

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



Hants & Dorset ARA
Safety Meeting.

Saturday, 11th February at 11am.

BTC ROWING CLUB.

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

INVITAIONS/INTRODUCTIONS.

All H&D Club & Event Rowing Safety Advisers were invited to the meeting and H&D Club & Regatta secretaries were copied – and Phil McCorry, RRSA for CARA.

Representatives of Non-Hants & Dorset ARA affiliated Wessex West Region Clubs are also invited and are welcome to attend – but should be aware that much of the content of the meeting relates specifically to Hants & Dorset ARA Clubs. The Agenda has been arranged so that these delegates can leave, if they wish after item 7.

As agreed all invitations were via E Mail.

Prior to the formal start/or on completion 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 the BTC 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 Row Safe – and the Coastal Section.
- 6) BR Club Safety Audits.
- 7) On Line Incident Reporting – analysis of 8th year – and stats (if available from BR).
- 8) Safety incidents Reported by H&D (& Wessex) Clubs in 2016 and at 2016 Hants & Dorset Events.
- 9) Boat Inspections - report on last seasons Inspections and plans for 2017. [See attached]
- 10) Regatta/Event Audits - reports on last seasons audits and plans for 2017.
- 11) To review Association Safety equipment including status after 2016 season. (Gary Joyce).
- 12) Format of the Hants & Dorset Water Safety Committee.
- 13) Venue for 2018 Meeting.
- 14) Any other business.

Hants & Dorset ARA Safety Meeting.

Apologies, Minutes & Report to H&D Council & Wessex AGM.

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.

3) Secretaries Report (Report to H&D Autumn Council Meeting/Wessex Region AGM)

ALREADY CIRCULATED/DISTRIBUTED.

Hants & Dorset ARA Safety Meeting.

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

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 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.

- **Report circulated in advance.**

RowSafe

Prominence of Safety at BR.

Incident of Interest.

Safety Alerts.

HRSA Monthly Reports.

First Aid Cover at events.

Regional Meetings.

Events of concern.

Heel Restraints.

Trailers.

National Safety Award

Hants & Dorset ARA Safety Meeting

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

NOTE: 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.

5) BR Row Safe – and the Coastal Section.

RowSafe 2016

- The 2016 version of RowSafe has finally been issued and can be found at <https://www.britishrowing.org/about-us/policies-guidance/rowsafe/>
- Why call it RowSafe **2016**? - Because it will be reviewed and revised every year.
- (send suggestions to safety@britishrowing.org)
- It is long and comprehensive - There are 186 pages with
- links to other information both in the British Rowing website and beyond

5) BR Row Safe – and the Coastal Section.

- How do I find it?
- Go to the [British Rowing home page](#)
- Click on “Knowledge”
- Find “Safety”
- Click on RowSafe
- Click on the link to RowSafe
- [Show BR “New version of RowSafe” PowerPoint presentation” and 2nd Presentation?]

5) – and the Coastal Section.

- 10. Coastal Rowing

- 10.1 Coastal and Inshore Rowing.

This is predominantly based on the submission we made to the NSC around a year ago – and as suggested it relates to what we have termed “Inshore Coastal Rowing” as opposed to Offshore – FISA, Gig etc.. where the Row Safe section has still to be produced.

A copy of the Coastal and Inshore Rowing Section of Row safe 2016 has been circulated.

6) Club Safety Audits – new format and a report on last year's audits.

- A revised Club Audit was launched in September 2016 and went live soon after – it remains a recognised part of the affiliation process and as such it had to be **completed, submitted online and accepted by the Regional Rowing Safety Advisor (RWSA) no later than Saturday 31st December 2016.**
- The number of questions that you had to answer were significantly reduced with most of those that were not safety related removed.
- Its not a “Pass” or “Fail” audit – but a statement of the Clubs situation.
- Audits are “accepted” – not “approved”. They are accepted if all questions are answered and if Risk Assessments have been uploaded if the response to the questions on Risk assessment uploaded had been YES.
- [Show BR “Club Safety Audit ” Power point presentation”]

6) Club Safety Audits – new format and a report on last year's audits.

