

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



Hants & Dorset ARA
Safety Meeting.

Saturday, 1st February at 11am.

Hengistbury Head Outdoor
Education Centre.

Hosted by Westover & Bournemouth
Rowing Club.

Hants & Dorset ARA Safety Meeting.

AGENDA.

INVITATIONS/INTRODUCTIONS.

Prior to the formal start of the meeting those in attendance are invited to join the Water Safety Commission members in a re-audit of the Safety procedures and facilities of the Hengistbury Head Outdoor Education Centre and the Westover & Bournemouth Rowing Club.

1) Apologies.

2) Minutes of the last meeting *Previously circulated – a copy can be downloaded from the Hants & Dorset ARA Web site at – www.hdara.co.uk. See downloads section.*

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Hants & Dorset ARA Safety Meeting. Agenda cont....

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

CIRCULATED WITH THE AGENDA

4) To receive a report on the British Rowing National Water Safety Committee Meetings

5) Club Safety Audits/Gap Analysis - report on last years audits, this year's audits/gap analysis received to date and the British Rowing Club Safety Audit/Gap analysis procedure.

6) On Line Incident Reporting – analysis of 5th year – and stats (if available from BR).

7) Safety incidents Reported by H&D (& Wessex) Clubs in 2013 and at the 2013 Hants & Dorset Events.

Hants & Dorset ARA Safety Meeting. Agenda cont....

- 8) Boat Inspections - report on last seasons Inspections and plans for 2013.**
- 9) Regatta/Event Audits - reports on last seasons audits and plans for 2014.**
- 10) To review Association Safety equipment.**
- 11) H&D ARA Rules Sub-Committee – review of Event Safety Section. CIRCULATED WITH THE AGENDA.**
- 12) Format of the Hants & Dorset Water Safety Commission.**
- 13) Venue for 2015 Meeting.**
- 14) Any other business.**

Hants & Dorset ARA Safety Meeting.

1) Apologies.

2) Minutes of the last meeting

Previously circulated – a copy can be downloaded from the Hants & Dorset ARA Web site at – www.hdara.co.uk. See downloads section.

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

Report circulated with agenda.

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Hants & Dorset ARA Safety Meeting.

Status of region following re-organisation of British Rowing.

- Wessex has one vote on National Safety Committee – 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 (although BR appear to have an issue splitting incidents!).
- Phil McCorry (Bexhill) is Safety Adviser for South East Coast.

Hants & Dorset ARA Safety Meeting.

4) To receive a report on the British Rowing National Water Safety Committee Meetings.

- Attended all four National Safety Meetings held in 2013.
- Held at BR, Hammersmith, in March, July, September and December.
- Intention is to be able to attend three of the four planned meetings planned for 2014 – one clashes with Newport Junior Regatta.

Circulate written report.

5) Club Safety Audits (Gap Analysis) – report on this year's audits (gap analysis) – due for completion by 31st December, 2013 – as of 29/1/13.

- The Club Water Safety Audit is a recognised part of the affiliation and as such it must be **completed, submitted online and accepted by your Regional Rowing Safety Advisor (RWSA) no later than Saturday 31st December 2013.**
- The structure of the audit is based on Row Safe and should be used by clubs to determine the actions they need to take in 2014 to close any gaps.
- If the Gap-Analysis Audit is to be of benefit to the club, it should be an honest statement of their present position and practices; **it is not a test to pass or fail.**
- The Club audit is not formally completed until the RRSA has read and accepted them. The RRSA acceptance of the audit does not mean approval, just acceptance that it has been completed correctly.

5) Club Safety Audits (Gap Analysis) – report on this year's audits (gap analysis) – due for completion by 31st December, 2013 – as of 29/1/13.

