

The Minutes of the Hants & Dorset ARA (Wessex Region) Safety Meeting on Saturday, 11th February 2023 Christchurch Rowing Club.

Present: RRSA – Steve Bull – also representing Ryde Club and Regatta and Swanage Regatta and member of the H&DARA Safety Sub Committee. Members of the H&DARA Safety Sub Committee – Gary Joyce – also representing Itchen Imperial Club and Regatta, Mick Gisborne – also representing Southsea Club and Regatta Clubs/Events represented – Ryde (Steve Bull), Shanklin (James Thompson & Ian Thompson), BTC (Ed Jeffreys), Christchurch (Rob Smallwood), Coalporters (Tom Grinstead), Bournemouth (Paul Newman), Poole (Will Gibbs) and Newport (Julie Clark). There were no Non-H&D affiliated Wessex Clubs in attendance. All H&DARA Clubs & Events were represented at the meeting except Southampton, Lymington, and Worthing. Invited but did not attend - Jo Johnston/Britt Eames, RRRSA of Wessex East.

Apologies were received from Mark Viner, the Chairman of the Safety Sub Committee and Adam Ratcliffe a member of the Safety Sub-Committee.

Steve Bull, the regions RRSA opened the meeting at 11.00 - following a re-audit of the safety facilities and procedures of the Christchurch Rowing Club that were found to be satisfactory although some minor areas where improvements could be made were pointed out.

The meeting then considered the minutes of the last meeting which had been previously circulated and were agreed to be a correct record - with matters arising from the minutes all covered by agenda items.

The Association Secretaries Report to the H&D Autumn Delegates Meeting and the Wessex Region AGM, which had been previously circulated was approved by the meeting [*see attached Appendix A*].

RRSA Steve Bull then went on to give a summary of the activities and meetings of British Rowing National Safety Committee (NSC) which he attends in his capacity as the regions Regional Rowing Safety Adviser (RRSA). The National Safety Committee have held monthly meetings via Zoom - all of which the RRSA attended - in December 2022 a National safety Meeting was held at BR HQ at Hammersmith with several delegates in attendance – but with the option to attend on-line. I “attended” online. Meetings will continue to be held monthly via Zoom in 2023 with an in person meeting probably offered in December. The RRSA reminded the meeting of the status of the Wessex Region within British Rowing from a Safety perspective [One vote on NSC – 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; Jo Johnston (Dover) is Safety Adviser for South East Coast – but she is stepping down in March – and has been replaced by Britt Eames.

A wide range of Safety related subjects and topics were discussed at these meetings – the main areas of discussion being – RowSafe; Club Rowing Safety Audit; Incidents & Incident Reporting System; Safety – on-line Learning Modules; HRSAs Monthly Reports – circulated to RRSA; Safety Alerts - 6 issued in 2022; Back Stays - BR Rule - only a Recommendation in H&D which is to continue; Safety Award - National - John Mulholland; AED's - how many clubs have one available; Insurance; Dry Robes - Alert issued/H&D initiative; Coastal & Boat Sprints; Clubs of Concern - none in our area; Float to live - safety Alert issued; Adaptive Rowing; Competition Safety Documentation; Boat Safety Scheme - may lead to inspection being required for outboards.

The RRSA reminded the delegates how important it was that the Club Safety Adviser contact with BR was correct and that it is kept up to date. This is usually the CWSA. Without this the Clubs, may not receive Safety Alerts, Incident Reports and other Safety information. Clubs can check and update their contact

information via contact with BR or through the BR Club Hub which has replaced the on-line BR Club Management system.

The Meeting was then briefed on the on the revised British Rowing Row Safe. A major revision of RowSafe went live in early 2016 and is now a web enabled document with hyper-links – there will not be a printed copy issued by BR - although it can be downloaded. An Annual review takes each April – same time as rules of racing. In between time issues that arise covered by Safety Alerts. Remember RowSafe are expectations are not rules. The RRSA also reminded the meeting that British Rowing Regulations do not make compliance with every provision and practice referred to in RowSafe a mandatory requirement. RowSafe continues to be, as has always been its intention, general guidance to clubs and their members on safe practice in rowing. Applying RowSafe to the particular circumstances of water, environment and participant level should in turn provide the highest achievable levels of safety for all. This is what ‘compliance with RowSafe’ means in practice. How do you find row-safe - Go to the British Rowing home page - <https://www.britishrowing.org/> Click on “About Us” Tab at the very top of the page. Click on “Policies and Guidance” on the lefthand side. Click on “Row Safe” on the lefthand side. You can download a pdf copy – but the 2022 version is 180 pages long!

