

The Minutes of the Hants & Dorset ARA (Wessex Region) Safety Meeting on Saturday, 27th February 2021 via Zoom.

Due to Covid-19 restrictions this meeting was held via Zoom and therefore the Safety Sub Committee were unable to carry out a re-audit of the safety facilities and procedures of the host Club.

Present: Safety Committee Chairman, Mark Viner, RRSA – Steve Bull – also representing Swanage Regatta and member of the H&DARA Safety Sub Committee – Gary Joyce – also representing Itchen Imperial Club and Regatta. Clubs/Events represented – Ryde (Steve Draper), Shanklin (James Thompson), BTC (Milly Paul), Southampton & Woolston Regatta (Steve Lloyd-West), Christchurch (Pete Staddon), Coalporters (Mike Coffin & Gary Seward), Lymington (Jane Wild), Bournemouth (Paul Newman), Newport (Darrell Jenner) and Poole (Alison Houlton). Non-H&D affiliated Wessex Clubs attending – Bryanston School (Richard Boulton), Dolphin (Elaine Parkin), Southampton University (Oli Taylor) and Winchester College (Nathan Williams). All H&DARA Clubs & Events were represented at the meeting except Ryde School Boat Club who had sent their apologies and Southsea. Invited but did not attend - Jo Johnston, RRRSA of Wessex East, Bournemouth Collegiate Schools, Bournemouth University, Canford School, Portsmouth University.

Mark Viner, the Chairman of the Safety Sub Committee opened the meeting at 10.00 and thanked and welcomed everyone in attendance.

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

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

RRSA Steve Bull then went on to give a summary of the activities and meetings of British Rowing National Safety Committee (NSC) which he attends in his capacity as the regions Regional Rowing Safety Adviser (RRSA). Due to the Covid-19 Pandemic only one face to face Safety Meeting was held in 2020. The National Safety Committee have held monthly meetings via Zoom - all but two of which he attended – which is likely to continue. 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 - RowSafe, Club Rowing Safety Audit, Incidents & Incident Reporting System, On-line Safety Learning modules, HRSA Monthly Reports, Safety Alerts, Event Safety Plans, Covid-19, Governance Issues, Disaster Planning, Back Stays, Sepsis & Club Emergency response plans. 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 2020/21 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. RowSafe is designed to help all participants in rowing understand and put into practice what needs to 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 British Rowing Regulations do not make compliance with every provision and practice referred to in RowSafe a mandatory requirement. RowSafe continues to be, as has always been its intention, general guidance to clubs and their members on safe practice in rowing. Applying RowSafe to the particular circumstances of water, environment and participant level should in turn provide the highest achievable levels of safety for all. This is what 'compliance with RowSafe' means in practice.

The RRSA advised that the RowSafe - update for April 2020 included - The term "Competition" is now used widely across British Rowing in place of the previously used term "Event". The term "Event" has been replaced by "Competition" throughout RowSafe. General updates. Hyperlinks have been checked and, in some cases, updated. Links have been added to Safety Alerts issued since the last revision. There were also update/additions to Culture and Expectations, Club Safety, Competence, People, Equipment, Risk Assessments, Rowing on the Sea and Land Training sections. 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 2020/20201 BR Club Safety Audits which was launched on 1st October 2020 and closed 30th November 2020. 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 blocked for Clubs that had not complied and had their audit accepted – although this was largely irrelevant with no competitions taking place. The audit remains a recognised part of the affiliation process, it's not a "Pass" or "Fail" audit – but a statement of the Clubs situation, Audits are "accepted" – not "approved". They are accepted if all questions are answered and if Risk Assessments have been uploaded if the response to the questions on Risk assessment uploaded had been YES. Guidance for audit procedure and use of Google Folders was sent out to all CWSA's.

All Wessex Clubs audits were submitted and accepted prior to the deadline – one of only two regions to achieve this. Fifteen Club Audits were initially not accepted – due to missing /incorrect responses or failure to upload risk assessments. 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 – although I did receive a copy of the audit. Solent University Boat Club - although they are hosted by Coalporters they are not affiliated to British Rowing.