- 1 Wessex West Club – Southampton University – has yet to submit an audit – and has been suspended from Racing by BR.
- All others have submitted their audits and they have been signed off – 3 Clubs (Bournemouth Uni. Lymington and Portsmouth Uni. Submitted after the 31/12/13 deadline and were briefly suspended.
- Some left it late – 30th or 31/12/13 (BTC/Christchurch/Itchen/Southampton/Winchester) – which did not give me much time to approve it.
- Southampton Solent University are NOT affiliated to BR.
- Langstone Cutters, Bournemouth Surf Club & Gig Clubs as well as water sports centres (SWAC, Hengistbury Head Outdoor Education Centre etc..) are not BR affiliated clubs - so don't have to complete an audit.
- I have been unable to establish what safety procedures they have to have in place to be endorsed by BR.

5) Club Safety Audits (Gap Analysis) – report on this year's audits (gap analysis) – due for completion by 31st December, 2013 – as of 29/1/13.

- As of 29/1/14 there were 21 Clubs nationally suspended from Racing for having not completing the audit yet.
- Hastings & Herne Bay from CARA/Wessex East have yet to complete their audit and have been suspended from racing by BR.
- As stated all Clubs in Wessex West except Southampton University - have completed their audit.

5) Safety Audit – Wessex Region. Main areas still “to be addressed”.

- Areas where four or more Wessex Clubs stated “still to be addressed” in their Club Audit.
- Number refers to section in Audit/Letter to question.
- Number in square bracket [] is number of Clubs that put “still to be addressed” in their audit return.
- Last year there were 18 questions where four or more Wessex Clubs stated “still to be addressed”
- This year there is only – 9 – so significant progress!?

5) Safety Audit – Wessex Region. Main areas still “to be addressed” cont...

- The 9 areas where four or more Wessex Clubs stated “still to be addressed” in their Club Audit are as follows -
 1. b) Have written procedures in place for the use of safety aids and ensure that all members understand and follow them? [5]
 2. f) Where, because of a medical problem, there is a risk to a participant of becoming unconscious or immobile, require an automatic lifejacket to be worn? [4]

5) Safety Audit – Wessex Region. Main areas still “to be addressed” cont...

3. i) Require all those involved in rowing to be trained and have had practice in the use of a throw line? [5]
4. l) Require junior beginners to wear a PFD until they have completed a swim test, received training in capsize procedure and reached a satisfactory level of competence in, for example, a single sculling boat? [7]

5) Safety Audit – Wessex Region. Main areas still “to be addressed” cont...

5. a) Require all launches to carry a plate stating the maximum weight it can safely support, together with this translated into the number of adults? [4]
6. b) Require launch drivers to hold, as a minimum, the RYA Level 2 powerboat certificate (appropriate to water conditions; tidal v non-tidal) or equivalent training? [6]

5) Safety Audit – Wessex Region. Main areas still “to be addressed” cont...

7. a) Provide information and diagrams showing the recommended arrangement for loading, including the allowable load projection? [4]
8. b) Ensure that a copy of the trailer insurance and any club vehicle insurance is displayed in the club/boathouse and towing vehicle?
9. c) Have a method to check the nose weight of the trailer?

6) On Line Incident Reporting – reminder of the process.

- Required so that lessons can be learnt, procedures improved and statistics provided - and for insurance purposes – and was a requirement of the ROSPA report on Safety in rowing following Blockley and Reading incidents.
- Important formal record of incident – in case of repercussions at a later date.
- On-line via BR Web-site. “Relatively” simple form to complete – more detail if event flagged as serious.
- “Simple Capsize” option available.

6) On Line Incident Reporting – reminder of the process.

- Anyone can complete an incident report.
- Better to receive more than one on same incident than none.
- Copies of all incident reports submitted automatically sent to Regional Rowing Safety Advisor, National Safety Advisor and BR.
- Incidents that may generate BR individual insurance claim. BR are obliged to advise insurers.

6) On Line Incident Reporting – reminder of the process.

- RRSA can “open” incident for comment/ discussion - and send to – other clubs and individuals involved as long as BR number known – and/or other RRSA’s.
- Five incidents opened for comment/ discussion during 2013.
- Usually opened for comment when incident reported involves 2nd club who have not reported the incident.