The RRSA advised that the RowSafe update for April 2022 included - 3.6. Competence on the Water – the addition of guidance ref “floating”. Club Safety Plans and Safety Rules. Wearing “Dry Robes”. – Do not wear a Dry robe when afloat. *This change was prompted by the Hants & Dorset ARA with a Safety Alert Issued.* The section on Coastal Rowing Coastal and Inshore Rowing (10.1) which is predominantly based on the submission the H&DARA Safety committee made to the NSC around four years ago – and as suggested it relates to what we have termed “Inshore Coastal Rowing” as opposed to Offshore – FISA, Gig etc. BR have added two sections in RowSafe covering “offshore” coastal rowing – which we are not responsible for - 10.2 Fixed Seat Sea Rowing – with a sub section – 10.2.1 – Gig and other fixed seat boats safety kits and a new Section – 10.3 Ocean Rowing - with a sub section – 10.3.1 – Ocean Rowing Safety Equipment. The next update on RowSafe is scheduled for April 2022.

The RRSA then reported on the 2022/2023 BR Club Safety Audits which was launched on 1st October 2022 and closed 30th November 2022. RRSA’s were expected to Accept / Accept with provisos / Rejects – the audit within two weeks of receipt. There was supposed to be two weeks grace from 30th November, then BROE was blocked for Clubs that had not complied and had their audit accepted. The audit remains a recognised part of the affiliation process, it’s 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. Guidance for audit procedure and use of Google Folders was sent out to all CWSA’s.

The Audit completion and submission process was the same as 2022 and guidance was sent out. However the process was not without its difficulties – most centred around the BR Google Folders and upload of files. On completion of the Audit – CRSA’s were expected to load the completed audit document into their respective BR Google Folders (which used to be done by BR) - along with their Risk Assessments. But this part of the process was either not understood or proved to be difficult to achieve in some cases although there was an improvement over 2021. Wessex/Hants & Dorset ARA Audits – there were a total 22 – all audits have now been accepted but -

On a number of occasions the CRSA’s failed to upload the audit or documents to the Clubs Google Folder; All except Winchester College Boat Club submitted and had their audit accepted prior to the deadline; Winchester College Boat Club finally submitted their audit on the 12th December and it has been accepted; Winchester College Boat Club were briefly suspended from the BR event entry system as a result of their late submission; Ryde School BC are no longer affiliated to British Rowing so no audit was submitted; Southsea – who had been under Wessex South East Coast by BR – were switched to Wessex West/Hants & Dorset so the RRSA now accept their audit

This year BR have been able to provide the RRSA with a breakdown of the Audits for the Wessex/ West Clubs, in in pdf and Excel Format. However, in spite of the reduction in the number of questions analysing in a meaningful way is still very difficult. However the RRSA have been able to extract, as he has 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.

The spreadsheet had - 117 meaningful Columns. 25 columns relating to name & contact information. 16 questions required a numeric response. 6 questions related to swim tests 70 - Yes/No/To Be Addressed. As we have in the past the spreadsheet was analysed and any Questions that had three or more "To be addressed" responses were reviewed at the meeting – there were 8. The aim is to reduce this year on year. The 8 were -

- Has your club uploaded an image of your Club Safety Notice Board in a prominent position into your Google Drive?
- Does your club provide training in risk assessment and safe practice?
- Does your club have written procedures in place for the use of safety aids and ensure that all members understand and follow them?
- Have a service record/maintenance log for all lifejackets and buoyancy aids.
- Does your club require launch drivers to hold, as a minimum, the RYA Level 2 powerboat certificate (appropriate to water conditions; inland, Coastal) or equivalent certified training?
- Does your club require that all club members are made aware of what constitutes an incident and 'near incident' that needs reporting and that all are aware of how to report them online?
- Does your club provide training for Safety Aids? Please specify what other Safety Aids your club provides training for, if applicable.
- 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?

Possible solutions were discussed.