- LAST YEARS AUDITS.
- All Wessex Clubs audits have been accepted except Southampton University Medical School Boat Club – who have never responded and Southampton University Boat Club who have failed to upload any Risk assessment.
- Four Clubs missed the 31st December deadline for submission and acceptance and were briefly suspended by BR for failure to comply.
- Seven Club Audits were initially not accepted – due to missing /incorrect responses, failure to upload risk assessments or “host Club issues”
- Southsea – were incorrectly classified as being a Wessex South Coast Club by BR – so their audit was sent to Phil McCorry who accepted it.
- Solent University Boat Club do not appear on any list – and I can only assume they are no longer affiliated to BR.

6) Club Safety Audits – new format and a report on last year's audits.

- **Acceptance by RRSA.**
- **Issues/Reasons for non-acceptance.**
- Clubs stating in their submitted Audit that they had uploaded to the Clubs Google Drive Folder copies of their Risk Assessments – but had not. Solution is to upload the Risk Assessment – or change the response to the Questions from “YES” to “NO” or “TO BE ADDRESSED”.
- Clubs stating in their submitted audits that they were a “hosted” Club when they were not – several Clubs stated that they were hosted by themselves. The questions asked of a “hosted” Club automatically reduces from 70+ to 41 – therefore a number of questions were unanswered. The correct response to the “hosting” question is “NONE OF THESE” unless you are a hosted Club.
- Clubs answering question in their submitted audit with an “X” rather than “NO” or to be addressed.

6) Club Safety Audits.

– report on this year's audits.

- BR were able to address the problem we had last year when our ability to download the audit responses into a spreadsheet was not available.
- This year they were able to provide this again – in excel format to all RRSA's.
- However in spite of the reduction in the number of questions analysing in a meaningful way is still very difficult.
- However I have been able to extract, as I have in the past, a list of the questions that receive the most “still to address” responses - which we have considered at meetings in the past in the hope of providing solutions.
- This has been circulated.

6) Club Safety Audits.

– report on this year's audits.

- **Club Safety Audits 2016. Wessex/H&DARA Region.**
- **Analysis of items "TO BE ADDRESSED"**
- **BR converted to Clubs Audits for each Region into a spreadsheet**
- **The spreadsheet had - 103 + Columns. 31 columns relating to name & contact. 27 questions required a numeric response. 45 - Yes/No/To Be Addressed.**
- **Spreadsheet was analysed and any Questions that had more five or more "To be addressed" response's listed for review. [Number in Brackets]. See next 2 pages.**

6) Club Safety Audits.

– report on this year's audits.

- Does your club review its risk assessments regularly (typically yearly)? [5]
- Does your club have an Emergency Action Plan (EAP) within the Club Safety Plan which is communicated to all club members?[10]
- Does your club regularly monitor the British Rowing online reporting system to gather information on club incidents and use the statistics to develop safer practices?[5]
- Does your club have written procedures in place for the use of safety aids and ensure that all members understand and follow them?[7]
- Does your club ensure that, before use, all lifejackets and buoyancy aids are - Are checked for wear and tear, Are checked for damage , Contain an appropriate gas cylinder, Have a service record in the maintenance log, Have a designated place where they can dry out naturally away from a heat source [8].

6) Club Safety Audits.

– report on this year's audits.

- **Throw Lines:** Does your club provide training for Safety Aids? Please specify what other Safety Aids your club provides training for, if applicable.[7]
- **How does your club determine members' ability to swim?[8]**
- **Does your club require all launches to carry a plate stating the maximum weight it can safely support, together with this translated into the number of adults?[6]**
- **Does your club require launch drivers to hold, as a minimum, the RYA Level 2 powerboat certificate (appropriate to water conditions; inland; coastal and use: Safety boat) or equivalent certified training? [5]**

7) 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.

7) 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.

7) On Line Incident Reporting – 2016. analysis of 7th year – National.

- Requested from BR but No information available yet.
- I asked BR for some Nationals Stats on Incidents and Stephen Worley sent me - Wessex and South east Coast Incident Report Analysis 2016 which is not quite what I asked for but makes quite interesting reading - and has some National Stats. He has taken a different approach to me when analysing the incidents which give slightly different results or a different interpretation.
- **Nationally – 1196 incidents reported in 2016. Top 3 reasons -**
– 360 poor lookout (24); 210 non adherence to navigation code (12); **Combination of these two – 112 (4) i.e. Collisions or near collisions.**

7) Improvements to on-line Incident Reporting System.

I have asked BR for two improvements – these have been agreed but are yet to be implemented.

