

The Minutes of the Hants & Dorset ARA (Wessex Region) Safety Meeting on Saturday, 23rd February 2019 at Coalporters Rowing Club.

Prior to the start of the meeting those in attendance received some Defibrillator familiarization kindly provided by a qualified member of Coalporters Rowing which included CPR and two different versions of a defibrillator were shown – the unit owned and installed at Coalporters Rowing Club and the unit owned by the Hants & Dorset Amateur Rowing Association which will be available at each H&DARA event this season. Video showing how each unit was used and their features were also shown.

Present: Safety Committee Chairman, Mark Viner, RRSA – Steve Bull and two members of the H&DARA Safety Sub Committee – Gary Joyce and Mick Gisborne. Clubs/Events represented – Dolphin (Elaine Parkin), Southsea (Mick Gisborne), Ryde (Steve Draper), Shanklin (James Thompson and Jane Bailey), Itchen (Gary Joyce), BTC (Denis Woodford), Southampton & Woolston Regatta (Steve Lloyd-West), Christchurch (Mike Green), Coalporters (Andy Parsons), Lymington (Mark Viner), Bournemouth (David Soan) and Poole (Alison Houlton) plus Swanage Regatta (Steve Bull).

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.

All H&DARA Clubs & Events were represented at the meeting except Newport who's CWSA Chris Lucas had sent his apologies along with Safety Sub Committee member Adam Ratcliffe and Andi Davies of Southampton.

Mark Viner, the Chairman of the Safety Sub Committee opened the meeting at 11.05 and thanked and welcomed everyone in attendance.

Andy Parsons – the acting safety Adviser for Coalporters Rowing Club advised the meeting that Joe Fuccio had just taken up the role at Coalporters but was unable to attend the meeting

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*].

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.]

A wide range of Safety related subjects and topics were discussed at these meetings – the main areas of discussion being – Medical. (BR Medical Officer David Zinderman attended the September meeting; RowSafe; Club Rowing Safety Audit; Incidents; Heel Restraints; Club Hub; Volunteer of the Year Award; HRSA Monthly Reports; Safety Alerts; Control Commission Sheets; Event Safety Plans; Regional AGM Safety Reports; Equipment; NSC Meeting Dates – for this year; Age of Coxswains; Boat Holders wearing Life Jackets and Clubs/Events of concern.

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 – and the Coastal Section. The 2018 version of RowSafe can be found at -

<https://www.britishrowing.org/about-us/policies-guidance/rowsafe/>

and is reviewed and revised every year. Its long and comprehensive – 213 pages - with links to other information both in the British Rowing website and beyond.

The RRSA also advised the meeting that there has been a suggestion circulating that the new British Rowing Regulations, effective from September 2018, make compliance with RowSafe mandatory. He stated that this has never been the intention and is not the intention now and read a statement from the BR CEO Andy Parkinson to confirm this which states that - *“Everyone involved in rowing is expected to make sure that their actions (or lack of actions) do not compromise anyone’s safety. That expectation is reflected in the British Rowing Regulations which require everyone to organise, manage and carry out rowing in a safe and responsible manner. RowSafe is designed to help all participants in rowing understand and put into practice what needs be done to make sure that rowing is carried out safely. It is a toolkit for everyone to use as general guidance to make sure that rowing is safe, while at the same time considering the circumstances in which rowing is taking place. **The new British Rowing Regulations (September 2018) 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. As noted in RowSafe, clubs are responsible for maintaining up-to-date risk assessments, and for defining and monitoring their own safety practices, guidance and procedures specific to their environment and activities. 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”**.*

The RRSA advised that the RowSafe - update for April 2019 is to include - Remove the picture of a 2x without backstays on bow’s riggers; Specifying the buoyancy requirements for lifejackets used in Ocean Rowing; Add something on competence to compete safely at a regatta; Add something on releasing a prosthesis from a stretcher (or from the athlete); Add something on boat launching plans for events to reduce prolonged exposure to heat and cold; The need to explain that CRSAs are not responsible for Rowing Safety but are expected to give advice; Add a section on Coxing to Chapter 5 – Competence and updated Cox Training materials; Add something about coxes in bow loaders not getting their lifejacket straps caught (see above); Add something about coxless rowing and sculling in the dark; Add reference to “Coaching Safe Behaviour”; Add advice on a document containing Information to Competitors; Add information about the Intended Pleasure Vessel Code. Also updates to Section 8 – Health. Add or update as appropriate – Consequences of rowing when injured or unwell or with back or joint pain; Communicate the latest information about treating Concussion to include the Concussion Recognition Tool 5; Updated guidance on Epilepsy including Indoor Rowing