Online Incident Reporting – analysis of 14th year. The meeting briefly reviewed the reasons why incidents need to be reported – and the process involved. They were 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 and they are an important formal record of an incident – in case of repercussions later. Reports are completed on-line via BR Website on a “relatively” simple form to complete – with more detail added if an incident is flagged as serious and a “Simple Capsize” option available. Anyone can complete an incident report and it’s better to receive more than one on the same incident than none. Copies of all incident reports submitted automatically sent to Regional Rowing Safety Advisor, National Safety Advisor and BR and for incidents that may generate BR individual insurance claim BR are obliged to advise their insurers.

Stephen and Andrea Worley had produced an extensive and very detailed report on incidents reported in 2022. The 54 page report (to detailed!) is difficult to summarise but -

Some highlights –

- There were 2239 incidents reported in 2022 (1938 in 2021, 1477 in 2020, 2120 in 2019) –
- The number of Reported Incidents in 2022 has risen beyond pre-covid levels. It has exceeded the number reported each year since 2014 when this analysis began.
- Of those, 805 involved simple capsizes (779 in 2021, 675 in 2020 & 804 in 2019) and 1160 described as “significant” incidents (802 in 2020 & 1316 in 2019).

The top eight causes of significant incidents in 2022 was – Last two years in [Brackets].

- POOR LOOKOUT. 580/40%. [2021 - 505/44%. 2020 - 316/39%]
- NON-ADHERENCE TO NAVIGATION CODE. 205/14% [2021 - 186 /16%. 2020 – 91/11%].
- POOR LOOKOUT & NON ADHERANCE TO NAVIGATION CODE. 119/8% [2021 - 99/9%. 2020 - 71/9%]
- FALLS & OTHER INJURIES. 119/8%. [2021 - 93/8%. 2000 - 54/7%].

- FAILURE TO CHECK EQUIPMENT. 100/7%. [2021 - 82/7%. 2000 - 98/12%].
- ANTISOCIAL BEHAVIOUR. 84/6%. [2021 - 54/5%. 2000 - 71/9%].
- HEALTH. 37/3%. [2021 - 21/2%. 2000 - 20/2%]
- POOR STEERING. 31/2%. [2021 - 30/3%. [2000 - 25/3%].

BR recognise and congratulate the top twelve clubs who have reported most incidents for their “positive approach to safety” – and they receive a certificate of commendation. I am not entirely comfortable with this approach – as they are arguably the most “unsafe” clubs! In 2022 the Lea R. C reported the most incidents – with 78, Avon County and Derby were equal 2nd with 48. CHRISTCHURCH were 7th with 32 incidents reported according to the BR Analysis – the same as the RRSAs’s analysis. They were the “top” Wessex/H&D ARA region club as they usually are. BR NSC recognise a problem with under reporting – which they addressed in 2018 with some success – although it certainly still exists. BR also sent letters of congratulations to a number of Wessex/H&D Clubs for the number of incidents they had reported.

An 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 RRSAs’s. Nationally I was invited to comment on 76 reports from other regions and did so where I thought I had something to contribute.

In 2022 - 9 Incident Reports in our region were opened for comment – four of which related to the Boat inspections - One sought clarification of details of the incident. One was a racing incident – where a capsized sculler choose to swim ashore. One sought details of the injuries involved. One was received from a Race Official. Queried why no Club report received. One was shared due to the seriousness of the incident.

Incidents recorded in the region – 112 (133 in 2021, 78 in 2020, 143 in 2019) of which 13 came from CARA Clubs (6 in 2021, 11 in 2020, 22 in 2019), leaving 103 from H&D/Wessex Clubs (67 in 2020, 121 in 2019) which 4 were linked/duplicated – leaving 99 (119 in 2021, 66 in 2020, 118 in 2019). Four of these were H&D ARA Boat Inspection summaries. 52 were simple capsizes (65 in 2021, 26 in 2020, 47 in 2019). Christchurch reported the highest number of incidents at 32, Bryanston were 2nd with 15 and Southsea 3^r with 10.

With 99 incidents reported – its difficult to select ones to review – however there was serious incident which is worth noting - BR Incident Report number – 19973. A male athlete known to have Epilepsy was in Double Scull coming to the end of his session. He suffered an epileptic seizure. He slumped backwards and sideways and head went into the water. Bow athlete shouted for help and immediate assistance was given by BTC Masters Crew in a coastal four and crew members jumped into the water to give assistance. A kayaker and several Itchen coaching/safety boats also gave assistance. The safety boats got athlete ashore and an ambulance was called. The Ambulance arrived within in 3 -4 minutes and the casualty was taken to hospital. The BTC Men's Masters crew are to be commended for their actions.