- 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.**

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 2016 I opened 16 Incident Reports for comment – 4 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 41 reports from other regions and did so where I thought I had something to contribute.

8). Incident Reporting, 2016. Wessex Region.

Excluding CARA/Wessex South East Coast

Some basic facts –

Incidents recorded in the region – 137 of which 12 came from CARA Clubs, leaving 125 from H&D/Wessex Clubs of which 4 were linked/duplicated – leaving 121.

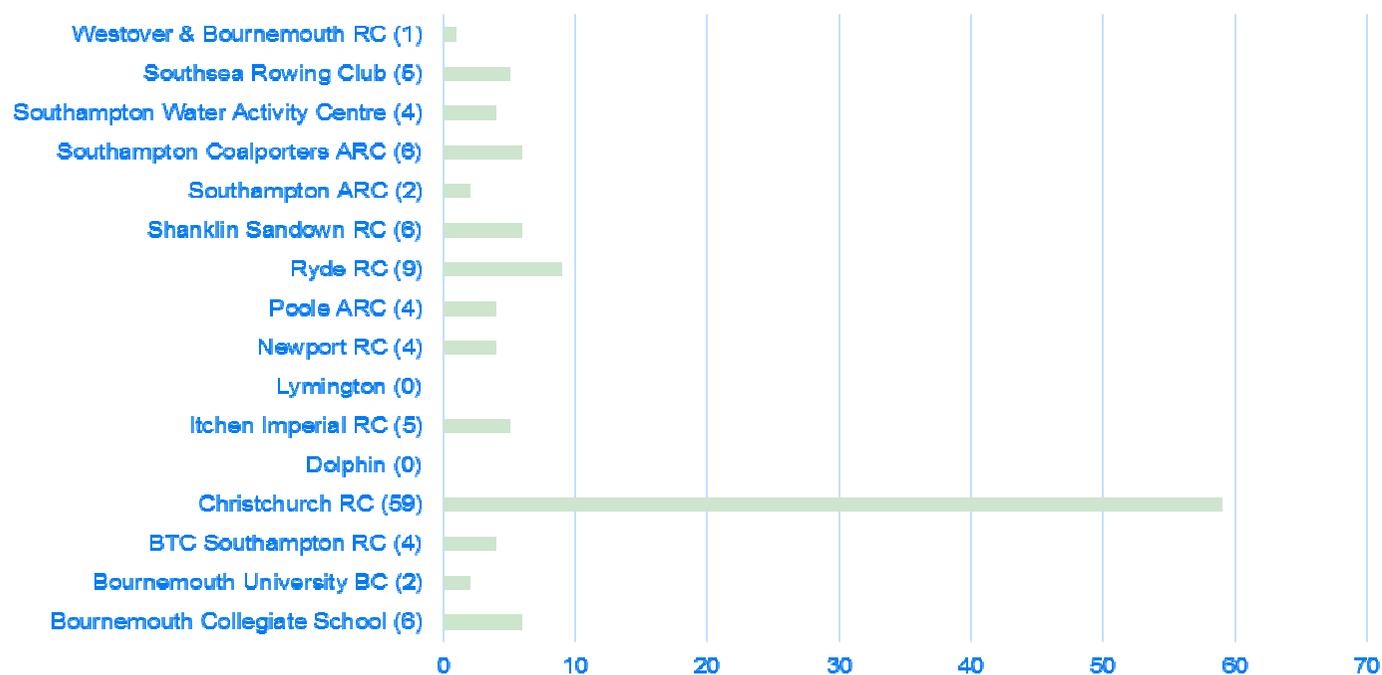
4 of these were for H&D ARA Boat Inspections.

Leaving 117 of which 34 were simple capsizes.

Question - If a Club reports a high number of incidents – if this conscientious reporting or an indication of an unsafe Club?

8). Reported Incidents, 2016. Wessex/H&D Region. By Club!

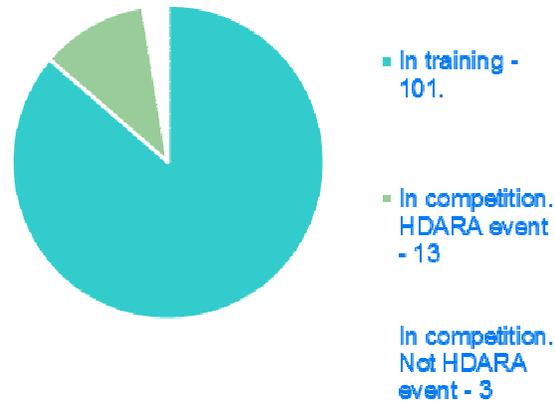
Wessex/H&DARA. Number of Incidents Reported by Club.