The Audit completion and submission process was the same as 2019 and guidance was sent out. However, the process was not without its difficulties – most centered 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. On a number of occasions, the RRSA's had to be upload the audit or documents to the Clubs Google Folder and this issue needs to be addressed for next year.

There were a Total 22 audits in the H&DARA/Wessex Region – 2 ok and, 20 with issues - some with more than 1. 1 - Folder in Wessex H&D and in Wessex CARA. Submitted to CARA - so no notification to RRSA and not in folder. CARA accepted Southsea audit and CRSA forwarded copy. 1 - No notification E Mail received

but in Google Folder. 15 - not in Google Folder - RRSA uploaded from copy on notification. User error? 1 – queried method – advised on procedure. 10 - documents not in Google Folder. RRSA uploaded on receipt of documents. 1 - audit delayed because no host Club audit received.

This year BR have been able to provide the RRSA with a breakdown of the Audits for the Wessex/ West Clubs, in in pdf and Excel Format. However, in spite of the reduction in the number of questions analysing in a meaningful way is still very difficult. However the RRSA have been able to extract, as he has in the past, a list of the questions that receive the most “still to address” responses - which we have considered at meetings in the past in the hope of providing solutions.

The spreadsheet had - 117 meaningful Columns. 25 columns relating to name & contact information. 16 questions required a numeric response. 6 questions related to swim tests 70 - Yes/No/To Be Addressed. As we have in the past the spreadsheet was analysed and any Questions that had for or more "To be addressed" responses were reviewed at the meeting – there were 10. The aim is to reduce this year on year. The 10 were - with number of clubs & some comments –

- Does your club review its risk assessments regularly (typically yearly)? (5)
- Does your club have a Safety Policy? (6). *There is an example of this on BR Website & RRSA will circulate Ryde Copy.*
- Does your club provide training in risk assessment and safe practice? (7). *See BR on-line training modules.*
- Does your club keep a record of Club First Aiders and encourage them to maintain their certification? (5). *Difficult during pandemic.*
- Does your club have written procedures in place for the use of safety aids and ensure that all members understand and follow them? (5).
- Throw Lines: Does your club provide training for Safety Aids? Please specify what other Safety Aids your club provides training for, if applicable. (5). *Ryde & others carry out Throw line training during capsized drill.*
- Does your club have rules in place on boating in dark/low/poor visibility situations? (14).
- How does your club determine members' ability to swim? (6).
- 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 or equivalent certified training? (6). *Several clubs carry out equivalent certified training.*

Possible solutions were discussed.

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

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 35 page document and is difficult to analysis – but some hi-lights were picked out – there were 1477 incidents reported in 2020 (2120 in 2019) – surprisingly high considering we were locked down for 7 – 8 weeks in the spring and later in the year further restrictions were imposed on a regional basis. Of those, 675 involved simple capsizes (804 in 2019) and 802 described as “significant” incidents (1316 in 2019). The number of Reported Incidents in 2020 reflects the strange circumstances we were living in. It is pleasing to see that the level of reporting remains

high, given that - we were locked down for 7 –8 weeks in the Spring, the lockdown was followed by weeks of rowing in singles and household doubles during what would be the busiest period of the year, Later in the year further restrictions were imposed on a regional basis, the proportion of Simple Capsizes is higher this year reflecting the fact that - during part of the summer only singles and household doubles were permitted. The long lockdown meant that scullers lost some of their skills. Many sweep rowers started to scull for the first time or not having sculled for some years.