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 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 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 RRSA then reported on the 2018/2019 BR Club Safety Audits which was launched on 1st October, 2018 and closed 30th November, 2018. 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 form 30th November , then BROE was supposed to be blocked for Clubs that had not complied and had their audit accepted – this did not actually happen until around 21st December when 90 BR Clubs were suspended for failing to submit or get accepted their Club Audit. 3 from Wessex - Universities of Southampton, Bournemouth and Portsmouth.

1 in CARA - Bexhill. The audit remains a recognised part of the affiliation process, 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. Guidance for audit procedure and use of Google Folders was sent out to all CWSA's.

All Wessex Clubs audits have now been accepted - Bournemouth University – were the last, as last year, on 26th January – after initially being rejected due to a conflict over who was responsible for safety between them and their host club Canford School. Three 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 a copy. The RRSA was told by BR that they will be switched to our region for 2019/20 audit. Solent University Boat Club - although they are hosted by Coalporters they are not affiliated to British Rowing and Andy Parsons explained their status – they race on the river & coastal event as Coalporters – but as Solent University in BUCS events which do not require BR affiliation.

The Audit completion and submission process has changed and although BR has sent guidance out there was no prior consultation and 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 many cases. Of the total of 24 audits submitted in the regions – 5 were submitted correctly and there were issues with 19 – 9 of these were probably user error and 6 as a result on no notification from BR. It was noted that the BR Safety Google Folder – could be used by Clubs for recording and back-up purposes. Ryde had their swim test and capsized drill records backed up on the folder for example.

This year BR again were able to provide a breakdown of the Audits submitted in the Wessex West region 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 - 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 five or more "To be addressed" responses were reviewed at the meeting – there were 9. 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 last year – 6 this year!]
- 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 last year – 11 this year].
- Does your club ensure that new members are shown the Safety Notice Board and information explained to them? [Not listed last year – 7 this year].
- Does your club ensure swimming ability and capsized training is recorded for each member of the club? [Not listed last year – 6 this year]. Ryde store these in their BR Google Safety Folder.
- Throw Lines: Does your club provide training for Safety Aids? Please specify what other Safety Aids your club provides training for, if applicable. [Not listed last year – 11 this year].
- Does your club have written procedures in place for the use of safety aids and ensure that all members understand and follow them? [5 last year – 6 this year]
- Have a service record in the maintenance log: Does your club ensure that, before use, all lifejackets and buoyancy aids. [4 last year – 8 this year]. H&D Clubs are to be asked to provide copies this year to the RRSA – even if they are "self-certificated".

- Does your club ensure that, if towing or using vehicles overseas, any local rules are adhered to (lights, spares, yellow vests, fire extinguishers, triangle, overhang, etc.)? [Not listed last year – 5 this year].
- 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 last year – 7 this year]

Possible solutions were discussed – and a copy of Ryde’s Emergency Action Plan would be sent out with the minutes which clubs could use as an example where they needed to address this issue.