Clubs should analyse their incidents for patterns/learning points. (See Ryde report).

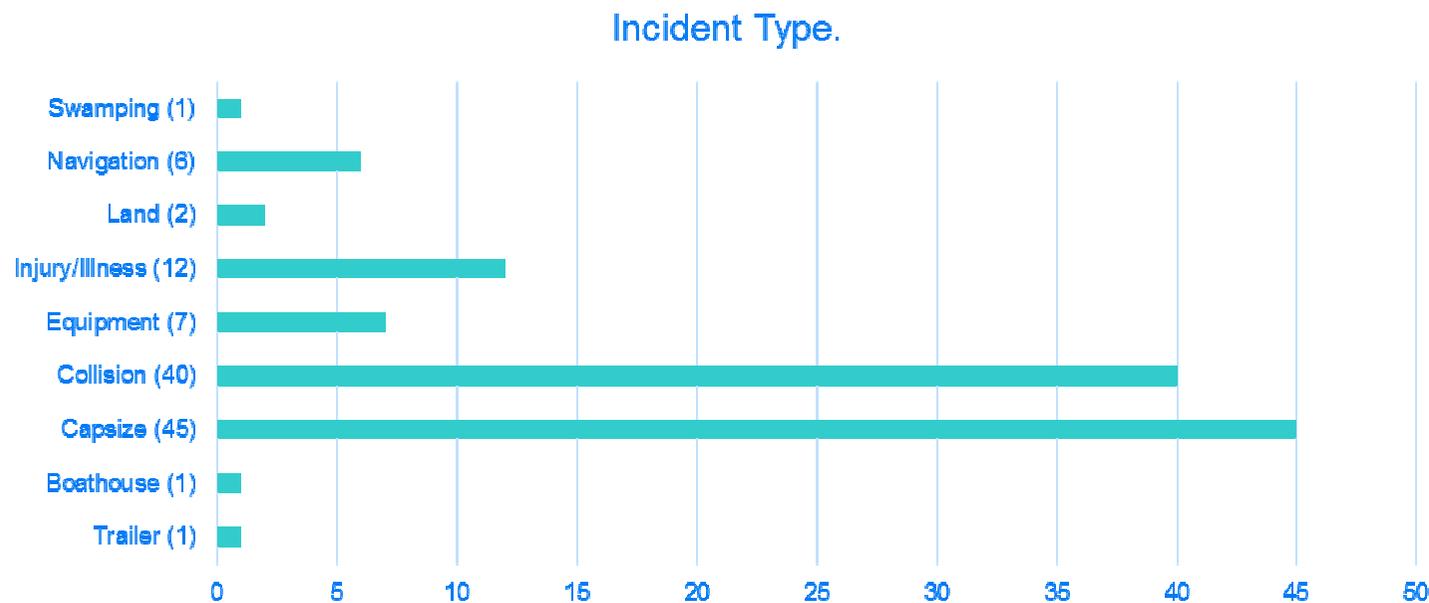
8). Reported Incidents, 2016. Wessex/H&D Region. Training v Competition.

Reported incident - Training or Competition.



Non-H&D Events – one involved Coalporters, one involved Bournemouth University – and one was at the IWRP Junior Regatta at Newport.

8). Incident Reporting, 2016. Wessex/H&D Region. Total incidents reported by Type.



Note: 30 of collision incidents were on the River Stour involving Christchurch, Bournemouth Collegiate Schools or Bournemouth Rowing Clubs.

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

- With 137 incidents reported – its difficult to select ones to review – but thought it worth looking in more detail at a couple as they are of interest/significance or we can learn something from them -
(6104. Christchurch. Bit of light relief - interesting location!)
7249/7668. Christchurch/Bournemouth Clash – insurance issue.
6644. Southsea Regatta – summary of report from First Aiders.
5527. Incident on Itchen involving 10 boats & 3 launches.
Itchen/BTC/Southampton University – dangerous manoeuvre – only Itchen reported.
6468/6441/6483. Good example. Capsize incident at Newport Regatta – reported by Race Officials, Regatta Safety Adviser and Scullers Club.
6578. The Cardiac arrest at Southsea Regatta (see over ref. defib).

