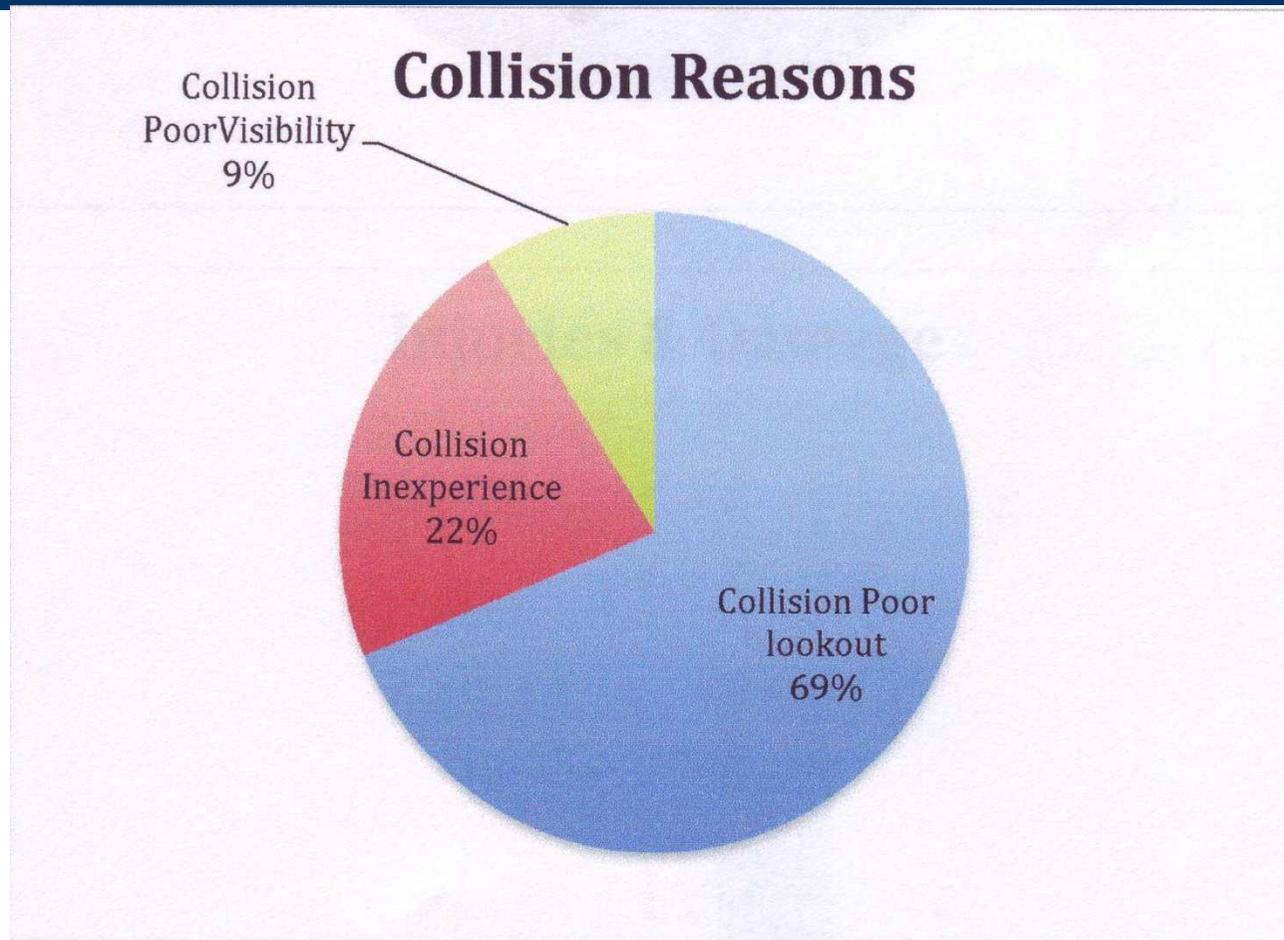
6. Incidents reported – 2014. BR Stats. Incident statistics – 1/1/14 to 24/9/14 – over 2000.