The top ten causes of significant incidents in 2020 were – Last year in [Brackets]. POOR LOOKOUT. (316/39%). [480/36%], FAILURE TO CHECK EQUIPMENT. (98/12%). [110/8%], NON-ADHERANCE TO NAVIGATION CODE (91/11%).[82/15%], ANTISOCIAL BEHAVIOUR. (71/9%). [55/4%], POOR LOOKOUT & NON ADHERANCE TO NAVIGATION CODE. (71/9%). [6], FALLS & OTHER INJURIES. (54/7%). [93/7%], POOR STEERING. (25/3%) [54/4%], GOING OUT IN BAD WEATHER. (11). [49], EVENT INSPECTION REPORTS. (7), LAUNCH INCIDENTS & NO LIGHTS. (5). [24].

BR NSC recognise a problem with under reporting – which they addressed in 2018 with some success – although it certainly still exists. BR recognise and congratulate the top five clubs who have reported most incidents for their “positive approach to safety” – and they receive a certificate of commendation. I am not entirely comfortable with this approach – as they are arguably the most “unsafe” clubs! In 2020 the Marlow R. C reported the most incidents – with 54, Putney Town were 2nd with 41 and The Lea 3rd with 34 – all are big Clubs. No Wessex/H&DARA Club appeared in top twelve - CHRISTCHURCH with 23 were the “top” Wessex/H&D ARA region club. All H&D Clubs & Wessex Clubs except Shanklin Sandown, Newport, Ryde School & Portsmouth, Bournemouth and Southampton Universities reported at least one incident.

Incidents recorded in the region – 78 (143 in 2019) of which 11 came from CARA Clubs (22 in 2019), leaving 67 from H&D/Wessex Clubs (121 in 2019) which 1 was linked/duplicated – leaving 66 (118 last year). There were no H&D ARA Boat Inspections or event summaries in 2020 - 26 were simple capsizes (47 in 2019). Christchurch reported the highest number of incidents at 22, Coalporters and Southampton were 2nd with 7.

With 66 incidents reported – it’s difficult to select ones to review – but the RRSA selected a few that he thought were of interest –
14862 - There was one fatality in the CARA region – a fatal heart attack from a Deal Member while rowing on an Ergo.
15128 – Travellers moved on to the hard standing outside Coalporters Clubhouse.
15634 – Teenagers using Bournemouth Rowing Club facilities disturbing neighbours. Unconnected with Club.
14992 – Itchen Safety Boat caught in squall and capsized trapping driver under boat. He had a manual inflation life jacket which he did not inflate and was able to get clear – may not have been possible with automatic inflation life jacket.

Nationally the RRSA was invited to comment on 44 reports from other regions and did so where he thought he had something to contribute. In 2020 8 Incident Reports in our region were opened for comment – none of which related to the Boat inspections as we did not do any! Two were opened by Steve Worley, the HRSA - (15634) relating to an anti-social incident near to Bournemouth Rowing Club but not involving them and one sought clarification on an incident (14885). One related to a query over the use of a Life Jacket that was satisfactorily resolved (14992). The others was where there was more than one Club involved and the RRSA sought a comment/report from the other Club/Clubs.

Safety incidents Reported by H&D (& Wessex) Clubs in 2020 at Hants & Dorset Events.

There was only one competition held in the region in 2020 – due to the Covid-19 Pandemic where two incidents were recorded. One related to a collision between Coalporters and BTC resulting in an injury to a

Coalporters oarsman who had to attend hospital. The other incident related to a Ryde Race Official who aggravated a previous injury while climbing on to the finish pontoon which had to be bandaged.

H&D Safety Committee Boat Inspections undertaken in 2020 and the plans for 2021.

There were no boat inspections or Life Jacket inspections in 2020 – due to the Covid-19 Pandemic. It was agreed that the Boat Inspection Policy for 2021 should be the same as in recent years with Boat Inspections taking place at random H&D ARA Competitions selected by the Safety Sub-Committee at which at least two boats, selected at random from each club in attendance would be inspected to the laid down criteria. In addition at least one full heel restraint check would take place plus an inspection of Life Jackets.

Regatta/Event Audits received and a report on last season's audits and plans for 2021.

