

The Minutes of the Hants & Dorset ARA (Wessex Region) Safety Meeting on Saturday, 17th February 2018 at Ryde Rowing Club.

Prior to the start of the meeting those in attendance joined the Water Safety Committee members in a re-audit of the Safety procedures and facilities of the Newport, Shanklin and Ryde Rowing Club – and Ryde's boathouse at the Folly. All proved to be satisfactory although there were some areas to be addressed and these were all in hand. Those in attendance were particularly impressed with Shanklin's use of google folders and QR code to record safety information – which was regarded as an example of good practice.

Present: Clubs/Events represented – Dolphin, Southsea, Ryde, Shanklin, Itchen, BTC, Southampton (+ Woolston Regatta), Newport, Christchurch, Coalporters, Lymington, Bournemouth and Poole plus Swanage Regatta. Non-H&D affiliated Wessex Clubs/Schools and Universities were invited but none attended. Jo Johnston, RRRSA of Wessex East was invited but did not attend. This was the first time that all H&DARA Clubs & Events were represented at the meeting

Individual apologies were received from - Mike Green of Christchurch.

Mark Viner, the Chairman of the Safety Sub Committee opened the meeting, thanked and welcomed everyone in attendance and expressed his delight that all H&D Clubs were represented for the first time.

The meeting then considered the minutes of the last meeting which had been previously circulated and were agreed to be a correct record on a proposal from Adam Radcliffe, seconded by Richard Wardsworth – 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*].

He 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). He 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.] [*see attached Appendix B*].

The RRSA explained 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 on-line BR Club Management system.

The Meeting was then briefed on the recently launched revised British Rowing Row Safe – and the Coastal Section. The 2017 version of RowSafe can be found at <https://www.britishrowing.org/about-us/policies-guidance/rowsafe/> and will be reviewed and revised every year. Its long and comprehensive - with links to other information both in the British Rowing website and beyond. The RowSafe - update for April 2018 to includes - Advice on epilepsy (based on British Canoeing advice); extended radio operating procedure with an additional urgency working example as written for a BR event; removing the link to the Scottish RYA, advice on types of launches as link no longer works; removing the link to the 2008 lightening guidance and replacing it; use of Macon's by J13s - it's all about the gearing – waiting on report from Tech committee; insert links to all other Safety Alerts issued since the 2017 revision. Note: radio licencing (not needed now in RowSafe as it has been included in Club Hub) and there will be a section on "Ocean Racing" added.

The section on Coastal Rowing Coastal and Inshore Rowing (10.1) is predominantly based on the submission the H&DARA Safety committee made to the NSC around nearly two years ago – and as suggested it relates to

what we have termed “Inshore Coastal Rowing” as opposed to Offshore – FISA, Gig etc. BR have now added two new sections to RowSafe covering “offshore” coastal rowing – 10.2 Fixed Seat Sea Rowing – and a sub section – 10.2.1 – Gig and other fixed seat boats safety kits.

The RRSA then reported on the 2017/2018 BR Club Safety Audits which was launched on the 2nd of October and had to be submitted by the 27th November 2017 with suspension from BR events from 1st January for any club which had not complied as it remains a recognised part of the BR affiliation process. The number of questions that Clubs had to answer had again been reduced with most of those that were not safety related now removed. It is 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. The RRSA gave his report on last year’s audits – stating that All Wessex Clubs audits had now been accepted. Two Clubs had still not submitted their Audit by 1st January and were suspended from Racing/OARSA by BR for failure to comply. These were Southampton University and Bournemouth University - Southampton University responded after a further reminder in January. Bournemouth University finally submitted an audit on 9th Feb – seeking early acceptance as they wanted to enter Head races. However it was initially rejected for a “hosting” issue – which they have now corrected and the audit was finally accepted the audit on 13/2/18. 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 East Coast Club by BR – so their audit was sent to Jo Johnston, Wessex South East RRSA who accepted it – and sent me RRSA copy. Solent University Boat Club – although hosted by Coalporters they are not affiliated to British Rowing.

BR were eventually able to address the problem we had in 2016 when our ability to download the audit responses into a spreadsheet was not available. This year they were able to provide this again for Wessex, in Excel Format – after I requested the information – and presumably this has been done for other regions. However, despite the reduction in the number of questions analyzing in a meaningful way is still very difficult. The spreadsheet had - 125 Columns. 34 columns relating to name & contact information. 16 questions required a numeric response. 7 questions related the provision of tours – all Wessex clubs stated they don’t provide rowing tours, 68 - Yes/No/To Be Addressed. Last year the spreadsheet was analysed and any Questions that had five or more "To be addressed" responses were reviewed at the meeting – there were 9. This year the meeting also reviewed any questions that had five or more “to be addressed” - still 9 – but shows some progress in that less Clubs were involved. The aim is to reduce this year on year.

The 9 were –

- Does your club review its risk assessments regularly (typically annually)?(Please only tick "Yes" if you have uploaded an up-to-date copy of your Risk Assessment for club activities and your Club Safety Plan to your Google Drive folder) [4].
- Does your club have an Emergency Action Plan (EAP) within the Club Safety Plan which is communicated to all club members? (Please only tick "Yes" if you have uploaded an up-to-date copy of your Emergency Action Plan to your Google Drive Folder) [8]
- Does your club provide information on diseases most likely to be encountered by club members, either on their home water or when they visit other venues? [4].
- 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? [5]
- Have a service record in the maintenance log: Does your club ensure that, before use, all lifejackets and buoyancy aids. [4].
- Does your club have rules in place on boating in dark/low/poor visibility situations? [9]
- 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? [5]

- 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]

Possible solutions were discussed.

On Line Incident Reporting – analysis of eighth 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 following Blockley and Reading incidents and they are an important formal record of an incident – in case of repercussions later. Reports are completed on-line via BR Website and are “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 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.