6). Incidents reported. 2014. National. 1/1/14 to 12/12/14. Collision concerns.



6). Incidents reported. 2014. National. 1/1/14 to 12/12/14. Collisions - Reasons.

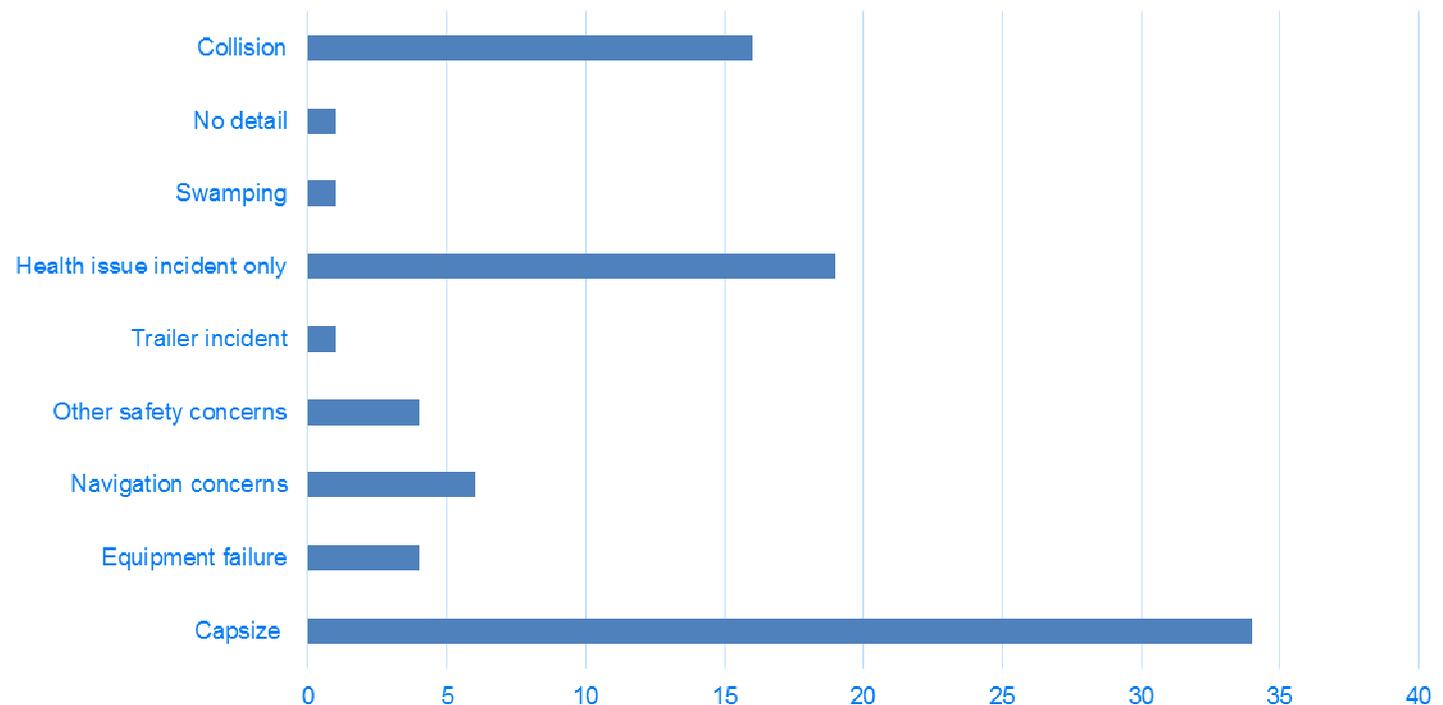


7). Incident Reporting, 2014. Wessex Region.