On Line Incident Reporting – analysis of ninth 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 taken from a very detailed report produced by Stephen and Andrea Worley and circulated to all the regions CWSA’s – it’s a 23 page document and is difficult to analysis – but some hi-lights were picked out – There were 2086 incidents reported in 2018 (2132 in 2017). Of those, 829 (39%) involved simple capsizes (744/33% in 2017) and 1257 (61%) described as “significant” incidents (1388/67% in 2017). In 2018 compared with 2017 there were 2.2% fewer incidents recorded – 3.3% fewer BR Members. The top ten causes of significant incidents in 2018 was – POOR LOOKOUT. (463), NON ADHERANCE TO NAVIGATION CODE. (198), POOR LOOKOUT & NON ADHERANCE TO NAVIGATION CODE. (111), FALLS & OTHER INJURIES. (109), FAILURE TO CHECK EQUIPMENT. (98) HEALTH. (47). ANTISOCIAL BEHAVIOUR. (45). NON ADHERANCE TO NAVIGATION CODE & POOR SUPERVISION. (45). POOR STEERING. (37). GOING OUT IN BAD WEATHER. (22). 92% of Significant incidents could be avoided by safer behaviour. There were 2 fatalities in 2018 – both were tragic health related incidents. In 2018, on average, £4,700 worth of damage were caused to boats and equipment each week. Collisions remain the single biggest incident nationally. 65% of Collisions resulting in serious injury were with other rowing boats. There were 9 incidents resulting in broken bones – 5 in the boating area – and 3 incidents resulting in concussion and 829 simple capsizes recorded – excluding capsizes drills. A simple capsizes is due to a simple technique or competence issue. Nine incidents of interest from out side the region were examined by the meeting. There was no national statistics available regarding under reporting in 2018 although it is known that this remains an issue. BR recognised and congratulated the top five clubs that made the largest contribution to the incident reporting system for their “positive approach to safety” by making the most reports – which is slightly odd as they are arguably also the least safe. Christchurch received one of these letters for their fifty incident reports submitted – which is significantly higher than any other club in the region – although, for the first time all Wessex West Region Clubs had submitted at least one report. In the region there were 174 Incidents recorded of which 38 came from CARA Clubs (11 in 2017), leaving 134 from H&D/Wessex Clubs (126 in 2017) of which 6 were linked/duplicated – leaving 130. 4 of these were for H&D ARA Boat Inspections & 2 event summaries - leaving 124 of which 32 were simple capsizes (43 in 2017). Six of these incidents were regarded as “of interest” and were discussed by the meeting. (*see appendix B & C*).

Nationally the RRSA was invited to comment on 46 reports from other regions and he did so when he thought he had something to contribute. In 2018 he opened 13 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 only received and Incident report from one of them – or only from an Event Official – and this prompted additional comment and an incident report for

one of them – but no further information on four where he would have hoped to have received a comment/incident report from Bournemouth, Itchen, Newport and Poole. One related to an incident at Southsea Regatta – which resulted in a few comments and a referral to the Hants & Dorset ARA Race Officials Meeting, one a capsized at Woolston Regatta – where there were concerns regarding the safety boat – where additional comments on the circumstances were added and one due to a collision with a pleasure boat – with advise on reporting them to the local harbor authority.

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. BR blamed lack of IT resource for these improvements not being made.

Safety incidents Reported by H&D (& Wessex) Clubs in 2018 at Hants & Dorset Events. 17 events – including 3 Head Races - 2 cancelled, 1 Junior Regatta –with 1 abandoned (Newport). No Regatta were cancelled (Milford). [18 last year]. The RRSA 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 and Swanage along with 4 for boat inspections and are in addition to the 16 Incident reports received. H&D race officials reports noted 31 safety related incidents – significantly more than the 19 recorded last year. Better reporting? So 15 incidents went unrecorded by Clubs – nearly half! Just two of the events held indicated – “no significant safety incidents”. Assuming H&D Officials recorded all safety incidents implies about the same level of under reporting as the previous year.

H&D Safety Committee Boat Inspections undertaken in 2018 and the plans for 2019. (see Appendix D).

Unannounced and random boat inspections were undertaken by the H&D ARA Safety Committee at four H&D events during the season – Itchen, Swanage, BTC and Bournemouth Regatta's. A total of 87 (90) boats of all types were inspected with 25 (35) faults found - some boats having more than one fault. The number of boats inspected was very slightly less than last year (2016 - 88) but the number of faults found showed a significant decrease – down from 35 last year – a welcome change in the trend from the last two years. As ever the largest fault found was heel restraints – at 16 - around 60% - lack of boat ID being the other significant one. A full heel restraint check on every boat present was undertaken at Woolston - with 54 boats checked and just five faults found - and a full inspection of Coxswains Life Jackets was also undertaken at BTC Regatta - with 25 Life Jackets examined with 9 failures (some had more than one fault). Most Clubs now have an annual service in place. The meeting agreed to ask Clubs to send the Safety Sub Committee their Life Jacket Service records – including any Club Self-certificated records for further analysis for discussion at future meeting with a view to establishing good practice. 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 one Club – Southampton - went through all boat inspections, including the full heel restraint and Life Jacket checks – with no faults found and received an award at the Hants & Dorset Dinner. The meeting agreed that the process should remain the same for the 2019 season. [see attached Appendix E].

Across all three areas that the Association carries out Random Safety Inspections – Boats, Life Jackets – and specifically Heel Restraints – we have shown year on year improvements and I believe that the safety of our

boats and equipment has improved significantly since we introduced these checks – to the great credit of the Association, the Safety Sub Committee and the Associations Clubs – although we must not get complacent!