The only competition held in 2020 submitted their event safety documentation which was approved by the RRSA. Policy in 2021 – it was agreed that Clubs who failed to send a representative to the 2021 Safety Meeting would have their event re-audited. All H&D ARA Clubs attended the Safety Meeting except Ryde School who don't stage an event and Southsea and therefore Southsea would receive a re-audit in 2021. Policy in the past has been that it was felt that the race officials reporting system already hi-lighted safety concerns and this would be used alongside safety committee members observations to hi-light events where a re-audit would take place + those not attending the annual safety meeting.

The meeting where then briefed on the position regarding BR's Public Liability Insurance for events – where we believe that British Rowing are willing to allow the long-standing agreement between BR & H&DARA to allow H&D Events to take out BR Public Liability Insurance to remain in place and that BR will continue to provide insurance to all Hants and Dorset competitions. However 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. This will have cost BR and their Insurers at least £700 in lost revenue. We assume that the process will be the same as the last few years - events apply direct to BR for cover - and the Regions RSA confirm that the correct documents are in place and that they have been checked - and BR will then issue the Public Liability Insurance Certificate on payment of the appropriate fee which was £120 in 2019. The contact at BR - BR have asked us to use -clubs@britishrowing.org

The Association Safety equipment was discussed including its status after 2019/20 season. Gary Joyce had undertaken the task of checking the kits and ensuring that they were ready for the new season. 10 H&D lifejackets were serviced in 2020 - Service by Ocean Safety, Southampton and have not been used since – and therefore it was agreed that they do not require a service this year. All Life Jackets have now been fitted with a crutch strap. The three kits had been checked – and were in reasonable condition except for two of the Loud hailers which would need to be repaired or replaced plus new batteries would be needed for all. We have added to the Safety kits – ref Covid-19 – Hand Sanitizers, Disposable Gloves, Face Masks and anti-septic wipes for the use of Race Officials.

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

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

The Venue for 2021 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 According to the Rota – for 2021 we should visit SOUTHAMPTON – there is no need to slot “Dolphin” into the rota – as they are no longer affiliated to the H&DARA – and Ryde School are hosted by Newport.

Any other business.

There were four items of any other business discussed -

- Safety information on H&DARA Web site – where the additions and amendments made in 2019 were recorded which included information and a training video on the Associations new Defibrillator and links to BR’s Risk Assessment Training would be added.
- South Coast Championships. The H&DARA were hosting the South Coast Championship Regatta this year – which had been delayed by a year due to Covid-19 - on the 18th of September, at the Royal Victoria Country Park, Netley, Southampton. Gary Joyce explained that the Association had an obligation to carry-out boat Inspections at this event and asked for the assistance of those CWSA’s present to assist with this.
- Safety training within a club – see attached. Appendix B.
- Covid-19 – there was a wide ranging discussion on the protocols and the “road-map” out of lockdown although strictly speaking this is not an item for the Safety Meeting.

There being no other business the meeting closed at 11.45am.

Steve Bull.

Association Secretary.

March 2021. [Minutes taken and written by Steve Bull, March 2021]

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 – by reason.

[Appendix C] Incident Reports – by Club.

[Appendix D] Safety training within a club.

Regional Rowing Safety Advisors Report to the Wessex West (Hants & Dorset) Regional Rowing Council AGM (via Zoom), December 2020.

A well supported Hants & Dorset ARA Safety meeting was held in February 2020 hosted by Lymington Rowing Club. This was the last formal meeting with physical attendance by the Association in 2020 -at which the Safety facilities and procedures of Lymington Rowing Club were checked with no serious issues found.

All the National Safety Committee Meetings were cancelled – being replaced from April, with monthly National safety Committee Meetings via Zoom – most of which I “attended”. Among items discussed were RowSafe, Incidents of note, Risk Assessment training and the Annual Safety Audit. I think it is likely that from now on, other than perhaps one a year, these will always be Zoom Meeting which have proved to quite effective and saves time and travel for many committee members.

The HRSA’s Monthly reports continue to be circulated to all CRSA’s upon receipt as well as Safety Alerts.