Some national statistics were available and were shared with the meeting. There were 2269 incidents reported. Of those, 742 (33%) (604 in 2016) involved simple capsizes and 1527 (67%) (1196 in 2016) described as “significant” incidents. A breakdown of the significant incidents is – Capsize (not simple) – 173, 11%; Collision – 896, 59%; Equipment related – 21, 1%; Event Inspections – 7, 0%; Falls and Other Injuries – 133, 9%; Health related – 50, 3%; Launch Incidents – 23, 2%; Other – 29, 2%. Trailer Incidents – 13, 1%; Near Miss – 182, 12%. National stats take a slightly different approach to the regions RRSA when analysing the incidents which give slightly different results or a different interpretation of them. BR NSC also recognises a problem with under reporting – which the hope to address in the coming year. BR figures show that of the 563 Clubs, 257 of them did not report an incident in 2017 – which is 46 %. In Wessex West – we are actually better than most – 25 Clubs – no reports from 8 – 32% - 4th best behind North West, East Midland and West Midland. Wessex West Clubs not reporting – BTC, Bryanston Buffalos, Canford Crocodiles & School, Portsmouth University, Ryde School Boat Club, Southampton University Medical School BC and Winchester College.

The RRSA had also asked BR for two improvements – that have yet to be implemented. 1) 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 must ask for details from the RRSA. The RRSA has 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 happens several times a year. 2) To help tackle under reporting - in 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.

The RRSA also explained that he can “open” incident for comment/ discussion - and send them to other clubs and individuals involved if a BR membership number is known – and/or other RRSA’s. He recorded that in 2017 he opened 11 Incident Reports for comment – 4 of these related to the Boat inspections which did receive some comments/responses. Five of the others were opened because more than one club was involved – and/or he had only received an Incident report from one of them – or only from an Event Official – this prompted additional comments on two of them – but no further information on three – two involving Newport. One other was to seek clarification that no other club was involved – and one was to allow the attachment of some related files.

Nationally the RRSA was invited to comment on 53 reports from other regions and did so when he thought he had something to contribute. He felt that 4 were of real relevance and worth sharing with the meeting - 1) Use of coke as a post capsized treatment - there is no medical evidence that supports this. 2) Advise about

algae blooms. 3) Towers - the driver is responsible for his load. 4) Tragic death of coach. + support for witnesses.

With regards to Safety Incidents Reported by H&D (& Wessex) Clubs in 2017 in the Wessex Region – 137 Incidents recorded in the region – with just 11 came from CARA Clubs, leaving 126 from H&D/Wessex Clubs of which 4 were linked/duplicated – leaving 122. 4 of these were for H&D ARA Boat Inspections & 5 were event summaries - leaving 113 of which 43 were simple capsizes.

When broken down by Club BTC, Canford Crocodiles, Bournemouth University, Canford School, Dolphin, Portsmouth University, Ryde School Boat Club, Southampton University Boat Club and Winchester College appear “very safe” having recorded no incidents in the year – in contrast Christchurch had recorded more than 50 – when most other clubs record between 1 and 9. The question was asked - if a Club reports a high number of incidents – if this conscientious reporting or an indication of an unsafe Club? 101 of the incidents reported were in training – 16 at events – with 13 at HDARA event and 3 from non-H&D events. Capsize at 49 was the most common incident with collision at 40 next. 30 of collision incidents were on the River Stour involving Christchurch, Bournemouth Collegiate Schools or Bournemouth Rowing Clubs and although this was of concern to the meeting it was agreed that appropriate rules were in place and it is a very busy river. [See Appendix C & D].

With 122 incidents reported – it’s difficult to select ones to review – but the meeting did look in more details at a one few of interest and concern – incident 8694 – when the “A” frame on Ryde R. C. Trailer snapped. The point was made for a need to inspect on regular basis. Other observations – River Itchen and Stour both seem quite dangerous places! (busy!); Quite a few incidents on the Itchen involved boat to boat collisions or near collisions; Quite a few incidents on the Stour involved collisions with static objects – buoys, banks.

Safety incidents Reported by H&D (& Wessex) Clubs in 2017 at Hants & Dorset Events. There were 18 events – including 3 Head Races of which 1 was cancelled, 1 Junior Regatta –with 1 cancelled (Newport) and 1 Regatta that were cancelled (Milford). [19 last year]. The RRSA would expect to receive reports from each club involved in an incident at an event plus one from the event safety adviser - which could be in the form of a summary of incidents on one report if all a minor nature. These were received from Ryde, Shanklin, Swanage, Southsea and the Itchen Junior Regatta. In addition there were 18 Incident reports received (8 last year) - so that indicates an improvement. Some reports were duplicated. Eight of the events held indicated – “no significant safety incidents”. H&D race officials reports noted 19 safety related incidents – slightly more than the 14-recorded last year - an indication of better reporting by H&D Race Officials. Assuming that all H&D Officials recorded all safety incidents implies less under reporting than in the previous year.

H&D Safety Committee Boat Inspections undertaken in 2017 and the plans for 2018. Unannounced and random boat inspections were undertaken by the H&D ARA Safety Committee at four H&D events during the season – Itchen, Swanage, Woolston and BTC Regatta's. A total of 90 boats of all types were inspected with 35 faults found - some boats having more than one fault. The number of boats inspected was very slightly more than last year (2016 - 88) and the number of faults found showed a significant increase - up from 27 last year – for the 2nd year in succession which is of concern. As ever the largest fault found was heel restraints – at 23 - around 60% - bow ball issues and lack of boat ID being the other significant ones. A full heel restraint check on every boat present was undertaken at Woolston - with 49 boats checked - and a full inspection of Coxswains Life Jackets was also undertaken at Woolston - with 31 Life Jackets examined with 16 failures (some had more than one fault). The BR incident reporting system was used to summarise the results of the boat inspections once again and by opening these for comment ensured the Club Safety Advisers were advised of the issues with their boats as quickly as possible and could comment - and some did! The National Safety Committee regard this as an example of good practice and are encouraging other regions to adopt this system.

This year no Clubs went through the inspection process with no fault found during any of the equipment inspections and so no awards in recognition on this were made this year. The meeting agreed that the process should remain the same for the 2018 season. [see attached Appendix E].

With regards to heel restraints the RRSA briefed the meeting on the national situation. The NSC had recommend changing to FISA Rule ref. Heel Restraints – which is very similar to the H&DARA recommendation issued in 2017 (below the fixed point or below the horizontal). However the Rules of Racing Committee had rejected NSC recommendation - prompting a bit of a “constitutional crisis” as the NSC was very unhappy with this decision and challenged it with an approach to Andy Crawford – the BR CEO. As a result all have now agreed to introduce FISA rule from 1 April 2019 so the official statement is now - **The heel restraint rule will be changed in 2019 to bring it into line with the equivalent FISA rule.** I think that’s a “win” for the NSC.