With regards to heel restraints the RRSA briefed the meeting on the national situation. 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). As a result BR 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.*** The RRSA thinks that's a "win" for the NSC (& the Wessex/H&D!)

Regatta/Event Audits received and a report on last season's audits and plans for 2019. 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. The policy in 2018 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 Safety Meeting – would have their event re-audited – however as all Clubs were represented at the 2018 meeting so there were no events that were automatically tagged for a re-audit in 2018. The meeting agreed that this policy should continue in 2019 – so with Newport failing to send a representative to the meeting their Regatta will be re-audited in 2019.

The meeting where then briefed on the position regarding BR's Public Liability Insurance for events – where at the last meeting it had been reported that BR were no longer prepared to honour the long standing agreement between BR & H&DARA to allow H&D Events to take out BR Public Liability Insurance. The Association challenged this and after some negotiations BR backtracked and we were able to advise our affiliated Clubs and events that BR would continue to provide insurance to all Hants and Dorset competitions - should any H&D event require it. However by the time BR reversed their decision – at least six H&DARA Clubs had 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 and costing BR and their Insurers at least £700 in lost revenue.

The Association Safety equipment was discussed including its status after 2018 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 nine Officials Life Jackets to be serviced – there should be 10 – so one was missing – and the RRSA was to circulate clubs/events to try and locate this. The three kits had been checked – and were in reasonable condition except for one of the Loud hailer 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, The Hants & Dorset ARA has now purchased a portable defibrillator. This will be passed from event to event along with the Race Officials safety Kits and Life Jackets ensuring that there is 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 was funded by contributions from H&DARA Affiliated Clubs. The unit purchased is 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". Additional information on the Defibrillator can be found in the Safety Section of the Hants & Dorset ARA Web site at – www.hdara.co.uk This new piece of safety equipment was available for the first time at Newport

Regatta weekend – on the 27th/28th July – and should be at every subsequent H&D ARA event. A “tile” tracker has been fitted to the unit.

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 2020 Meeting. The visit to the IW in 2018 had 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 2020 Meeting, to be held in February 2020 on a date yet to be decided, would be Lymington – in line with the current rota – and an opportunity to inspect Lymington’s new clubhouse which they should move into this year. It was agreed that the newly affiliated Dolphin Rowing Club (2016) needs to be added to the rota – but that 2020 would be too soon but they must be slotted into the rota within the next two to three years.

A debate was taking place within the Hants & Dorset ARA regarding the potential management structure around Hon. Secretaries Role post March, 2019. A Special Meeting on Rules and Competitions Subcommittees on 6/2/19 had agreed that committees, including H&D Safety Committee including H&D Safety Advisor should be self-managing with Chair and Secretary and to run their own meetings: preparing agenda, notes and dealing with relevant business. The umpires committee have already agreed to deal with officials’ reports from regattas and any officials’ business and the Safety Meeting endorsed this approach and already had a Chairman in place – and the RRSa – Steve Bull – who is in place until November, 2019 agreed to act as the Secretary of the Safety Committee until at least next year’s meeting.

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 2018 were recorded which included information and a training video on the Associations new Defibrillator.
- The new BR Club Hub was discussed – and delegates who had used it shared their experiences and the RRSa in his capacity as Association Secretary explained that he was in consultation with BR regarding how affiliated clubs could deduct their H&DARA affiliation fees from the BR invoice – as had always been the case – and he would advise clubs once this issue was resolved. It is clear that BR see this as the way forward – with everything going through BR Club Hub and so all clubs would be expected to sign-up and use.
- Mike Green of Christchurch Rowing Club shared a document he had produced which was an extract from the RowSafe as it related to coaches. He was happy to share this and a copy would be distributed with the minutes.
- CRB Checks. Delegates shared their experience of getting Declaration of criminal record and application for a Barred List and/or Criminal Records Check (formally CRB) complete – which can be quite difficult and time consuming.
- Scullers/Rowers Life Jackets – a delegate asked a question on a suitable life jacket for scullers/rowers – with the Gtech Life Jackets no longer being available. While the committee was not prepared to make a recommendation the Ryde delegate suggested they look at the Spinlock of Cowes Life Jackets – which they had found suitable for rowing and sculling in and a link was provided and shared - <https://www.spinlock.co.uk/>
- Hi-Viz Jackets. Several delegates commented on how they were now providing and insisting on the use of Hi-Viz Jackets – when afloat – when visibility was poor – and especially for scullers – which was endorsed by the meeting as best practice.