Safety incidents Reported by H&D (& Wessex) Clubs in 2022 at Hants & Dorset Events. There were 12 Regattas + plus the Southcoast Championships, three head races and the Itchen Junior Regatta held in the region in 2022 –although Southsea was cancelled – and Ryde was abandoned after only two event. [Poole was cancelled – but re-run]. There were 19 BR incident reports submitted for incidents at H&D ARA Events – none were considered significant. The RRSAs suspects there were more – and a number were not reported – but as I did not receive any copies of the racing officials reports where incident should be recorded, I cannot prove this.

H&D Safety Committee Boat Inspections undertaken in 2022 and the plans for 2022. There were four boat inspections undertaken events held in 2022 – at Swanage, Coalporters, Woolston and Poole and one full heel restraint check was undertaken at Woolston, and a Life Jacket check undertaken at Swanage. At Swanage Regatta there were 23 boats with 10 faults found, at Coalporters Regatta 19 boats checked with 3 faults found, at Woolston Regatta 20 boats checked with 8 faults found and at Poole Regatta 19 boats checked

with 3 faults found. At the full Heel Restraint check at Woolston Regatta 40 boats were checked with 8 faults found. There were 27 Life Jacket Inspected at Swanage Regatta with 6 faults found.

After each boat inspection a 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. Itchen Imperial, Poole and Southampton - went through all boat inspections, including the full heel restraint – with no faults found and were awarded a Trophy at the Hants & Dorset Dinner.

It was agreed that the Boat Inspection Policy for 2023 should be the same as in recent years with Boat Inspections taking place at random H&D ARA Competitions selected by the Safety Sub-Committee at which at least two boats, selected at random from each club in attendance would be inspected to the laid down criteria. In addition at least one full heel restraint check would take place plus an inspection of Life Jackets.

Regatta/Event Audits received and a report on last season's audits and plans for 2022.

All 11 competitions held in 2022 submitted their event safety documentation which was approved by the RRSA. Policy in 2023 – it was agreed that Clubs who failed to send a representative to the 2022 Safety Meeting would have their event audited – so this will to Lymington and Southampton/Woolston Regatta's Regattas.

Policy in the past has been that 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 a re-audit would take place + those not attending the annual safety meeting.

There has been a longstanding agreement between the H&D ARA, (and CARA and the West of England ARA) that BR allow H&D Events to take out BR Public Liability Insurance for all Hants and Dorset competitions. However, BR have now advised us that their Insurers – Howden Insurance Brokers - cannot continue to insure events that are not affiliated with BR. BR tried something similar some years ago but this decision was – after some negotiation reversed. We can't be sure if this is a BR initiative or does come from Howdens. The Hants & Dorset has made representations to BR to challenge this decision. We know that some H&D Clubs have found alternative Public Liability Insurance cover usually through their own Club Insurance and in most cases at no additional cost - saving the events some expenditure. At least six H&D Events have cover via their own insurers. But this remains an issue for Events not at their Clubhouse location, Swanage Regatta – where there is no Club and the South Coast Championships. The H&D has offered to talk direct to Howdens to see if this issue can be resolved and we are consulting with CARA & the West of England who are in a similar situation. A combined approach may bring about a solution. Further updates to follow.

The Association Safety equipment was discussed including its status after 2022 season. Gary Joyce had undertaken the task of checking the kits and ensuring that they were ready for the new season. He had to mend the red flag in bag 1 as it had obviously been used, not but back into the bag with due consideration and had been snapped in half. He has concerns regarding the life jackets contained in the kits as but none of them appear to have ever been serviced. Two of them appear not to have been checked since 2012 and it is suggested that these two should be scrapped and replacements sought (they have been packed tightly away in those bags for too long). It was agreed to remove these all from the kits. The first aid kits will need to be replaced at the end of this year.

It was emphasised to the meeting that the Hants & Dorset ARA Safety Kits and equipment was for the use of the Race officials – in an emergency - and that it was the events responsibility to provide all the equipment needed to run the event.

Lifejackets. 10 H&D lifejackets have been received and serviced by Ocean Safety. One H&D jacket failed its inflation test when it went in for servicing and so we have 9 lifejackets available for the 2023 season. They were not serviced in 2021 as they had been in 2020 – but not used.