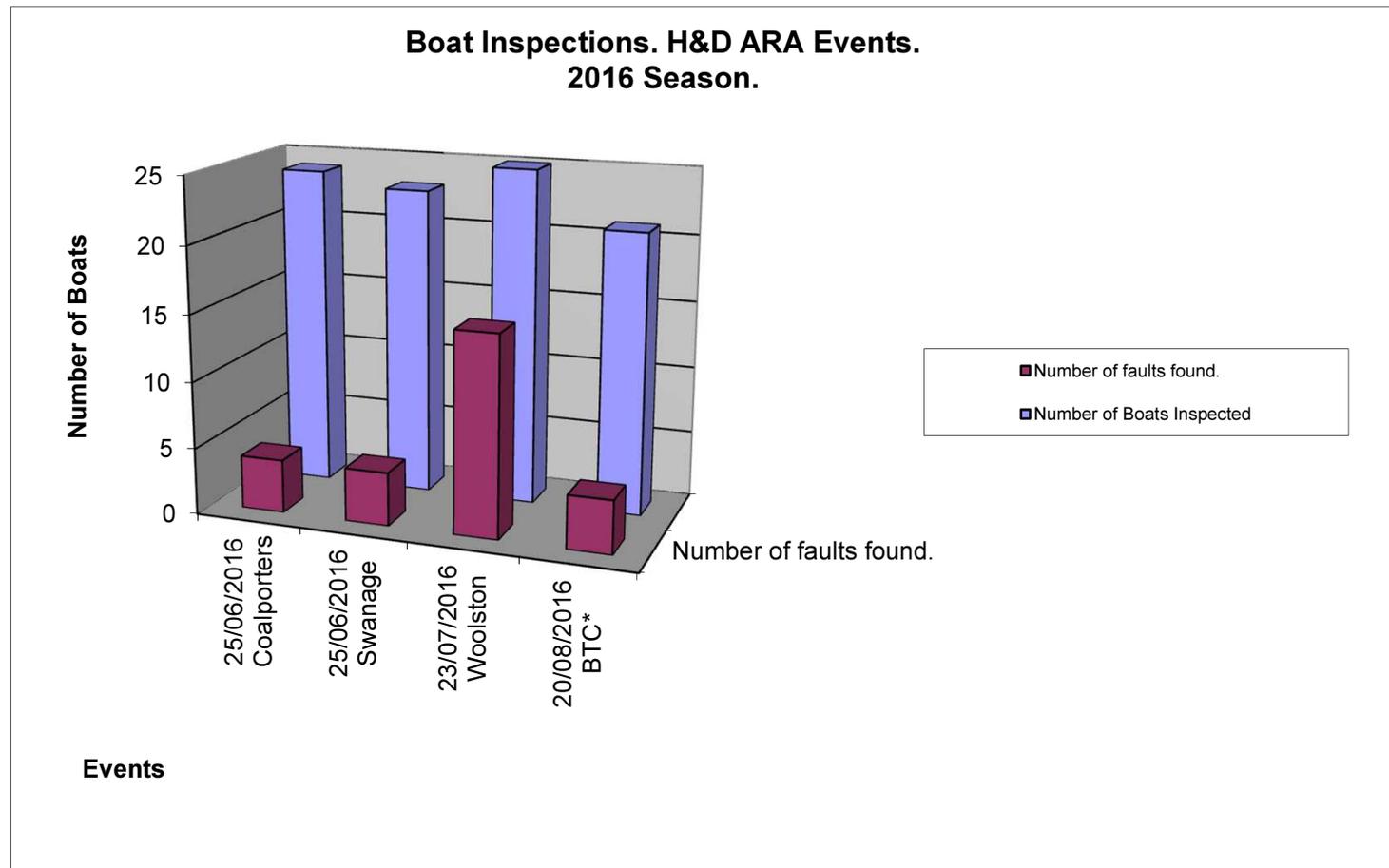
Defibrillator Units.