There are no national statistics available yet with regards to the numbers of incident reports submitted. There were 42 incidents opened for comment by other RRSAs and I commented as appropriate. There were a total 78 incidents in the region reported from January 1st to November 20th, 2020 which was understandably considerably less than the total of 143 for the whole of 2019. Only 1 of these was an in-competition incident. One was linked reducing the total to 77 of which 62 were from Hants & Dorset Clubs and 4 from Wessex/Non – Hants & Dorset Clubs making a total of 66 for the Wessex West (Hants & Dorset) area of the region. There were 11 incidents reported by CARA Clubs (Southsea counting as an H&D Club). Simple Capsizes accounted for 26 incidents. There have been no significant incidents within the region so far in 2020. Christchurch, as usual, reported the most incident at 22 with Coalporters and Southsea 2nd with 7. There were no incident reports reported by Shanklin Sandown, Newport, Ryde School or Portsmouth, Bournemouth, or Southampton Universities.

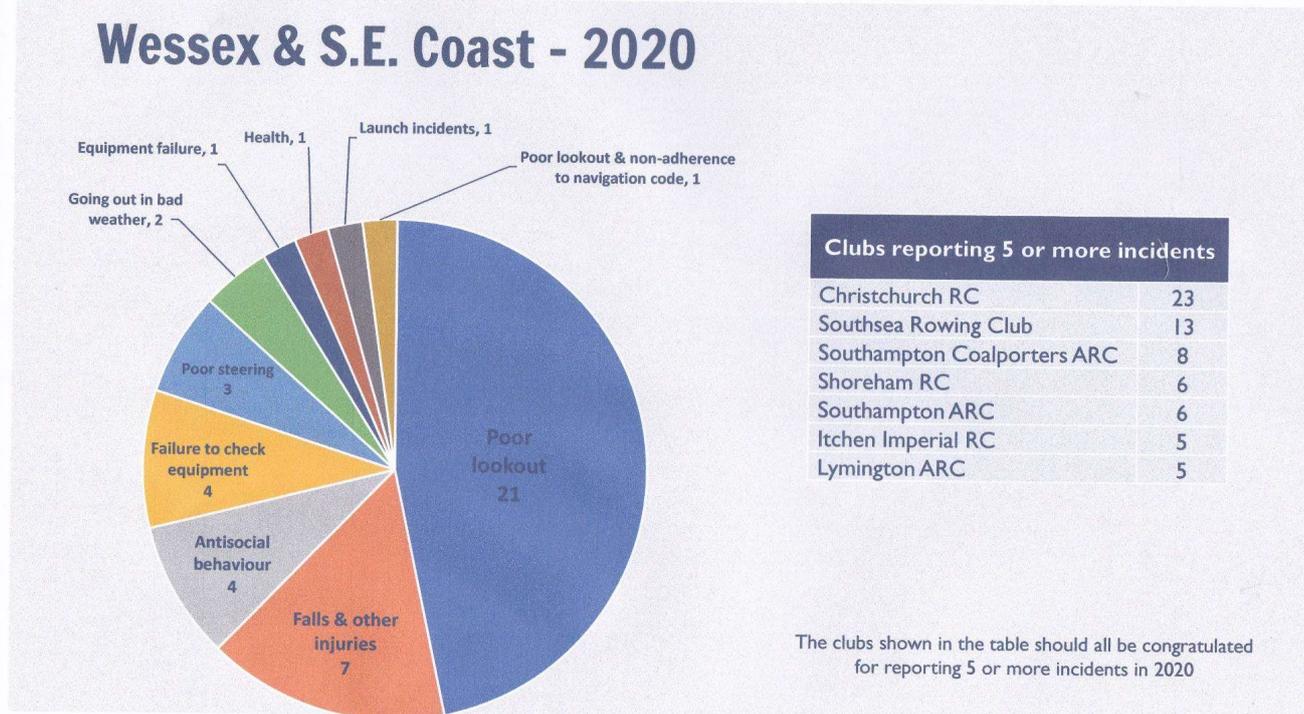
There were no boat Inspection undertaken in 2020.