Regatta/Event Audits received and a report on last season’s audits and plans for 2018. The RRSA reported that 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 by BR on payment of the appropriate fee. All H&D Events except Newport use the BR Public Liability insurance scheme – Newport use another provider. The policy in 2017 had been that – re-audits would only be undertaken where requested or where concerns were raised and on an occasional random basis as it was felt that the race officials reporting system already hi-lighted safety concerns and this would be used alongside safety committee member’s observations to hi-light events where a re-audit would take place. It was also agreed that Clubs who failed to send a representative to the 2017 Safety Meeting – Christchurch, Coalporters and Newport would have their event audited – which duly took place with no major issues found. The meeting agreed that this policy should continue in 2018 however as all Clubs were represented at the meeting there were no events that were automatically tagged for a re-audit in 2018.

The meeting were then briefed on and discussed the decision by BR that they will no longer honour the long standing agreement between BR & H&DARA to allow H&D Events to take out BR Public Liability Insurance. The BR statement read –

"There has been a long standing agreement between BR and the Coastal Associations (WEARA, Hants & Dorset and CARA) that as long as their competitions that are requesting BR insurance have been approved by their respective Associations and they confirm that a risk assessment and safety plan have been submitted, then we (BR) are able to include them on our insurance. However the requirements for insurance have recently been reviewed by insurers and in order to continue insuring events that are not affiliated to British Rowing, we are required by our Insurers to confirm the following: The competition is run:

- *under British Rowing Rules of Racing*
- *in full compliance of RowSafe, with the appropriate risk assessments documentation provided*
- *with current British Rowing umpires*
- *with a Race Committee of at least 3 Umpires to comply with the Rules of Racing.*

This clearly reflects a reconsideration of the risk by insurers who have indicated that compliance with the BR provisions in the Rules of Racing is a condition precedent to the granting of cover. Effectively, a non-affiliated competition which doesn't meet this criteria will have to provide its own insurance cover. Accordingly, we are sorry that on this occasion, we are unable to assist you."

The Hants & Dorset ARA has responded stating that that as far as we are concerned H&D Events do meet this criteria in the sense that while not operating under the BR Rules of Racing the H&D ARA Rules of Racing are very similar especially regarding safety; H&D Clubs and Events fully comply with Row Safe; H&DARA have their own certificated and qualified umpires - who are represented on the BR Umpires Committee and we have an event committee similar to BR's race Committee in place at events (H&DARA Event safety Rules. 2.0 Event Committee). It was also pointed out to them that they

(BR) are happy to accept H&D ARA Race Officials for BR organised and run events - i.e. the British Offshore Rowing Championships - where they are asking us for help - and presumably our Race Officials will not now be able to support this event - as by their own imposed conditions - BR would not be able to use their own Public Liability Insurance if they use H&D Officials! I have asked BR to make these points to their insurers and request that they reconsider their decision. We have also asked the Wessex Region Rowing Council to make similar representations to BR on their Club/Events behalf. We have since provided BR with a full set of BR Rules of racing and a description of how we train and examine our race officials at their request and have also disputed their allegation that we published a "private" E Mail from them regarding this issue – pointing out to them that it was not "private" but a communication between BR and the Hants & Dorset ARA and that it was not published but "quoted from" and that we had an absolute duty to advise and update our affiliated clubs and events on the situation. We await a further response from BR.

We are aware that some CARA Clubs - and certainly Newport in the H&D use their domestic clubhouse Insurers to provide the public Liability Insurance for their events and following the Associations pre-Christmas meeting with BR and their veiled threats on this issue Steve Bull made contact with his own Club (Ryde's) Clubhouse insurers as they too have a provision to provide Public Liability Insurance for events at the Clubhouse as long as they are made aware of the dates. He had always assumed that this would cover the clubhouse but not the wider area that the Regatta takes place in - beach, pavement and park in Ryde's case but to his surprise they advised that this would all be covered - and with no increase in premium - so this is the solution for Ryde - and will actually save them money and may be the solution for other events and it was recommended that clubs contact their Clubhouse insurers to see if they would cover their events. There is a doubt regarding an event held away from a Clubhouse - as BTC, Southampton, Lymington, Poole, Southsea and Bournemouth do - and would certainly not apply to Swanage - where there is no Club so we will definitely need another solution. John Purkess, from BTC had made enquiries regarding event public liability insurance and briefed the meeting on what he had discovered and would continue to make enquiries and would include Swanage Regatta in his request.

The Association Safety equipment was discussed including its status after 2017 season. Gary Joyce had undertaken the task of checking the kits and ensuring that they were ready for the new season. He reported that he had sent the ten Race Officials Life Jackets to be serviced. The three kits had been checked – and were in reasonable condition except for one of the oud hailers which would need to be repaired or replaced plus new batteries would be needed for all.

A decision had been taken at the last H&D AGM, following a recommendation from the last Association Safety meeting to procure an Association owned defibrillator, to take round to events – although for several reasons that has not yet been actioned and the meeting was asked if they felt this was still a requirement – which they did - and Steve Woods from Dolphin, who has some experience in this area agreed to help the Association Secretary/RRSA to make enquiries to have a suitable unit identified and costed in time for the Associations AGM on the 24th March so this meeting could be briefed and the unit purchased. Westover's Brett Bader had also offered to help last year and Steve Woods asked for his contact details, which the RRSA would provide so he could make contact with him for his input. The 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 which was introduced in 2017 – had been added to the Event Water Safety Audit as one of the questions. However – the vast majority of clubs used a previous form so the question was not asked! (at least 9 events did this). So for 2018 events need to ensure that the correct form is used – and it was agreed that this year this will be checked and the audit rejected if the correct form was not used and the permit not issued until this had happened. It was also proposed and agreed by the meeting that the 2015 Club/Event survey on the availability of defibrillator's should be repeated to see what's changed.

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 Venue for 2019 Meeting. The visit to the IW completed the second full cycle of Club visits – meaning that these H&D ARA Safety Meetings will have taken place for over 20 years. The meeting agreed that the venue for the 2019 Meeting, to be held in February 2019 on a date yet to be decided, would be Coalporters – in line with the current rota. It was agreed that the newly affiliated Dolphin Rowing Club (2016) needs to be added to the rota – but that 2019 would be too soon but they must be slotted into the rota within the next two to three years.