6) Improvements to on-line Incident Reporting System.

- **Now allows comments to be posted for reports.**
- **Now allows photos & files to be uploaded to reports.**
- **Email notifications – to RRSA, CWSA and originator when report submitted.**
- **More guidance added in the form of “pop-ups” as you complete the report.**
- **RRSA and CRSA’s can now download reports.**
- **Some faults/flaws (not all) resolved.**

6) Improvements to on-line Incident Reporting System.

Still to do -

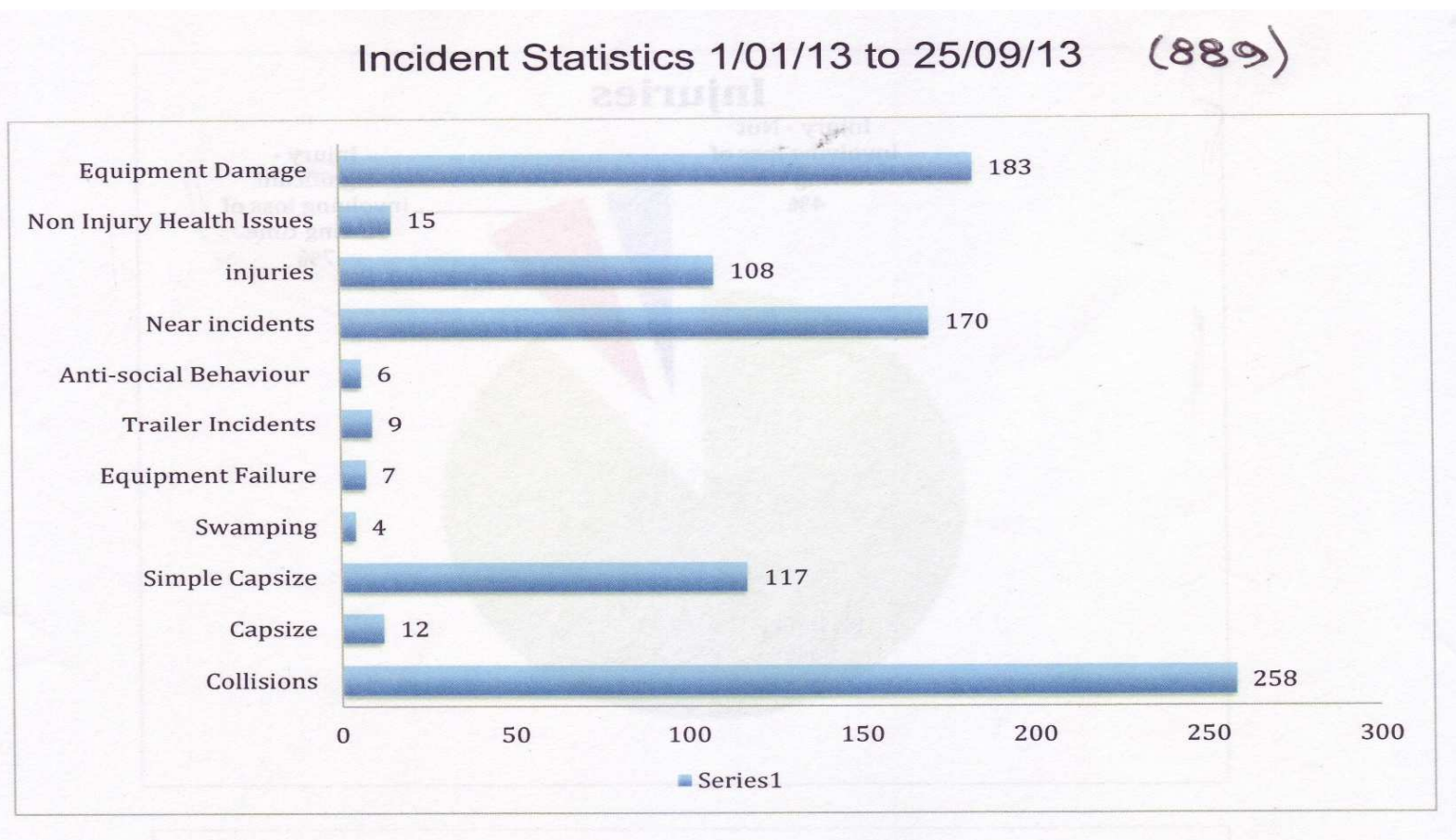
- **Update the system to use the new sub regions.**
- **Smart Phone Ap. Being developed.**