- **102 Incidents Reported/Some duplications (linked). [86 in 2013/44 in 2012/66 in 2011]**
- **5 were Duplicated and/or linked.**
- **Just 7 incidents from CARA Clubs (4 last year)**
- **Total - Wessex West (Less CARA & duplications/linked) – 87. (66 last year).**
- **Bournemouth Collegiate School recorded 5 incidents – but are not on Wessex Club list.**

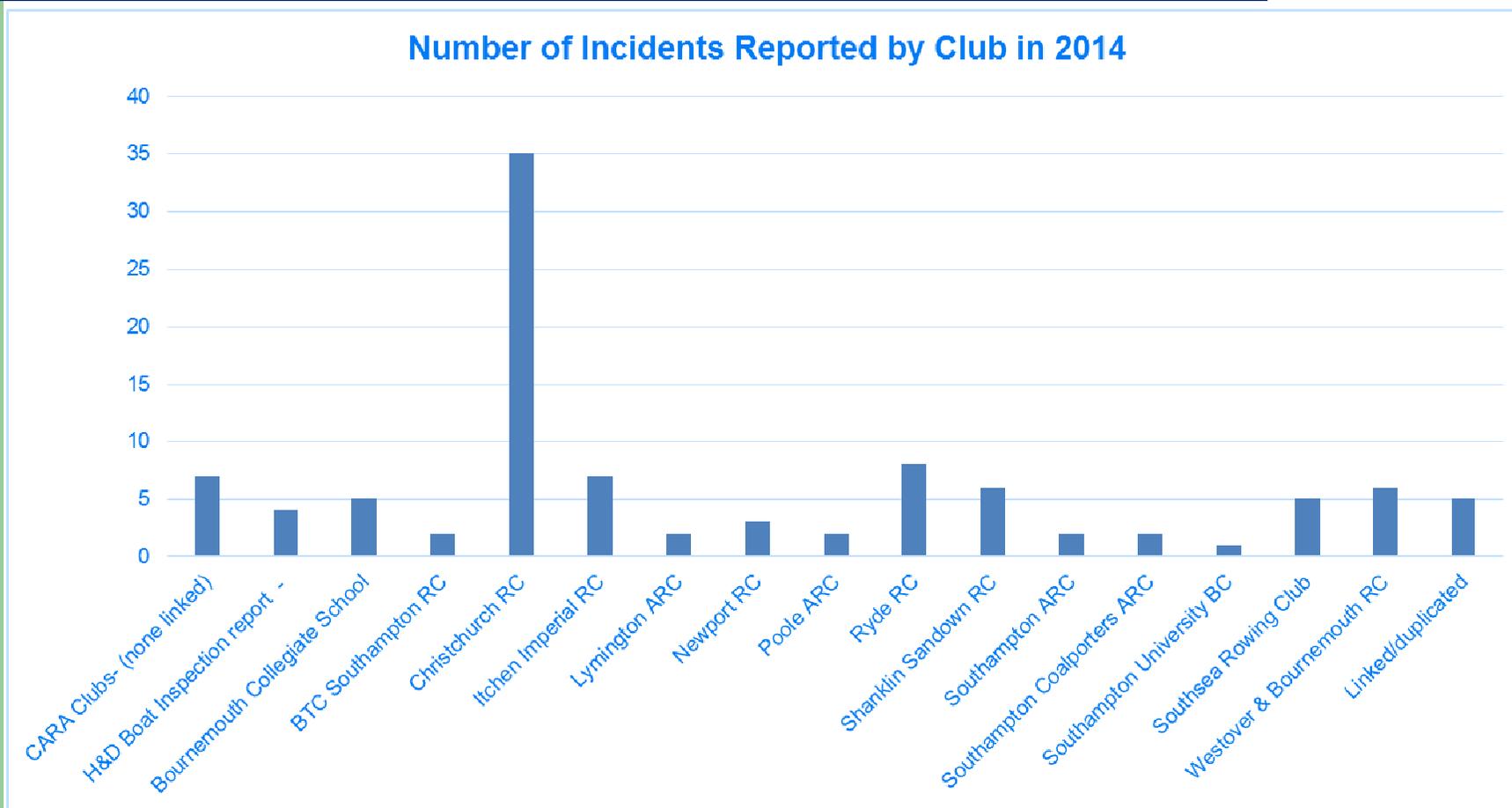
7). Incident Reporting, 2014. Wessex Region. Total incidents reported by Type.