Any other business.

There were three items of any other business discussed -

- Safety information on H&DARA Web site – where the additions and amendments made in 2017 were recorded. (see attached – appendix F).
- The BR HRSA Stephen Worley had communicated with all RRSA's following the incident analysis as it had lead him to be concerned about collisions and he had been encouraging the use of hi-vis kit particularly by people who row in the bow seat or in a 1x and he wanted to know if we had seen an increase in the use of hi-vis kit in recent months and years? All at the meeting agreed that they had seen an increased use of Hi viz garments in the region and all agreed that it was a good thing and should be encouraged. The RRSA would pass this on to the HRSA.
- The RRSA briefed the meeting on a new BR initiative – the Club Hub. Although not rowing safety – advice on areas like Work at height; Fire arrangements; safety of electrical issues; Gas safety; criminal liability in clubhouse etc. are to be included. It is also supposed to include “tools” to help clubs – recording of member’s information etc.... and access to a Club “google folder” where information can be stored and archived – but a note of caution – BR will have access to anything Clubs upload to this – so be aware. It has not gone “live” yet but is due to shortly.

There being no other business the meeting closed at 4.10pm with thanks to Ryde Rowing Club for their hospitality.

Steve Bull.

Association Secretary.

February/March, 2018. [Minutes taken and written by Steve Bull, February/March, 2018]

M. Viner, Chairman.

The attached Appendices form an integral part of these minutes –

[Appendix A] The Association Secretaries Report to the H&D Autumn Council Meeting and the Wessex Region AGM.

[Appendix B] Notes from National Safety Committee Meetings.

[Appendix C] Incident Reports – reason.

[Appendix D] Incident Reports - by Club.

[Appendix E] Details of Boat Inspections.

[Appendix F] Safety information on H&DARA Web site – where the additions and amendments made in 2017.

Appendix A. Secretaries Report (Report to H&D Autumn Delegates Meeting/Wessex Region AGM)

The Regional Rowing Safety Advisers (and H&D ARA Safety Committee's) Report to the Associations 2017 Autumn Council Meeting and to the 2017 Annual General Meeting of the Wessex Regional Rowing Council.

National Safety Committee and National Safety Committee (NSC) Meetings. As the regions Rowing Safety adviser (RRSA) I attended 2 of the 4 BR National Safety meetings that were planned for 2017 - one early in the new year - and one in September - both held at the BR HQ at Hammersmith. I was unable to attend the spring meeting due to a clash with an H&D event at which I was officiating - and the meeting in July was cancelled – although a conference call took place – which I was unable to take part in – again due to H&DARA commitments. I would hope to be able to attend December's National Safety meeting.

Although not formally advised Phil McCorry, CARA's/Wessex Region East's RRSA would appear to have stepped down and been replaced by Jo Johnstone, from Dover – who attended the September NSC Meeting.

Among the matters discussed at NSC was - RowSafe – which was finally re-issued this year – and is almost exclusively an "on-line" document. There will be an Annual review – the first was in April 2017 – the next will be in April 2018.

Other topics covered were - incidents of interest; heel restraints; club audit and governance. With regards to heel restraints the NSC are proposing a switch to the FISA Rule – which is very similar to the H&D Rule – but the BR Rules sub-committee will probably object, and the BR Sports Committee will then make the final decision. With regards to governance the terms of office of representatives (elected by their divisions) on all national committees is supposedly limited to six years (two consecutive terms of three years) and if this is upheld then more than half the NSC members i.e. the RRSA's will not be able to serve beyond 2018 and neither will the Chairman.

Hon. BR Water Safety Adviser - Stephen Worley sends out a monthly report which is forwarded to Club RSA's and the BR Safety Alerts which Club RSA's should receive direct from BR - are also sent out again by the RRSA to try and ensure they are not missed.

Annual BR Club Audit. Nearly all Wessex region clubs duly completed the 2016/2017 BR Club audit - although some were a little late in complying risking suspension from racing by BR – and Solent University and Southampton Medical Boat Club never did. The audit had been amended and reduced with a number of arguably “non-safety” questions removed. RRSA's were also once again able to track completion by region again. There was Automated E Mails and BR are using Google Drive with every club and RRSA's having access to a secure folder for archive and documents - audit copies, risk assessments etc..... These will be locked but you can view and download, amend and re-upload. This system may eventually expand to other areas. But note - to be of value the BR database needs Club Management information to be up to date - a Club responsibility.

The 2016/2017 Club Audit – is due to go live on 2nd October and close on close 27th November. Cut-off - and suspension from racing in BR events January. The NSC has approved a further reduction in questions – removing all reference to coaching – but BR may not be able accommodate these changes this year.

One re-audit of an H&D Club was undertaken by the H&DARA Safety Committee – BTC – as hosts of the Associations Annual Safety Meeting – again only minor issues were found.

Event Safety Audits. All H&D (Wessex) events submitted an event safety audit with risk assessments, safety and communication plans - and 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 by BR on payment of the appropriate fee. I believe that all H&D Events except Newport use the BR Public Liability insurance scheme - Newport use another provider - and have assured us that this provides suitable cover.

As agreed at the Associations Safety Meeting in February the three Clubs that failed to send representatives to the meeting – Christchurch, Coalporters and Newport had their events re-audited by members of the Safety Sub Committee – with only minor issues found.

Incident Reporting. There were no national statistics available at the September NSC meeting. Nationally collisions remain the biggest incident reported - regionally it's capsizes.

In the period from 1st January to 31st August I have records of ninety-six incidents (96) [last year at this time 103] in the Wessex Region of which eighty-eight (88) were recorded by Wessex Region/H&D Clubs and eight of which came from CARA Clubs - which means that they are either incredibly safe or under report on an even greater scale than we do. Of the 88 incidents submitted by Wessex/H&D Clubs 4 related to H&D ARA Equipment inspections, and 3 were linked/duplications - leaving 81 actual separate incidents logged – which is about the same as we had recorded at this stage last year. These will be analysed in detail along with those reports received between 1st September and 31st December - at the 2018 H&D ARA safety meeting which will probably be held in February - when I would also hope to have some national statistics available.

Defibrillators. A decision was taken at the H&D AGM to procure an Association owned defibrillator, to take round to events – although for several reasons that has not yet been actioned and we will review again at the 2018 Safety

Meeting. A question on the availability of and access to a defibrillator was added to the H&D Event audit form which will be analysed before the meeting.