Recognition and rewards will be made, by the NSC, for well written and informative incident reports - on a monthly basis - to encourage compliance.

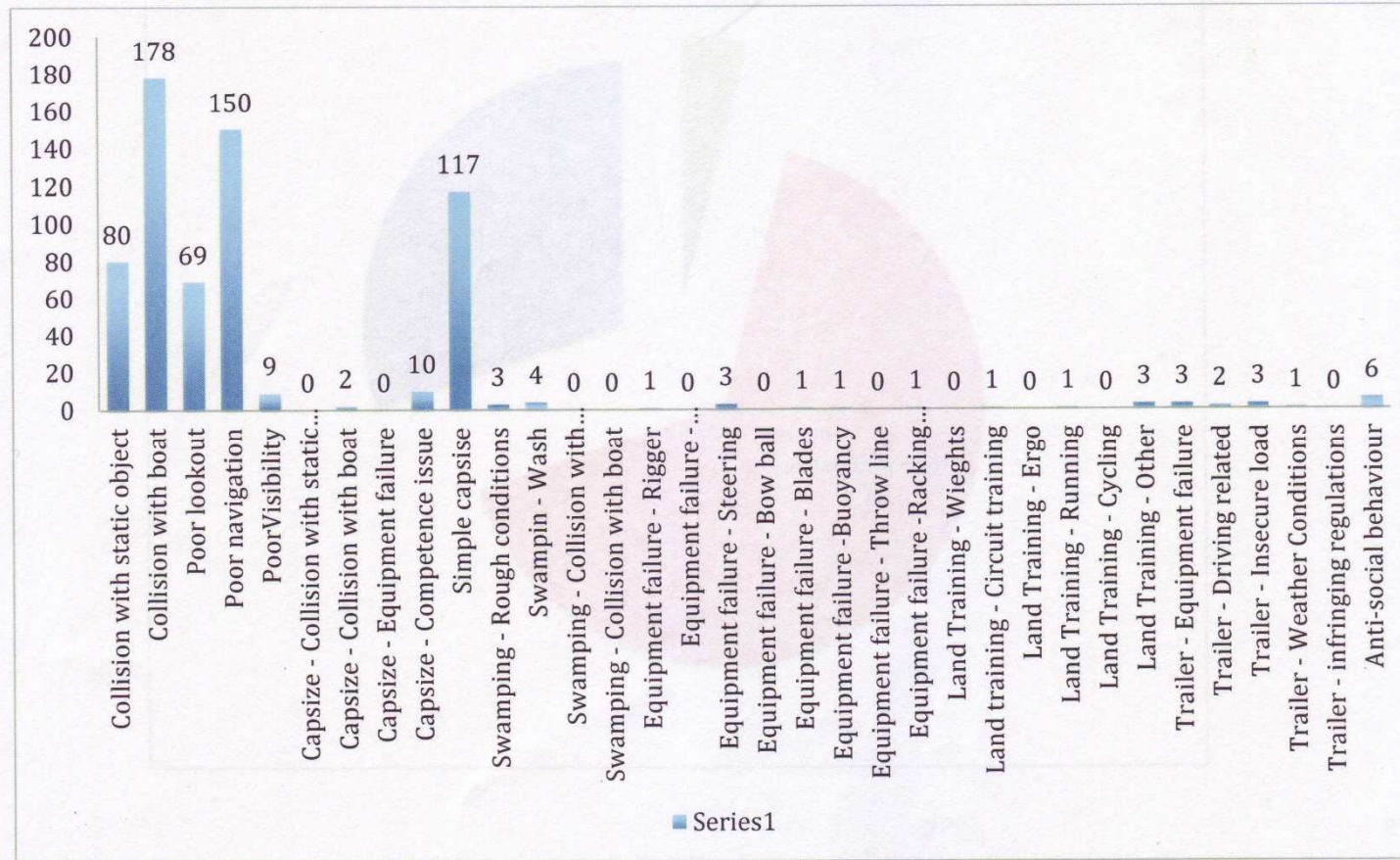
6) On Line Incident Reporting – 2013. analysis of 4th year – National.