Wessex Region. Hants & Dorset/Wessex West only. INCIDENT REPORTS. 2014. REASON FOR INCIDENT.



7). Reported Incidents, 2014. Wessex. By Club!

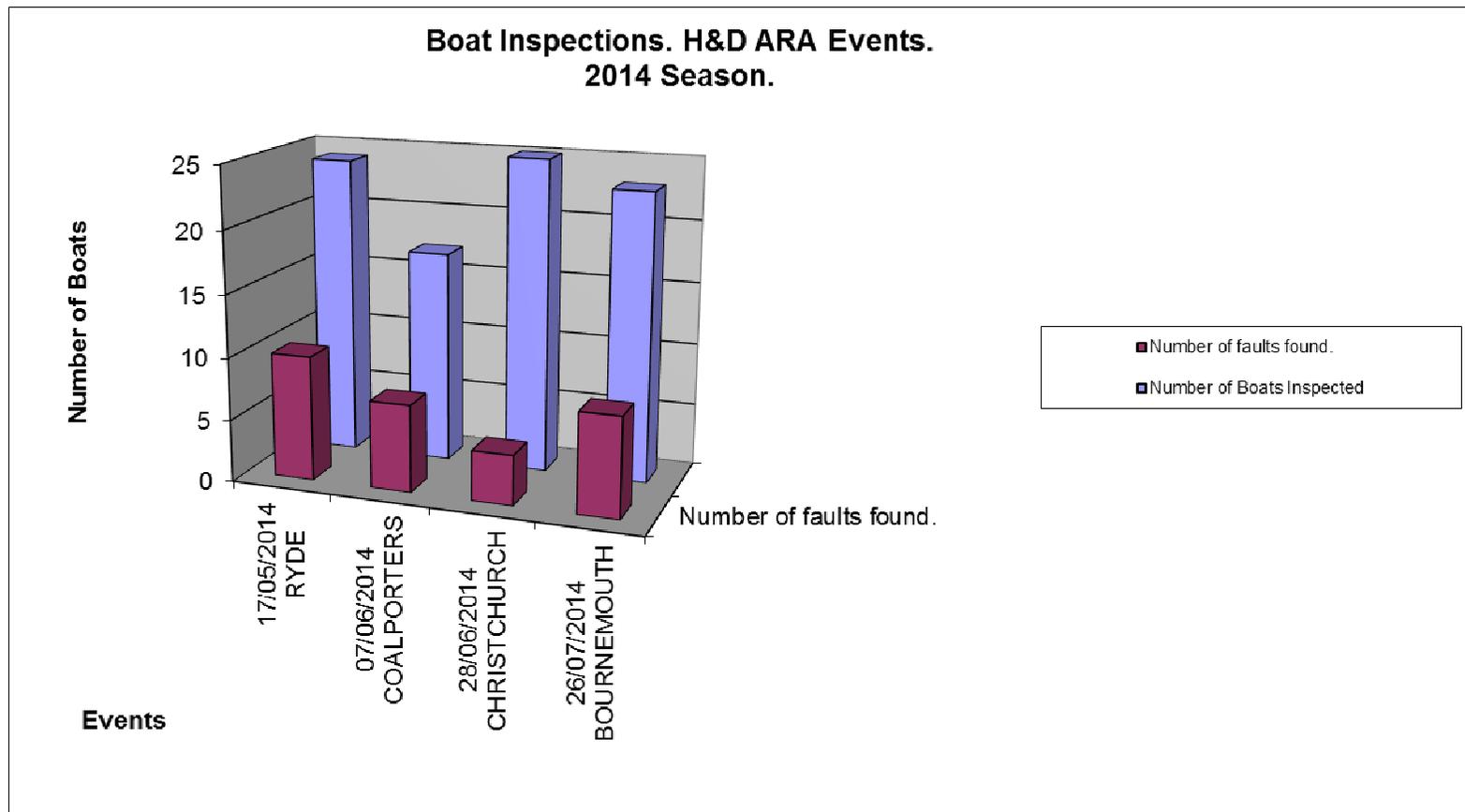
H&D Clubs –
all reported at
least 1
incident.