All Life Jackets have now been fitted with a crutch strap.

Loudhailers.

Loudhailers sent to Pete Staddon and asked him to do the checks which he has done and reports that they are all working. As an experiment for 2022 the Loud Hailers will be stored in robust boxes to try and offer them greater protection and this is to be continued.

Ref. Covid-19 – Hand Sanitizers, Disposable Gloves, Face Masks and anti-septic wipes for the use of Race Officials were added to the Safety kits for 2021.

In 2019 the Hants & Dorset ARA purchased portable defibrillator which was passed from event to event along with the Race Officials safety Kits and Life Jackets ensuring that there was a defibrillator at every H&D ARA event regardless of whether there is already one available nearby or one is provided by the host club and/or their First Aid Provider. The unit purchased was a - **Phillips Heartstop HS1 First Aid Defibrillator with soft carry case** for ease of taking it around to events, a four-year battery a set of adult pad cartridges and eight years manufacturing warranty and is described as “uncomplicated and easy to use”. A new set of pads was purchased in 2020. Additional information on the Defibrillator can be found in the Safety Section of the Hants & Dorset ARA Web site at – www.hdara.co.uk The Defibrillator is stored with the Hants & Dorset Life Jackets in their waterproof bag.

Format of the Hants & Dorset Water Safety Commission. After a brief discussion, it was agreed that the Terms of reference for the Water Safety Sub Committee should remain unchanged and the Chairman, Mark Viner of Lymington Rowing Club, Wessex Regional Rowing Council Safety Advisor, Steve Bull of Ryde R. C. and Sub Committee Members - Gary Joyce, of Itchen Imperial Rowing Club, Adam Radcliffe of BTC Rowing Club and Mick Gisborne of Southsea Rowing Club should be re-elected on block – subject to ratification at the Associations AGM. The RRSA – Steve Bull – agreed to continue to act as the Secretary of the Safety Committee until at least next year’s meeting.

The Venue for 2023 Meeting. The meeting agreed that According to the Rota – for 2024 we should visit SOUTHSEA.

Any other business.

There were six items of any other business discussed -

- Safety information on H&DARA Web site – where the additions and amendments made in 2021 were recorded.
- There was a New Club in Region – now affiliated to BR – “Coastal Rowing Academy” based on Hayling Island – appears to be mostly FISA boats with no intention to affiliate to H&DARA.
- E Life Saver – recommend by Stephen Worley, Hon. National Safety Adviser.
- Safety training within a club – see attached. Appendix B. The question was asked if you had to be a members of BR to access this material as all safety material should be free to view – the RRSA was to investigate.

There being no other business the meeting closed at 2.20pm.

Steve Bull.

Association Secretary.

February 2023. [Minutes taken and written by Steve Bull, March 2023]

The attached Appendices form an integral part of these minutes –

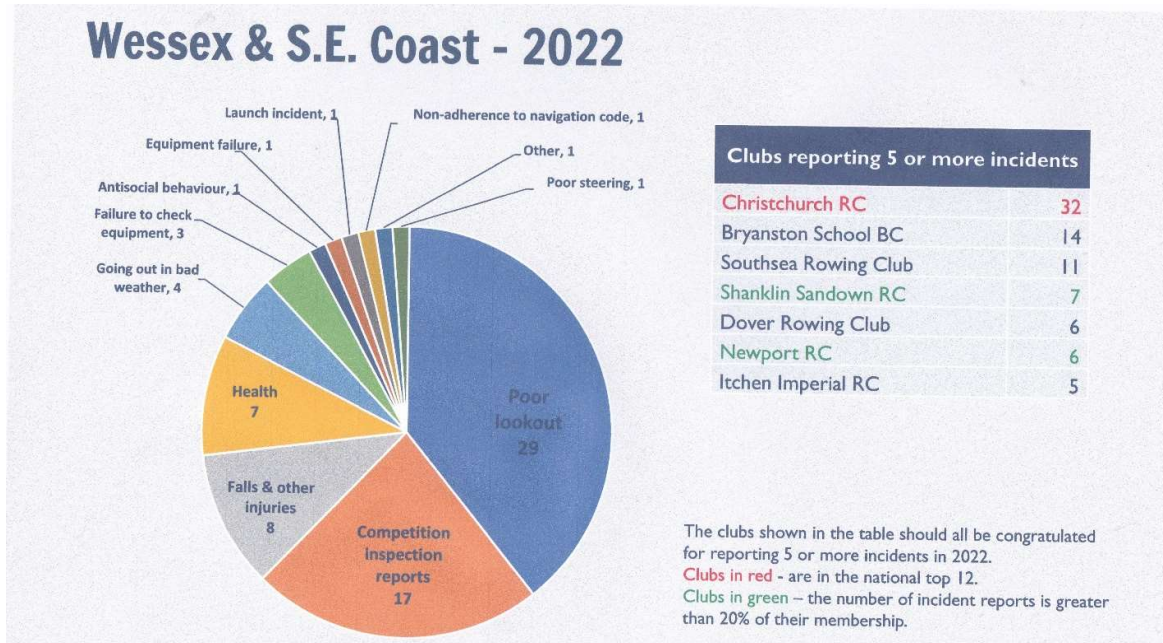
[Appendix A] Incident Reports – by reason.