- National stats available for period 1/1/13 to 26/9/13.
- 889 Incidents reported during this period.

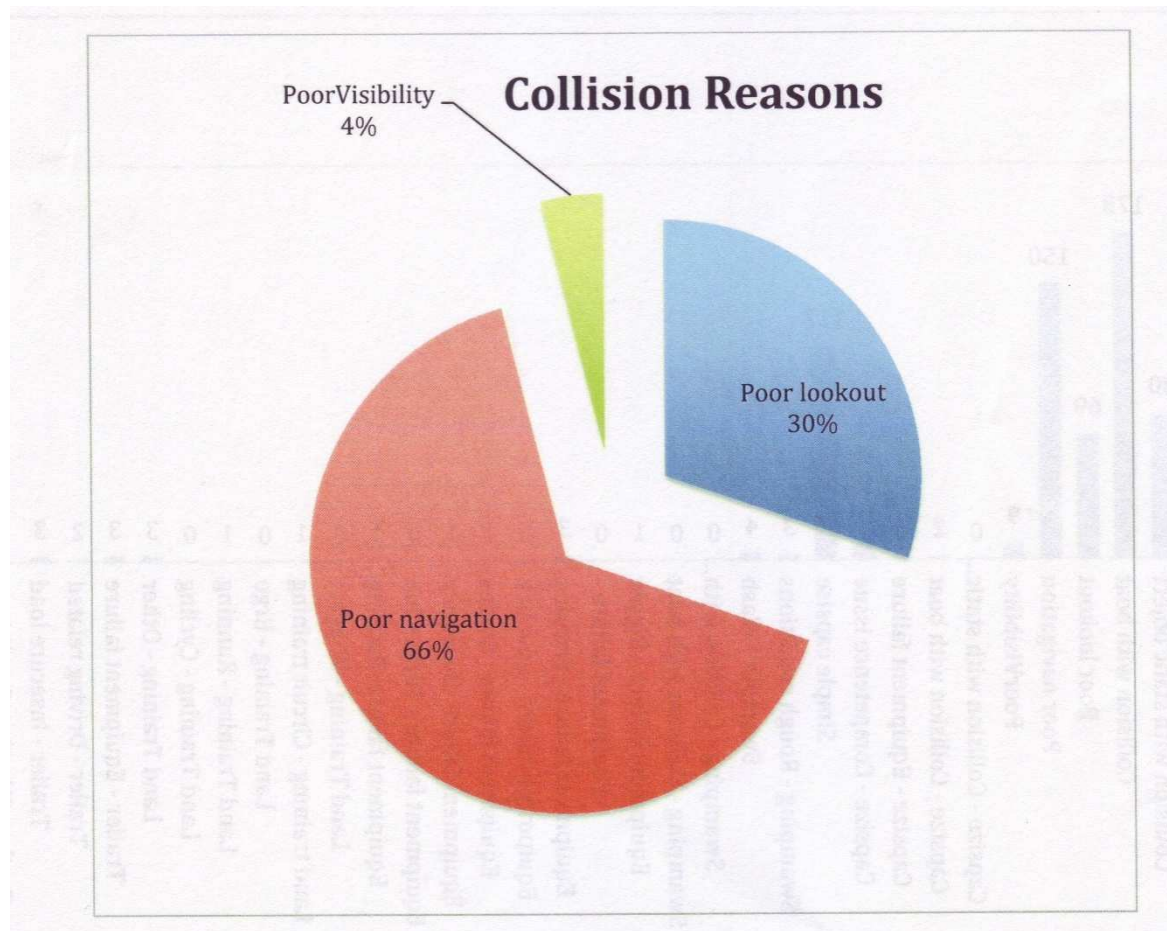
6. Incidents reported – 2013. BR Stats. Incident statistics – 1/1/13 to 25/9/13 – 889.