Boat inspections at H&D/Wessex Events. Unannounced and random boat inspections were undertaken by the H&D ARA Safety Committee at four H&D events during the season – Itchen, Swanage, Woolston and BTC Regatta's. A total of 90 boats of all types were inspected with 35 faults found - some boats having more than one fault. The number of boats inspected was very slightly more than last year (2016 - 88) and the number of faults found showed a significant increase - up from 27 last year – for the 2nd year in succession which is of concern.

As ever the largest fault found was heel restraints – at 23 - around 60% - bow ball issues and lack of boat ID being the other significant ones. A full heel restraint check on every boat present was undertaken at Woolston - with 49 boats checked - and a full inspection of Coxswains Life Jackets was also undertaken at Woolston - with 31 Life Jackets examined with 16 failures (some had more than one fault). The BR incident reporting system was used to summarise the results of the boat inspections once again and by opening these for comment ensured the Club Safety Advisers were advised of the issues with their boats as quickly as possible and could comment - and some did! The National Safety Committee regard this as an example of good practice and are encouraging other regions to adopt this system. This year no Clubs went through the inspection process with no fault found during any of the equipment inspections and so no awards in recognition on this will be made this year.

H&D Race Officials Safety Equipment. Although not returned yet for their end of season inspection and refurbishment it is believed that the H&D ARA Safety equipment has survived another season fairly intact although there will be the inevitable wear and tear. All the Life Jackets were professionally serviced prior to the season - and the intention is now to do this annually.

Steve Bull.

Wessex Region Safety Adviser and Hants & Dorset ARA Safety Committee.
October 2017.

[Appendix B] Notes from National Safety Committee Meetings.

National Safety Committee and National Safety Committee (NSC) Meetings.

As the regions Rowing Safety adviser (RRSA) I attended all 3 of the BR National Safety meetings that were planned for 2017 - one in March one in September and one in December. A meeting was also scheduled for July – but this was cancelled and replaced with a Conference call – but I was unable to take part in this due to H&D Commitments. The three meetings were all held at the BR HQ at Hammersmith and notes I made at the meeting were forwarded to Penny Budd, the Secretary of the Wessex Regional Rowing Council who circulated them with the minutes of the next meeting and I made a verbal report at the Wessex Meetings I attended.

Attendance at NSC meetings varies – there were just 7 at the March meeting – the worst attendance at any of these meetings I have attended. Clive Pendry, the Chairman of the National Safety Committee and Stephen Worley, the BR Hon. Safety Adviser attended all the meetings and Jo Johnston, who replaced Phil McCorry as the Regional Rowing Safety Adviser for Wessex, South East Coast attended the September and December meetings.

A wide range of Safety related subjects and topics were discussed at these meetings – the main areas of discussion being -

BR reduction in funding may have an issue on resources and has certainly lead to redundancies.

Medical.

BR Medical Adviser was supposed to attend an NSC Meeting for general discussion but was unable to because of illness!

RowSafe.

The long awaited major revision of RowSafe finally 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 not rules. Its advice and guidance not minimum standards.

In April 2017 at its first review there were 24 pages of updates – much of this is the input from Cornish Pilot Gig Association (CPGA) – who BR are trying to build links with (8,000+ members) + a piece on Radio Protocol and several updates and corrections.

The very useful Gap Analysis - has been re-established – as a spreadsheet – for Clubs to check how they stand against RowSafe17. In due course, there will be a similar document for events. Clubs are encouraged to use this.

The RowSafe - update for April 2018 to includes - Advice on epilepsy (based on British Canoeing advice); extended radio operating procedure with an additional urgency working example as written for a BR event; removing the link to the Scottish RYA advice on types of launches as link no longer works; remove the link to the 2008 lightening guidance and replace it; use of Macon's by J13s - it's all about the gearing – waiting on report from Tech committee; insert links to all other Safety Alerts issued since the 2017 revision. Note: radio licencing (not needed now in RowSafe as it has been included in Club Hub) and there will be a section on "Ocean Racing" added.

Other areas debated for inclusion included the use of "May Day" against "Pan Pan". "May Day" is an escalation of "Pan Pan" – and basically when there is a threat to life and time waiting at start of Head Races.

Club Rowing Safety Audit.

A few more questions culled – non-safety related questions – boats, coaches etc... we are now down to 81 although a question on night time rowing was added and BR continues to try and "use" the safety audit as a means of gathering more general information. The audit should be used to find out things we want to know. The date of the audit was bought forward one month. Audit "go live" was 2nd October/close 27th November. Giving RRSA's a couple of months to check and accept before BR suspends clubs from racing – on 1st January 2018.

BR has provided some analysis in the form of a spreadsheet which is useful. Did explain to the meeting how the H&D analyse the audit – and the discussions we have at the Safety Meeting. Other regions did something similar – WAGS for example – others don't appear to do anything with the information.

There was some discussion about RRSA's accepting the audit. System as operated – if submitted they immediately come off the "banned" list regardless of whether the RRSA has accepted them or not. Meeting agreed that this was not acceptable – and RRSA's must "accept" before they are taken off the banned list. Other issues were the uploading of the documents to the google folders by BR – which was not very efficient and often late – and so analysis was often difficult. The biggest mistakes in completing the audits were failure to upload safety documents (although they said they had in the audit) and under the question to identify a Club they hosted – they put their own club name – which automatically reduces the questions and invalidates the audit. This happened with four clubs in the H&DARA/Wessex Region.

Incidents.

A summary of Incidents and a presentation on the analysis of incidents in 2016 was shown - but little has changed statistically although more incidents are being reported.

Considered changes and amendments to the on-line incident reporting systems - by going through the system-based flow chart - additions to the drop downs, better mapping, a smartphone app, pdf to all clubs mentioned.

It was noted that other than simple capsizes – over a hundred incidents are received each month nationally.

H&D initiated use of incident reports for reporting faults is seen as best practice and several regions now do this. H&D example was shown.