[Appendix B] Incident Reports – by Club.

[Appendix C] Safety training within a club.

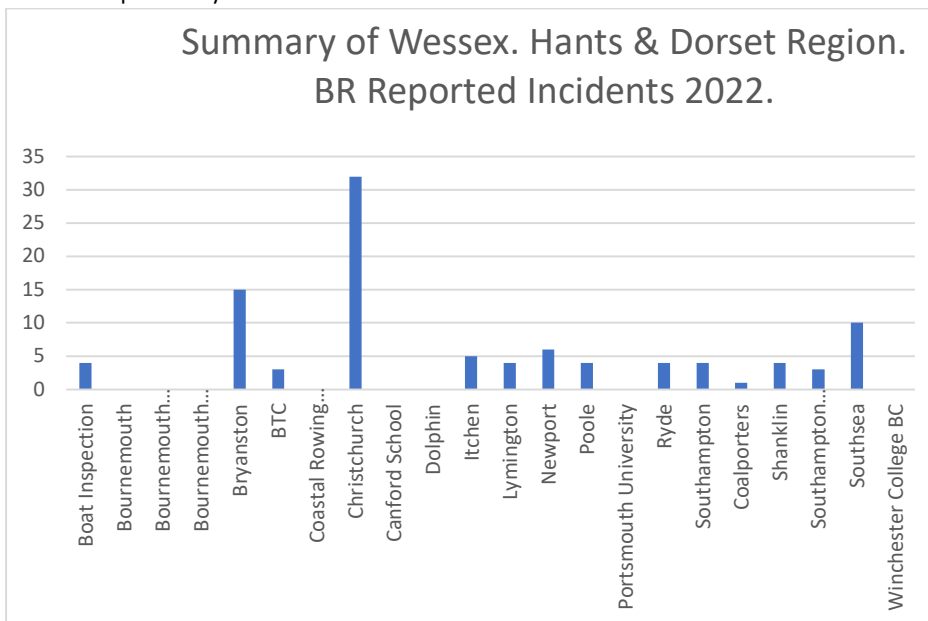
[Appendix A] Incident Reports – reason.

Incident Reports – by reason.



[Appendix B] Incident Reports - by Club.

Incident Reports – by Club.



[Appendix C] Safety training within a club.

Safety training within a club.

There was a request for advice on the safety training by British Rowing that should be completed by Club Members, Coaches and Club Rowing Safety Advisers.

These can be found under the heading Online Learning under RowHow.

- There are two Capsize and Recovery Modules, one for Rowers and one for Coaches.
- Safety Basics has been updated and now includes the material that was in both the old version of the Safety Basics module and the Intermediate Risk Management Module. Intermediate Risk Management has been withdrawn.

The following training was recommended –

Members

- Capsize and Recovery for Rowers
- Cold Water and Hypothermia
- They should also be invited, but not required, to complete Safety Basics.

Coaches

- Capsize and Recovery for Coaches.
- Cold Water and Hypothermia
- Safety Basics

Club Rowing Safety Adviser (CRSA)

- Capsize and Recovery for Coaches - I think it would be useful for the CRSA to know what Coaches are advised to do. Often the CRSA runs the capsized drill.
- Cold Water and Hypothermia
- Safety Basics
- Advanced Risk Assessment - Completing this is specified in the CRSA Job Description in section 3.4 of RowSafe. This training is currently being updated to run under new software, but the content of the new version will be largely unchanged.