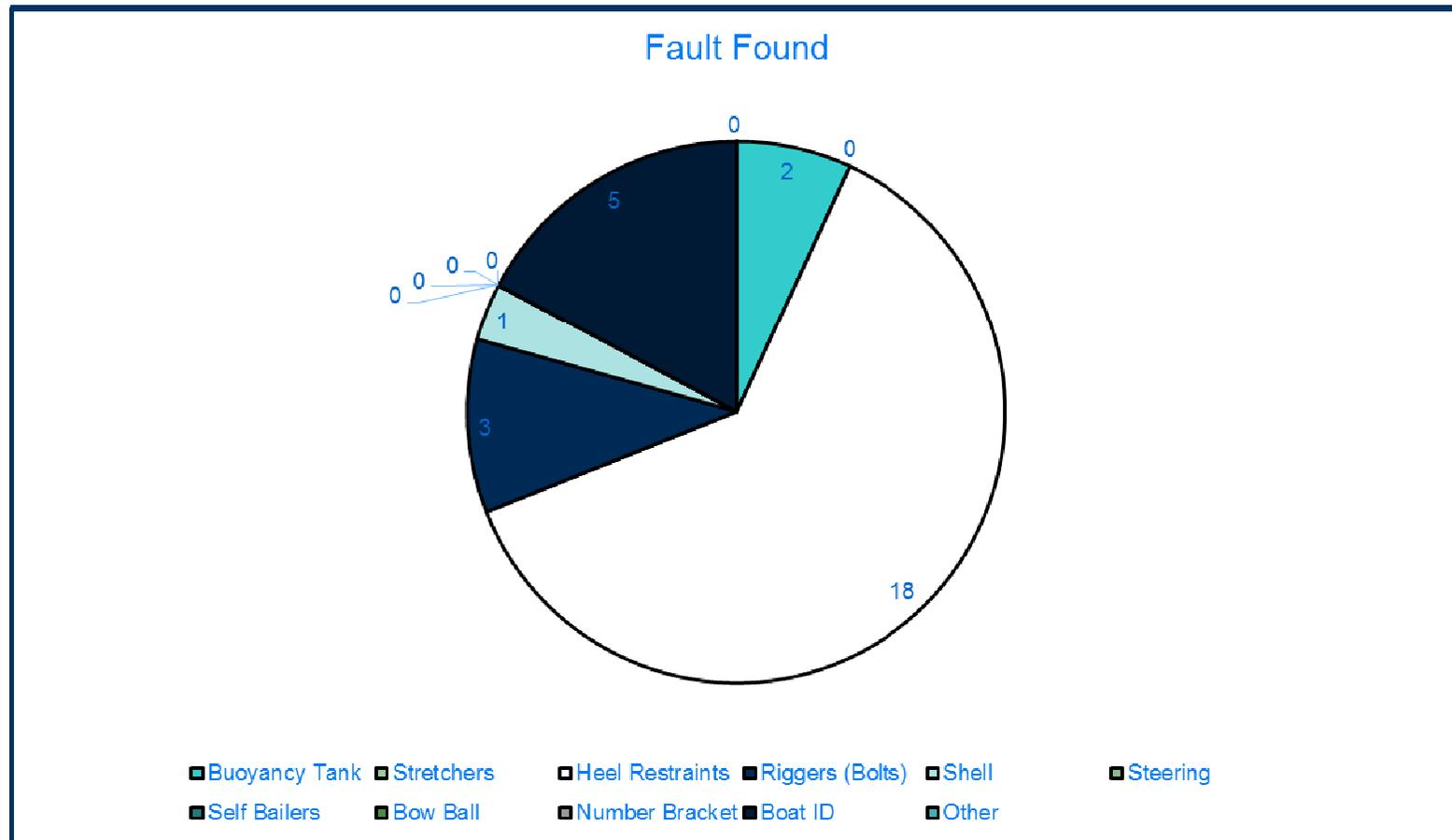
7) Safety incidents Reported by H&D (& Wessex) Clubs in 2014 and at the 2014 Hants & Dorset Events.