There being no other business the meeting closed at 3.30pm with thanks to Coalporters Rowing Club for their hospitality.

At the conclusion of the meeting some delegates joined the Safety Sub Committee in a re-audit of the safety facilities and procedures of the Coalporters Rowing Club that were found to be satisfactory although some minor areas where improvements could be made were pointed out – and a Hants & Dorset ARA Race Officials Life Jacket was recovered.

Steve Bull.

Association Secretary.

March, 2019. [Minutes taken and written by Steve Bull, March, 2019]

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] Incident Reports – reason.

[Appendix C] Incident Reports - by Club.

[Appendix D] Details of Boat Inspections.

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 2018 Autumn Council Meeting and to the 2018 Annual General Meeting of the Wessex Regional Rowing Council.

BR, National Safety Committee and National Safety Committee (NSC) Meetings. As the regions Rowing Safety adviser (RRSA) I attended the only "face to face" BR National Safety meeting held in September at the BR HQ at Hammersmith. The planned March meeting ended up as a conference call because of the bad weather and no meeting was held in the summer. I would hope to be able to attend December's National Safety meeting.

Among the matters discussed at NSC was – RowSafe, incidents of interest, heel restraints, the club audit, Clubs/Events of concern (none in Wessex), Event Safety plans and the incident reporting system – where agreed improvements have not yet been made due to lack of IT resource at BR (all probably working on BROE2!).

At the one meeting held the BR Medical Officer David Zinderman attended and covered a number of subjects of interest including Diabetes, Concussion, Epinephrine Autoinjector's, Epilepsy and medical records and forms and Defibrillators where the H&DARA were commended for purchasing their own unit.

With regards to heel restraints BR has finally agreed to switch to the FISA Rule as advocated by the NSC – which is very similar to the H&D Rule – and this is supposed to come into effect in the New Year – bringing BR in-line with FISA and the H&DARA.

The governance issues i.e. the terms of office of representatives appears to have "gone away" at least at Committee level and no mention of it has been made all year.

The Hon. BR Water Safety Adviser (HRSA) - 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. All Wessex region clubs – except Southampton Medical Boat Club – who I assume are no longer affiliated to BR - duly completed the 2017/2018 BR Club audit - although some were a little late in complying risking suspension from racing by BR. I also assume that the Solent University Boat Club are no longer affiliated to BR. The audit had been further reduced with a number of "non-safety" questions removed and RRSA's were able to track completion by region again and all the audits are archived on BR's google drive which RRSA's and CRSA's have access to and where Clubs & Event Risk Assessments are also archived. But note - to be of value the BR database needs Club Management information to be up to date - a Club responsibility.

The 2017/2018 Club Audit – was due to go live on 1st October and close on the 30th November. The RRSA is supposed to Accept / Accept with provisos / Rejects – the audit within two weeks of receipt.

Cut-off - and suspension from racing in BR events for non-compliance will take place in mid-December. There will be no changes to questions this year other than the wording of Question 6 which relates to – Host / Hosted Clubs to make it clearer as it had confused many clubs. Soft reminders would be sent – by E Mail – along with Guidance for use of Google Folders. Reports will be sent out to RRSA's, by region, in CSV / Excel format.

The three IW Clubs – Ryde, Shanklin and Newport were re-audited by the H&DARA Safety Committee – as the Associations Annual Safety Meeting was held on the IW – at Ryde – with only minor issues were found at all three Clubs and some example of good practice. This included, for the first time, an inspection of Ryde's boathouse facility on the River Medina.

Surprisingly considering the venue all H&DARA affiliated clubs attended the Safety Meeting on the Island so no Clubs were penalised by having their events re-audited by members of the Safety Sub Committee.

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 if requested BR were advised so that the BR Event Public Liability insurance would be issued by BR on payment of the appropriate fee.

This became an emotive issue this year as initially BR refused to honour the long standing agreement to provide H&DARA Events with Public Liability Insurance because “we did not comply with their insurers conditions” – but was probably more about an attempt by some at BR to force H&D ARA Events to adopt BROE2 as this was a veiled threat made to us by BR at a meeting with them earlier in the year. If this was the case it badly back-fired on them – as on researching alternatives when we thought they cover would be withheld at least six clubs found they could get appropriate and significantly cheaper cover through their Clubhouse insurers. This cost BR and their insurers at least £750 in lost revenue - and after various presentations to them they eventually backtracked and allowed those H&D events who wanted or needed their public liability insurance to take it out with them once again.