- The incident at Southsea Regatta this year – and Poole Rowing Club last year led to a debate on the use and availability of Defibrillator units.
- Following the Southsea incident – a survey was undertaken within the region to establish the availability & location of DEFIBRILLATOR's at Clubs and events – which has been circulated – although may now be in need of an update.
- Suggestion – that we make a recommendation that – ANY HANTS & DORSET ARA EVENT THAT IS ISSUED WITH AN ASSOCIATION PERMIT SHOULD HAVE A DEFIBRILLATOR AVAILABLE ON SITE or HAVE A FIRST AID PROVIDER WHO HAS A DEFIBRILLATOR – and this should be added to the Event Water Safety Audit as one of the questions.
- “Available on sight” – Time/Distance? What is acceptable?

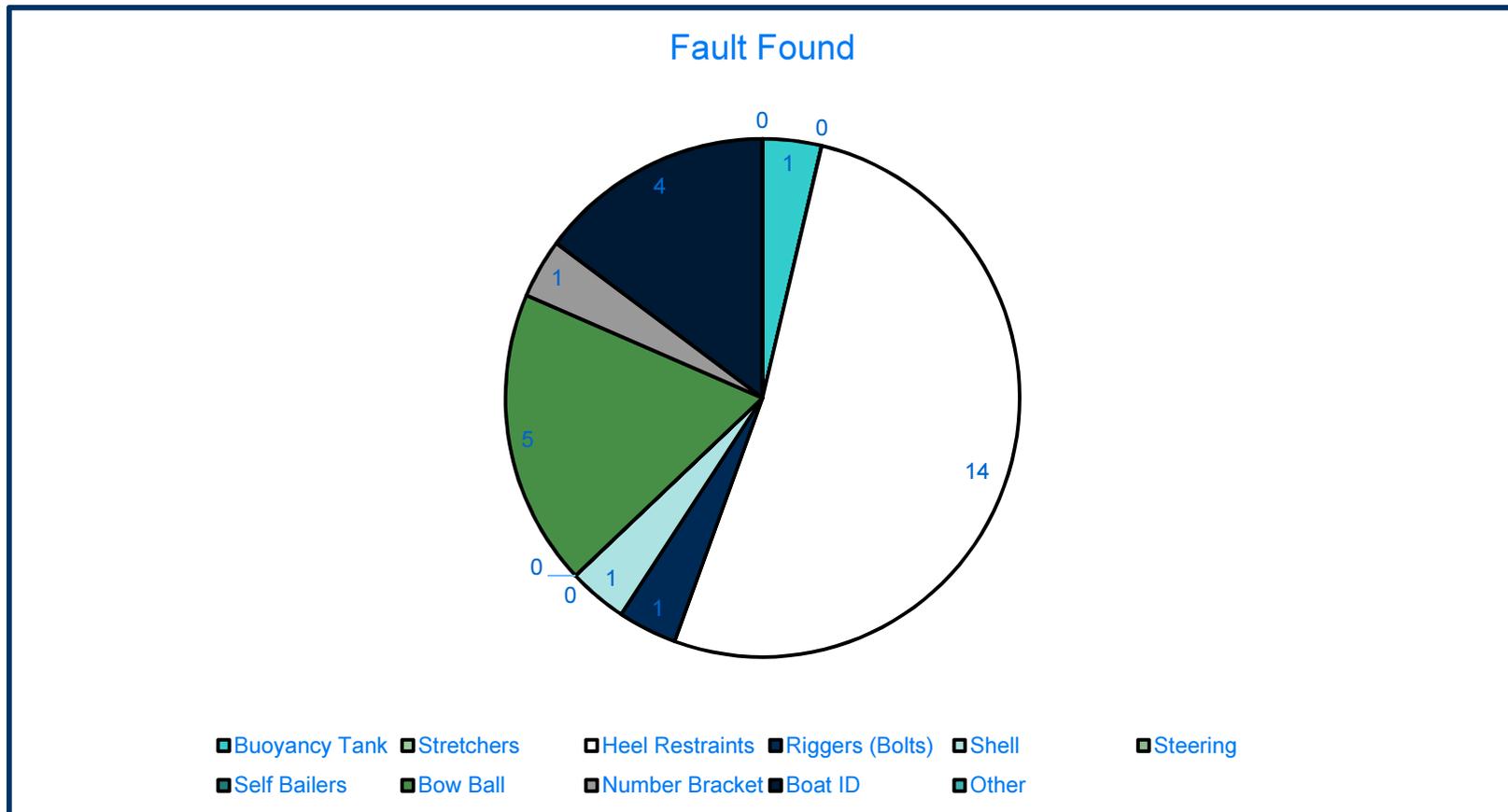
8) Safety incidents at the 2016 Hants & Dorset Events.