- 18 events – 2 Heads were cancelled.
- H&D race officials reports noted 36 safety related incidents. (26 last year).
- Incident reports received for 17. (23 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.
- There remains significant under reporting of incidents at H&D events.

8) Boat Inspections at H&D ARA Events – 2014.



8) Boat Inspections at H&D ARA Events – 2014. Analysis of faults found.



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

- In addition to the full boat inspections a full Heel Restraint check was undertaken – at Christchurch Regatta.
- 25 boats were checked – of fours.
- Heel restraint faults were found in 4 positions.

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.

NOTE: SOUTHSEA and SOUTHAMPTON 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 2014, as agreed at the last Safety Meeting an inspection of Life Jackets was undertaken at Christchurch Regatta.
- 26 Life Jackets were inspected.
- 11 Faults were found around 40% - against 70% last year but both figures are misleading as some Life Jackets had more than one fault.
- Two were found not to have a Firing Mechanism Clip fitted.
- Five had the “pull toggle” to inflate the life jacket hidden.
- Four had no Crutch Strap fitted (a recommendation).

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

- 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. In 2014 the cist was £206 per day.**

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

- **Policy in 2014 - 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 2014.**
- **No events were re-audited in 1014.**
- **Candidates for re-audit in 2015?**

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 Agreed by Race Officials Meeting.

- 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. RACE OFFICIALS LIFEJACKETS.

- LIFE JACKETS – Still one life- jacket missing from 2013 season. The nine available appear to be in reasonable condition - plus the 2 arming kits – have not been used and are OK. One extra life Jacket purchased to bring number back to ten. [Cost - £109.98].

Note – one of the Life Jackets is NOT automatic – I think this was the one purchased in 2014 – serial number - 07-05 20395 and was my mistake.

11) Review of Row Safe – Coastal Section.

- The re-write/revision of “row-safe” – this is underway.
- The safety working group is trying to identify pairs of people who can work together on each topic.
- I am assuming Phil (McCorry) and I will be asked to champion the “Coastal Section”.
- We would very much welcome the input of this committee – and the Wessex development committees – where it is already one of the subject to be discussed.

12). Rowing Safety Committee.

Note: Re-named “Rowing Safety Committee to bring in line with British Rowing.

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.
- **Gary Walters** Shanklin Rowing Club.
- **Peter Lamb** Westover Rowing Club

13). Venue for 2016 and future meetings. Current rotation – 2016 - Poole.

Year	Venue
2012	Christchurch
2013	Southsea
2014	Westover & Bournemouth.
2015	Itchen Imperial.
2016	Poole.
2007	BTC
2008	Newport, Shanklin, Ryde.
2009	Coalporters.
2010	Lymington.
2011	Southampton

Suggestion/recommendation – as we are at Westover this year – switch To ITCHEN rather than Poole for 2015 – so we are not in the same general area two years in a row.

Hants & Dorset ARA Safety Meeting.
14) Any other business.