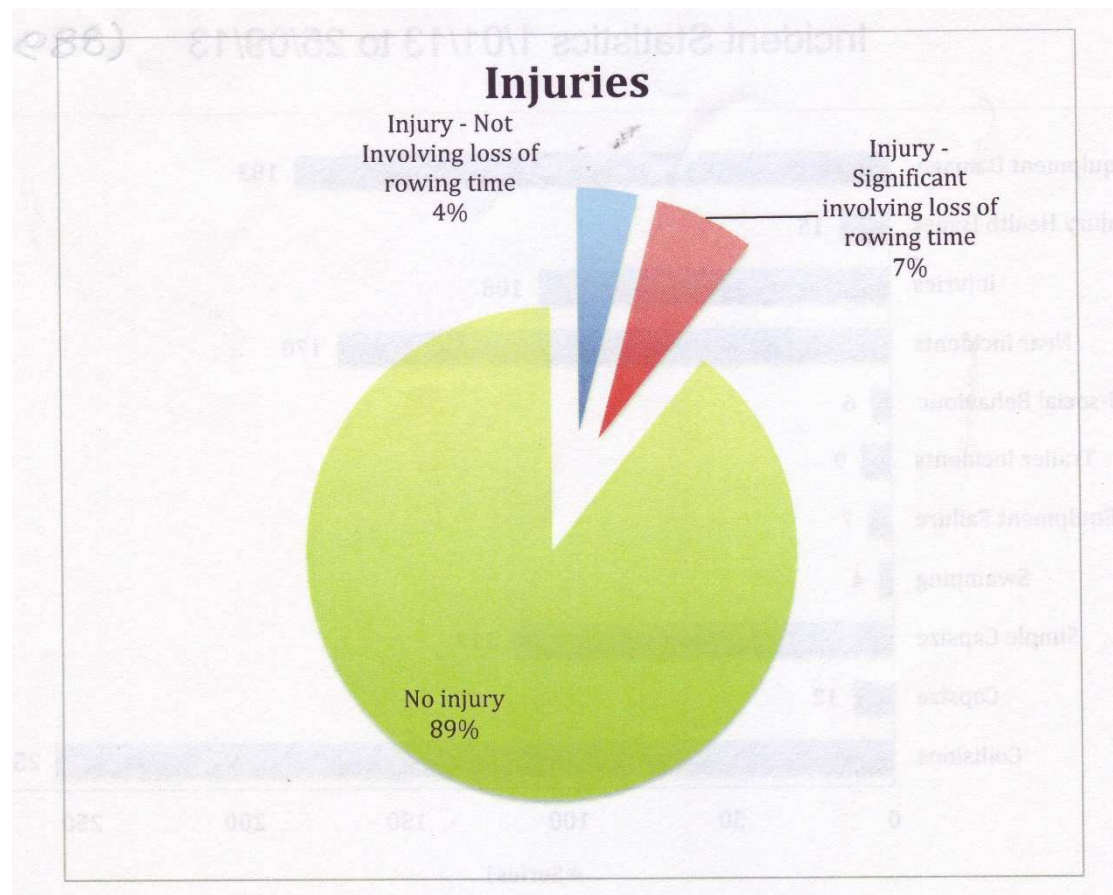
6). Incidents reported. 2013. National. 1/1/13 to 25/9/13. Type of incident.