Incident Reporting. There were no national statistics available at the September NSC meeting. Nationally collisions remain the biggest incident reported - regionally it's probably still capsizes but a full analysis will now take place until the end of the year.

In the period from 1st January to 31st August I have records of one hundred and thirty eight incidents (138) [last year at this time there were 96] in the Wessex Region of which one hundred and four (104) were recorded by Wessex Region/H&D Clubs and thirty-three (33) came from CARA Clubs – which is a significant increase on last year's eight – but like the H&DARA/Wessex probably still under reported. There was one submission from someone I have never heard of – Southern Area Boat Station – which I think has Royal Navy connections. Of the 104 incidents submitted by Wessex/H&D Clubs 4 related to H&D ARA Equipment inspections, and 7 were linked/duplications - leaving 90 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 is scheduled to be held at Coalporters and will probably be held in February - when I would also hope to have some national statistics available.

Under reporting remains an issue – especially at events – where Race Officials reports often indicate a number of incidents at an event with less than half having a corresponding BR incident report. At the H&DARA Championship Regattas there were 34 separate incidents reported in the race officials reports – but only 15 corresponding BR incident reports. As of 31st August there were also four Wessex/H&DARA Clubs had not recorded any incidents at all in 2018 – Dolphin, Ryde School Boat Club, Winchester College and Southampton University which seems unlikely – especially for Winchester & Southampton University.

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, BTC and Bournemouth Regatta's. A total of 87 boats of all types were inspected with 25 faults found - some boats having more than one fault. The number of boats inspected was very slightly less than last year (2017 - 90) and the number of faults found showed a significant decrease – down from 35 last year – which is encouraging after two years of increasing faults found.

As ever the largest fault found was heel restraints – at 16 - around 60% - long rigger bolts and lack of boat ID being the other significant ones. A full heel restraint check on every boat present was undertaken at BTC Regatta - with 54 boats checked - and a full inspection of Coxswains Life Jackets was also undertaken at BTC - with 25 Life Jackets examined with 9 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 continue to regard this as an example of good practice and are encouraging other regions to adopt this system. One Club – Southampton - went through the inspection process with no fault found during any of the equipment inspections and will receive an award at the H&DARA Presentation Dinner in recognition of this.

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 remains to do this annually. We are still trying to track down one missing Life Jacket.

Defibrillators. A decision was taken at the 2017 H&D AGM to procure an Association owned defibrillator, to take round to events although for several reasons this was not actioned. The 2018 Safety Meeting & HDARA

AGM confirmed the decision and a portable Defibrillator was purchased during the season, paid for by contributions from H&DARA Affiliated Clubs (some still owe) and this became available for the first time at the 2018 Newport Regatta and should be available at all subsequent H&DARA events.