Did look at a few incidents of interest – narrowing of waterways hi-lighted and verbal abuse an area of growth and there was a long debate about confidentiality of incident reports. They are sent to the primary club, Hon. RSA, Chairman of NSC and BR. BR may choose to send to their insurers Perkins Slade. Not sure how many? NSC is to insist that this should only happen with consent – and to ask that the incident report should be amended to include a consent box/question. Meeting confirmed that an RRSA should not share an incident report with anyone other than the above and another involved club – but not third parties like a boats/person's insurer. Anonymising of reports still a bit of an issue - would rather not have names as has potential data protection and child protection issues

With regards to Reporters and Non-Reporters still huge under reporting nationally – Wessex West/H&DARA is much better than most - some regions have nearly 50% of their clubs who don't report any incidents. All agreed it is hard to believe that any active club can go through a year without any incidents.

Clubs / Events of Concern.

Several river events flagged-up. Traffic light system applied in most BR regions. H&D re-audit of Club events where the club failed to attend the Safety Meeting mentioned.

On-going **discussions with British Canoeing** on shared issues. Apparently there up 1.8 million canoeists in the UK – but they few are members of a Club.

Heel Restraints.

Following a vote NSC recommend changing to FISA Rule Ref. Heel Restraints – which is very similar to the H&DARA recommendation issued in 2017 (below the fixed point or below the horizontal) – so supported by RRSAs but had to go to Sports Committee for approval and the Rules of Racing Committee rejected NSC recommendation prompting a bit of a “constitutional crisis”. NSC very unhappy with this decision and challenged with an approach to Andy Crawford – BR CEO – as we felt that the NSC MUST have precedence on Safety matters. If ignored, then we are beginning to wonder what the purpose of the NSC is. Lots of conversations followed with the Umpires Committee, Rules of Racing Panel and Competition Committee – who were all still concerned at lack of evidence that FISA rule is any safer than 7cm (or indeed some expressing the view as to whether it is as safe on rivers etc. away from racing situation) and continuing concerns as to cost implications of immediate change. They are all however prepared to agree to introduce from 1 April 2019 so the official statement is now - ***The heel restraint rule will be changed in 2019 to bring it into line with the equivalent FISA rule.*** I think that's a “win” for the NSC.

Note – Heel Restraint integrity is just as important – maybe more important than length/angle.

Club Hub.

Management of Clubs, Non-safety & Clubhouse information are to be included in new BR initiative – the **Club Hub**. This will contain information of facilities safety for rowing clubs and is being developed by BR - not rowing safety – nothing to do with rowing. Work at height; Fire arrangements; safety of electrical issues; Gas safety; hazard use of chemicals; storage of petrol; asbestos; Fire arrangements, criminal liability in clubhouse. It is also supposed to include “tools” to help clubs – recording of member's information etc... and access to a Club “google folder” where information can be stored and archived – similar to the way the Risk Assessments and safety Plans are stored/archived. A note of caution – BR will have access to anything Clubs upload to this – so be aware. As far as I am aware this has not gone live yet – but it's not directly a safety issue so I may not be fully informed.

Volunteer of the Year Award.

NSC nomination for a Lifetime Achievement Award went to former HRSA & Chairman of the NSC – and all round good chap – Stuart Ward.

Governance Review.

Terms of office of representatives (elected by their divisions) on all national committees is limited to six years (two consecutive terms of three years) - this is a UK Government Department of Culture Media and Sport Requirement. Joining dates were re-set for NSC in 2012 – as a result 70+% of NSC members are supposed to stand down in 2018 including the Chairman and myself – decimating the committee. The NSC to are currently ignoring this requirement although they have asked BR to constitute a Rowing Safety Panel (similar to the Medical Panel and Rules of Racing Panel) so that experts can be appointed and continue to meet and advise. All this may filter down to regional level. May be other ways – i.e. panel rather than committee as stated. Tier 1/National/Tier 2 Regional/Tier 3 – Club.

HRSA Monthly Report.

A Monthly Report is received from the HRSA Stephen Worley and I forward these to all the regions CRSA's. BR/Stephen has now have decided to change the way that these reports are distributed. I will send them directly to RRSAs, members of the Sport Committee, key members of staff, a few people in other organisations including the CPGA, and some other people who are interested and have asked to be included – and CRSA's may start receiving these direct from BR as opposed to me?

Safety Alerts

- several issued and circulated to CRSA's by BR – and sent out again to, as a back-up by myself.

Event Safety Plans – the format of the existing BR Event Safety Plan's was considered and will be reviewed and updated. Led to a debate about event public liability insurance as supplied by BR – and there is some concern that BR maybe tightening their rules about who they may allow to use their Event Public Liability insurance which may have an impact on H&DARA Events.

Regional AGM Safety Reports.

Wessex West/H&DARA submitted their Annual Report to the NSC which was viewed by the meeting – we would appear to be one of only two regions who regularly submit reports and results from Safety Meetings.

Equipment.

There was a continuing debate about Wing Riggers and whether they should have back-stays – singles in the main don't – which is not considered to be a major issue – crew boats often do. A double is often the problem. Lack of a back stay can result in serious injury in a head on collision – where a back stay will often deflect the boat that is colliding with them. Guidance on this will be added to RowSafe and HRSA may issue a Safety Alert.

Bow Balls also discussed – often no longer fit for purpose due to changes in design (boats and bow balls). FISA are considering this and BR NSC will monitor this and make an input where and when appropriate.

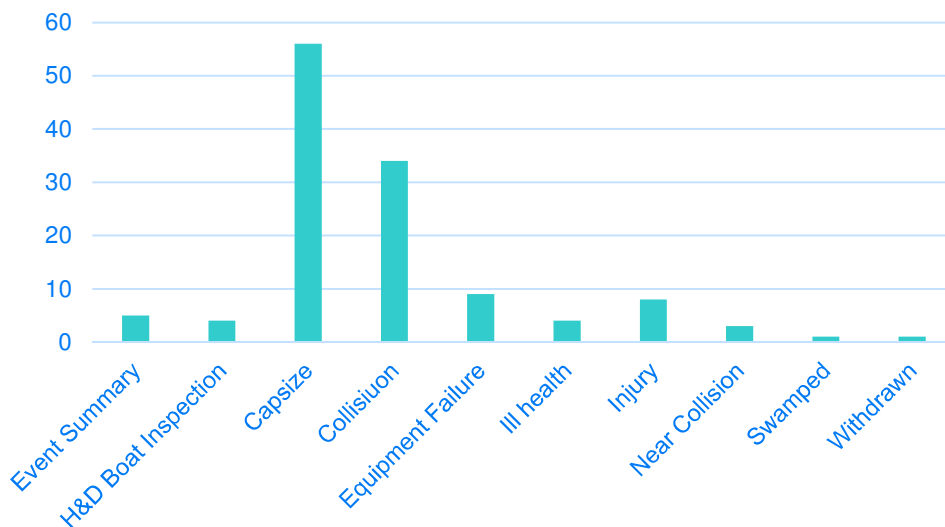
NSC Meeting Dates – for this year - 3rd March 2018, 23rd June 2018 (may be by telephone call), 15th September 2018, 15th December 2018 - 10:30 – 15:00 @ BR HQ unless stated otherwise advised.