- **19 events – including 1 Head Race & 1 Regatta that were cancelled – and counting Newport’s two day Regatta as two events. (16 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 -**
- **8 Incident reports received (12 last year).**
- **One of these was from a Race Official – not a Club**
- **H&D race officials reports noted 14 safety related incidents – significantly less than the 33 recorded last year.**
- **Assuming H&D Officials recorded all safety incidents on their reports this also implies that the under reporting of incidents at H&D events has reduced.**

9) Boat Inspections at H&D ARA Events – 2016.



9) Boat Inspections at H&D ARA Events – 2016. Analysis of faults found.



9) Boat Inspections - Life Jackets.

- In 2016, as agreed at the last Safety Meeting an inspection of Life Jackets was undertaken – this time at BTC Regatta.
- 18 Life Jackets were inspected (26 in 2015).
- 10 Faults were found around - 56% - against 70% last year but both figures are misleading as some Life Jackets had more than one fault. 2 of the found faults were on Deal Life Jackets – a CARA Club.
- Faults found -
 - Three with no Firing Mechanism Clip fitted.
 - Three had the “pull toggle” to inflate the life jacket hidden.
 - Three had no Crutch Strap fitted (a recommendation).
 - One had corrosion on the Co2 Cylinder
- Unlike last year when there were five were the CO2 Cylinder had been fired – none were in this condition this time.

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

- **In addition to the full boat inspections a full Heel Restraint check was undertaken – at Woolston Regattas.**
- **49 boats were checked at with 7 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 - an approach that has been adopted by British Rowing National Safety Committee as an example of best practice.

NOTE: RYDE, NEWPORT and BTC went through all boat inspections, including the full heel restraint and Life Jacket checks – with no faults found and each received a safety award at the Hants & Dorset Presentation Dinner.

10) Regatta/Event Audits - reports on last seasons audits and plans for 2017.

- 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 – and they have been made aware of concerns regarding their cover.

10) Regatta/Event Audits - reports on last seasons audits and plans for 2017 - BR Public Liability Insurance.

- **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 was £110 per day – and we have been advised that there might be a small increase for 2017 – of £1/£2.**

10) Regatta/Event Audits - reports on last seasons audits and plans for 2017.

- **Policy in 2016- 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 committee members observations to highlight events where a re-audit would take place.**
- **All events submitted a self-audit in 2016.**
- **No events were re-audited in 2016.**
- **Candidates for re-audit in 2017?**

11) 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.



11) 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.

11) Equipment. Check after 2016 Season. By Gary Joyce.

Kits -

- **H&D Safety kit 1 -**
- **H&D Safety kit 2 -**
- **H&D Safety kit 3 -**

- **The following H&D lifejackets (11 in total) have been serviced again this year - 85221, 85238, 129483819, 29585220, 29585222, L140601413A, 29585239, 29585236, 070520395, 29585231, 29585237. Service by Ocean Safety, Southampton. Cost £186.19.**

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 British Rowing's (was ARA) Water Safety code of Practice and guidance notes ("RowSafe") and any additional terms of practice/guidance introduced by the Hants & Dorset Amateur Rowing Association.

Current -

- Chairman.
- **Mark Viner.**
- Sub Committee Members.
- **Steve Bull.**
- **Gary Joyce**
- **Mick Gisborne.**
- **Adam Ratcliffe.**

Lymington Rowing Club.

**Ryde R. C. & Wessex Region RRSA
Itchen Imperial Rowing Club.**

Southsea R. C.

BTC Rowing Club.

13). Venue for 2017 and future meetings. Current rotation – 2018 – IW Clubs.

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

According to the Rota – for 2018 we should visit the IW Clubs. Suggestion would be a brief visit to Newport and Shanklin – then to Ryde for Lunch & main meeting – but we need to slot “Dolphin” into the rota somewhere.

Hants & Dorset ARA Safety Meeting.

14) Any other business.

- 2017 South Coast Championships Regatta – to be hosted by the Hants and Dorset ARA at Dorney Lake, Eton – 2nd September, 2017 – BOAT INSPECTIONS.
- The “new” BR “Gap Analysis” document.