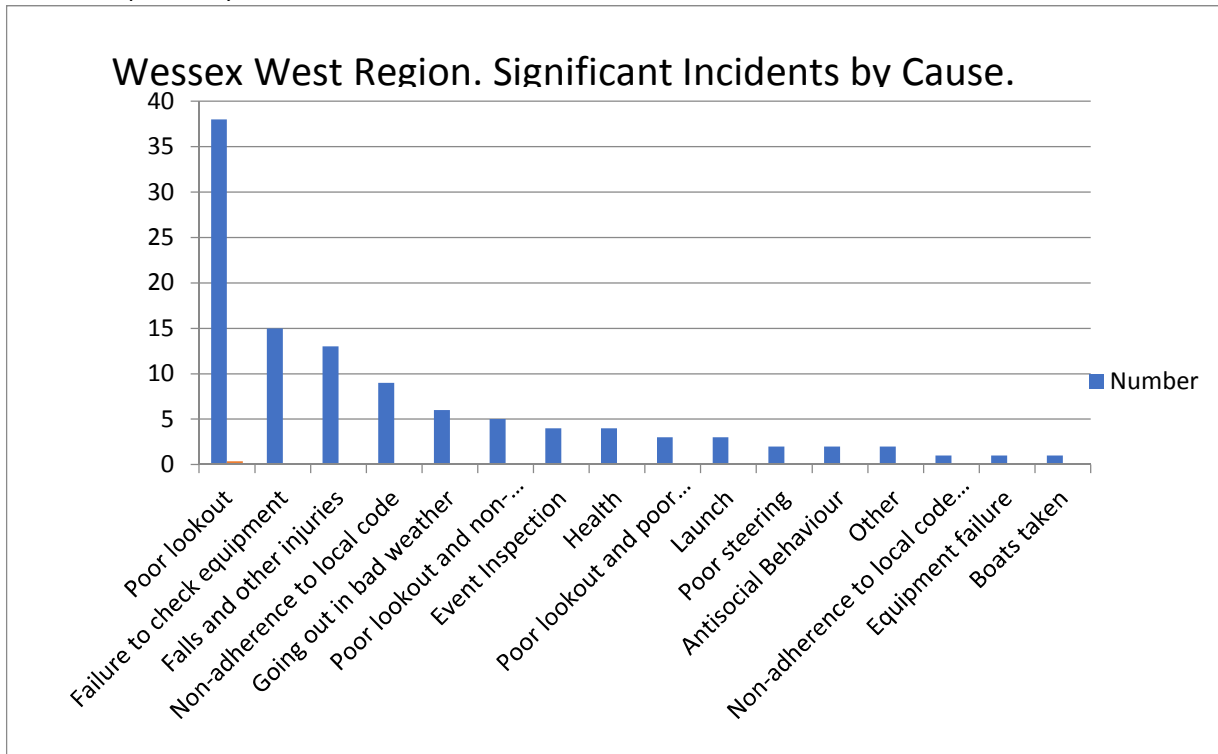
Steve Bull.

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

October 2018.

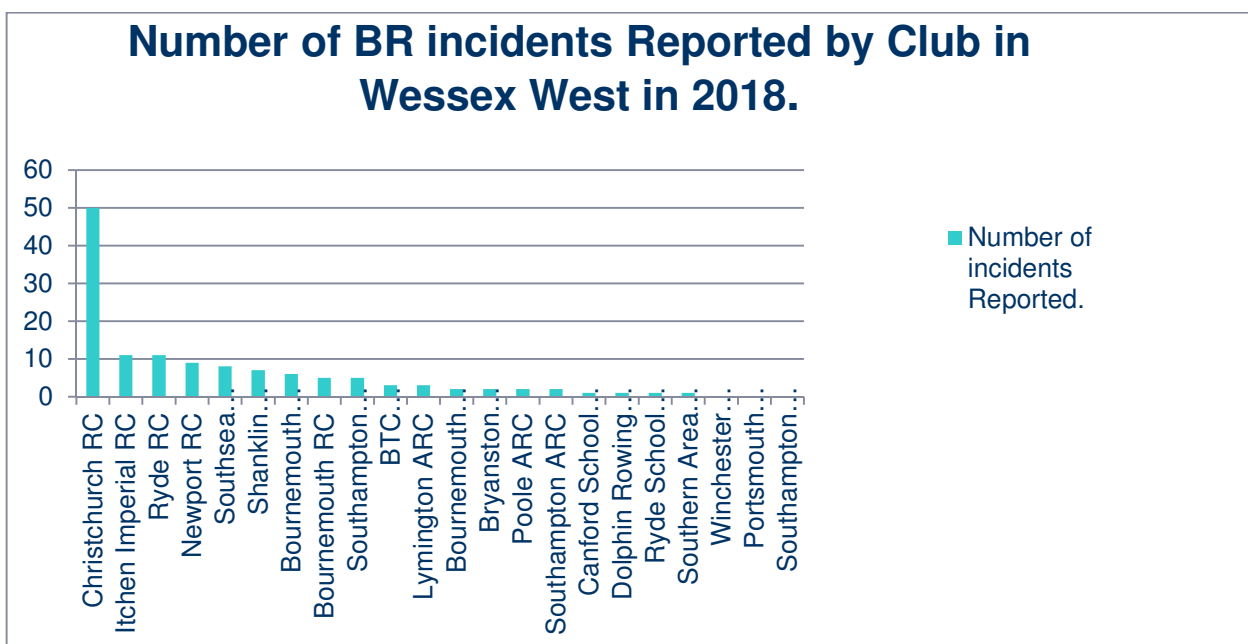
[Appendix B] Incident Reports – reason.

Incident Reports – by reason.



[Appendix C] Incident Reports - by Club.

Incident Reports – by Club.



[Appendix D] Details of Boat Inspections.