All Wessex West/Hants & Dorset Clubs completed and had approved their Annual BR Club Safety Audit by the deadline of 29th November – although several only arrived on the final day which put pressure on me as the Regions RRSA to approve them by the deadline. No Wessex West (Hants & Dorset Region) were therefore suspended from competing in BR events. Many of the Clubs who completed their Audit failed to upload both the audit and supporting documents to their BR Goggle Folders as they were told to do by the instructions issued by BR and I, as RRSA had to facilitate this which was frustrating and time-consuming and needs to be addressed for the next audit. In the circumstances, with so little rowing taking place due to the restrictions imposed by Covid-19 there were no significant safety issues within in the region.

Steve Bull,
RRSA, Wessex West (Hants & Dorset ARA) Region.
December 2020.

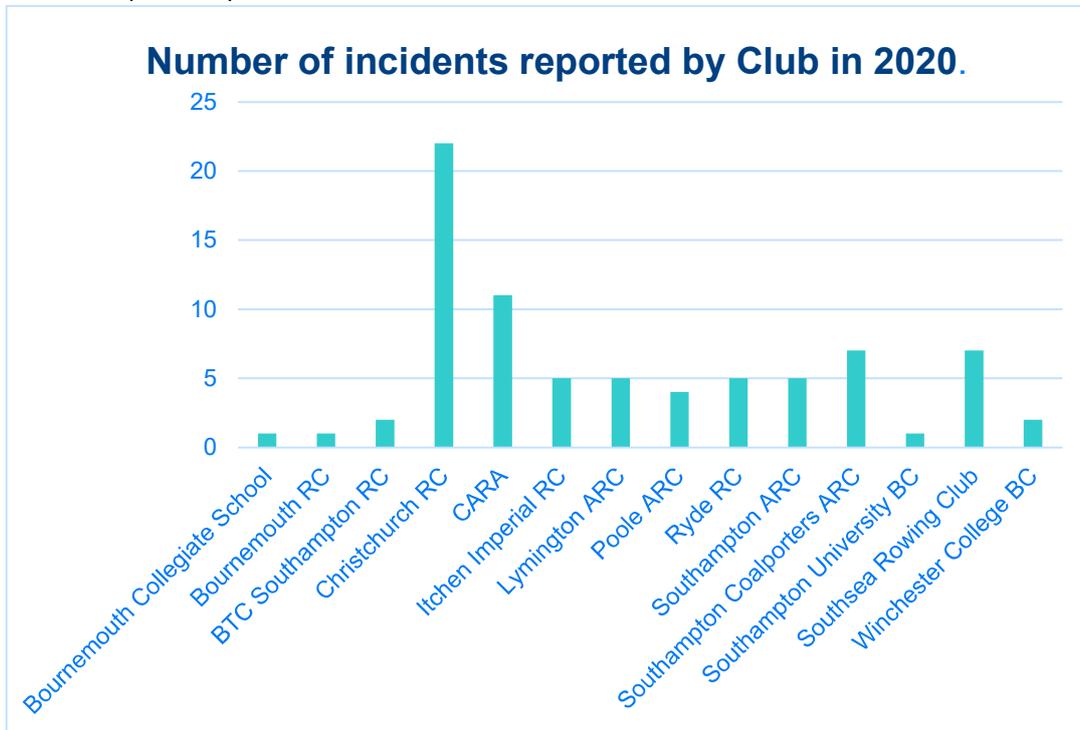
[Appendix B] Incident Reports – reason.

Incident Reports – by reason.



[Appendix C] Incident Reports - by Club.

Incident Reports – by Club.



[Appendix D] Safety training within a club.

Safety training within a club.

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

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

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

The following training was recommended –

Members

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

Coaches

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

Club Rowing Safety Adviser (CRSA)

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