Steve Bull. RRSA. Wessex (West). February 2018.

[Appendix C] Incident Reports – reason.

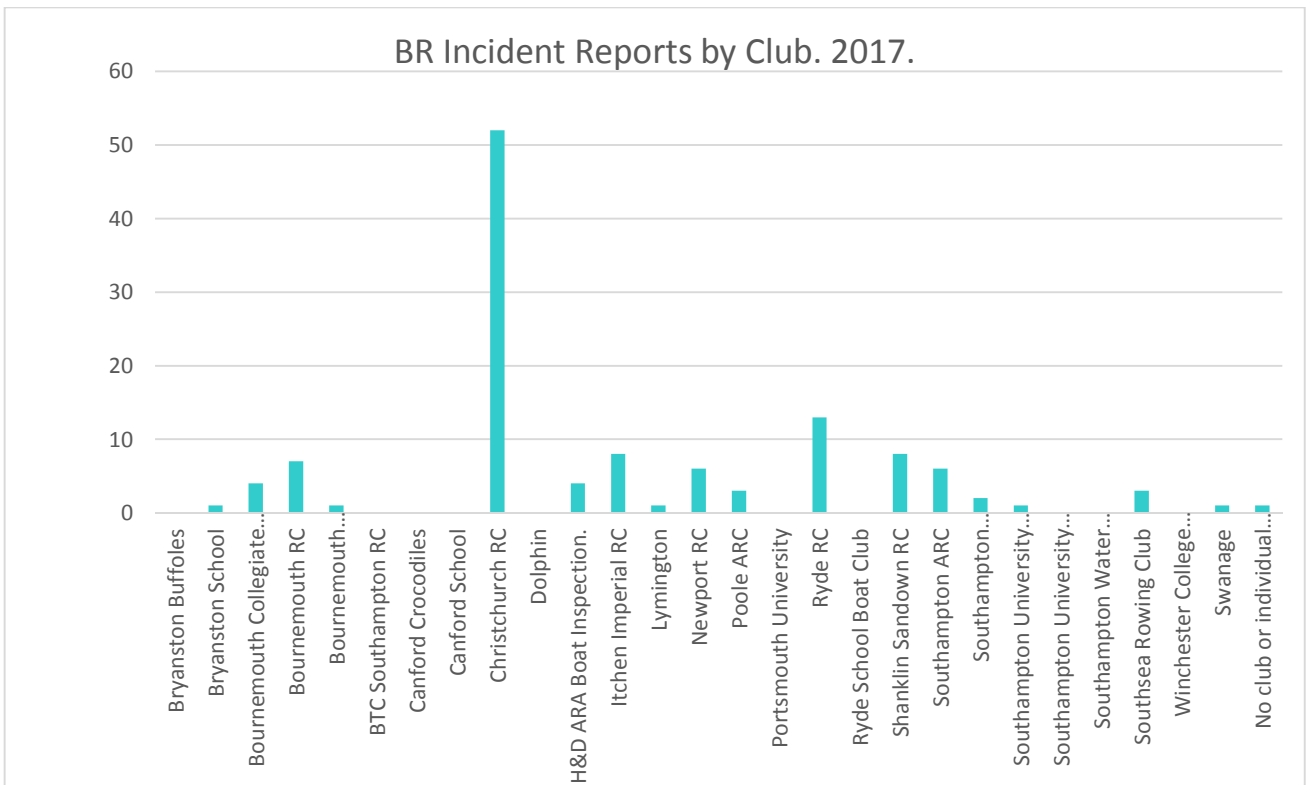
Incident Reports – by reason.

Type of Incident (RRSA)

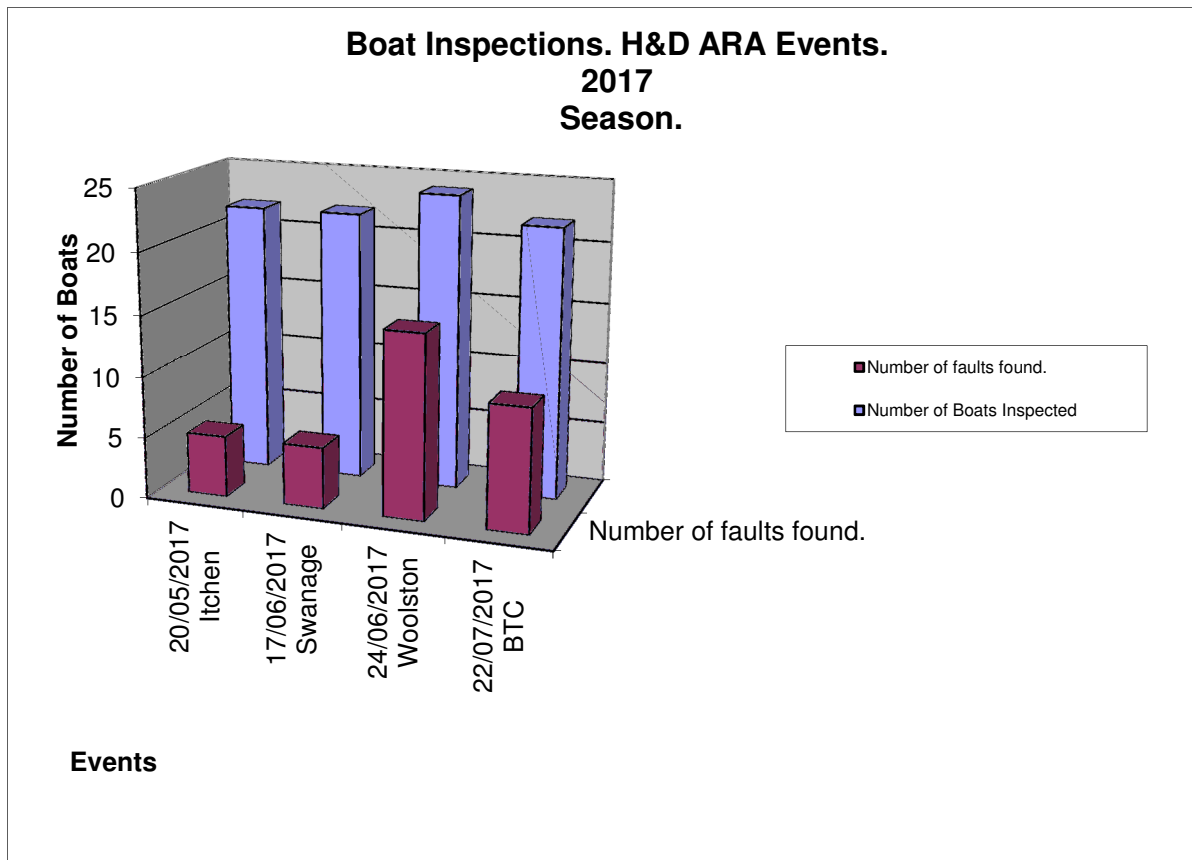


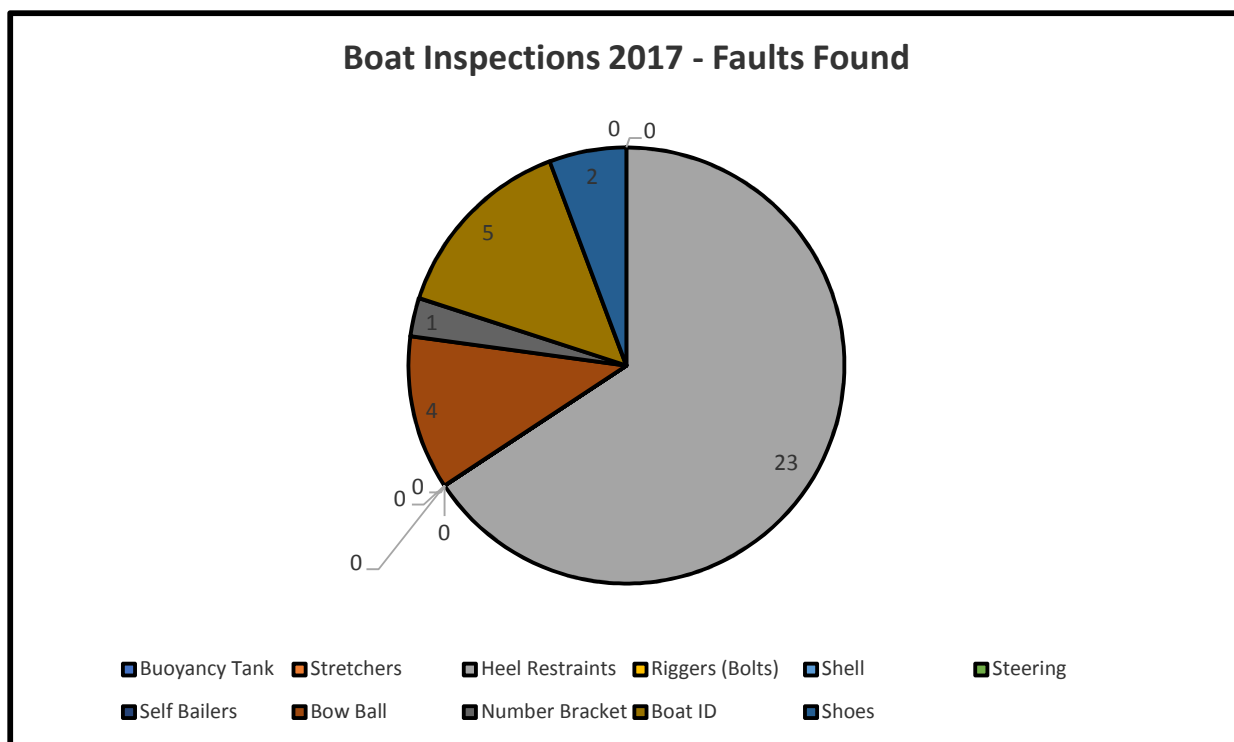
[Appendix D] Incident Reports - by Club.

Incident Reports – by Club.



[Appendix E] Details of Boat Inspections.





[Appendix F] Safety information on H&DARA Web site – where the additions and amendments made in 2017.

H&D ARA Web Site Safety Page.

ADDED or REVISED – in 2017.

- [BR Capsize Drill](#). You can currently view the BR Capsize Drill on UTube - but BR are threatening to have this removed as its was posted unofficially - so not sure how long it will be there! <https://www.youtube.com/watch?v=DcPE8-gENLo>.
- [Rowers using the Tideway](#). Please see below an excellent video link for rowers using the Tideway. It's a silent presentation on you tube and is ideal for briefing all but particularly new and inexperienced users. <https://www.youtube.com/watch?v=GHeJ0M3L4ok>
- Also - you can download the equally excellent Tideway Code [here](#).
- [Collision Avoidance video](#). A video on Collision Avoidance, produced by Stephen Worley of WEARA and the GB Hon. Safety Adviser can be viewed by clicking here - <https://www.youtube.com/watch?v=Ahal1G3R7JE> .
- [Flexible Clogs](#)
- **[H&D ARA Heel Restraints Guidelines. 2017. \[Note these are different to current BR Guidelines\]](#)**
- [Cold Water Survival](#)
- [Boat Handling in Rough Water](#)
- [Weil's Disease](#)
- **[BR published guidelines for use of drones](#) - these give details and what to do if you see a drone being used in an unsafe manner at rowing events (use the incident reporting system to report it).**
 - [Electrical Storms](#)

Life Jackets/PFD's

- [General Maintenance](#) RNLI publication - caring for your Life Jacket.
- [Re packing](#). Video.
- [Checking for Wear and Tear](#)
- The need to wear a crotch strap with lifejackets - the consequences and result when they are not (U Tube clip) - <http://www.youtube.com/watch?v=m-CmyKdy3MU>
 - **[The RNLI guide to lifejackets and buoyancy aids](#) - download [here](#)**