6). Incidents reported. 2013. National. 1/1/13 to 25/9/13. Collisions - Reasons.



6). Incidents reported. 2013. National. 1/1/13 to 25/9/13. Injuries.



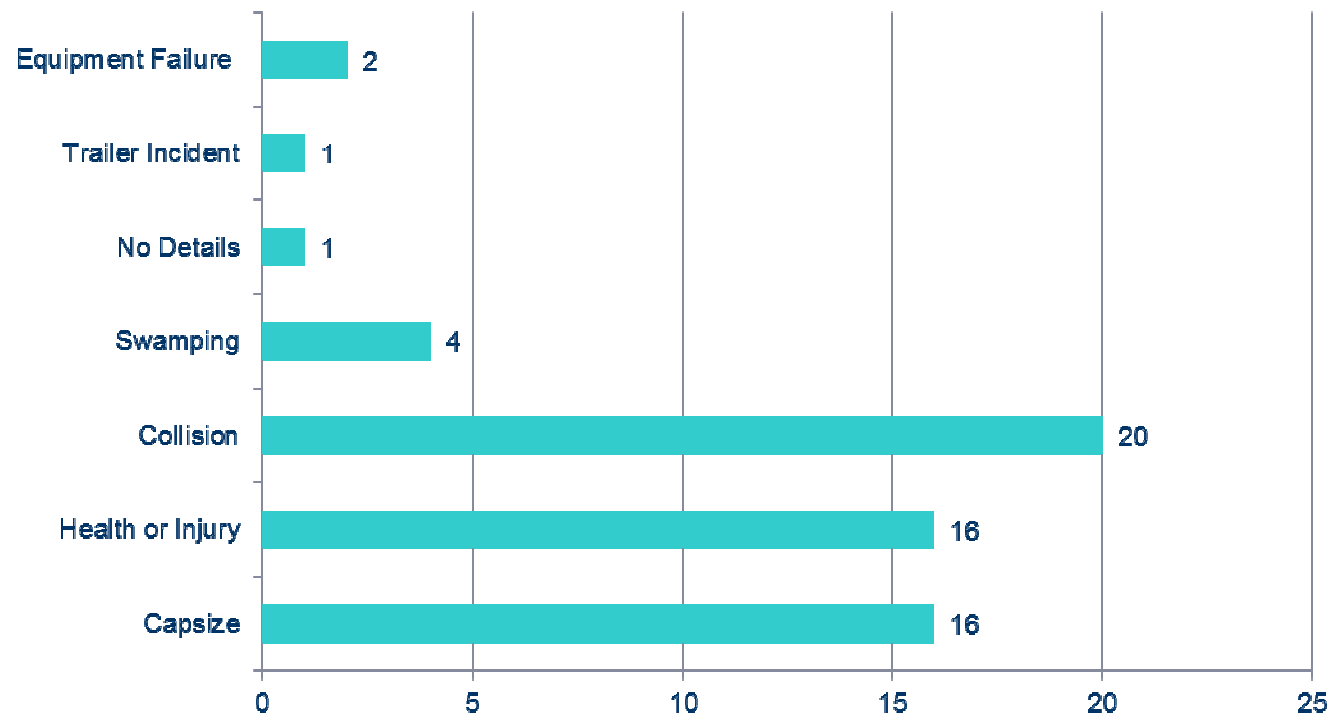
7). Incident Reporting, 2013. Wessex Region.

- **86 Incidents Reported/Some duplications (linked).**
- **12 Duplicated and/or linked - 9 incidents.**
- **Just 14 incidents from CARA Clubs.**
(only Dover, Deal & Shoreham reported incidents.)
- **Total - Wessex West (Less CARA & duplications/linked) – 60.**
- **44 incidents were reported in the region in 2012 – 66 in 2011.**

7). Incident Reporting, 2013. Wessex Region. Total incidents reported by Type.

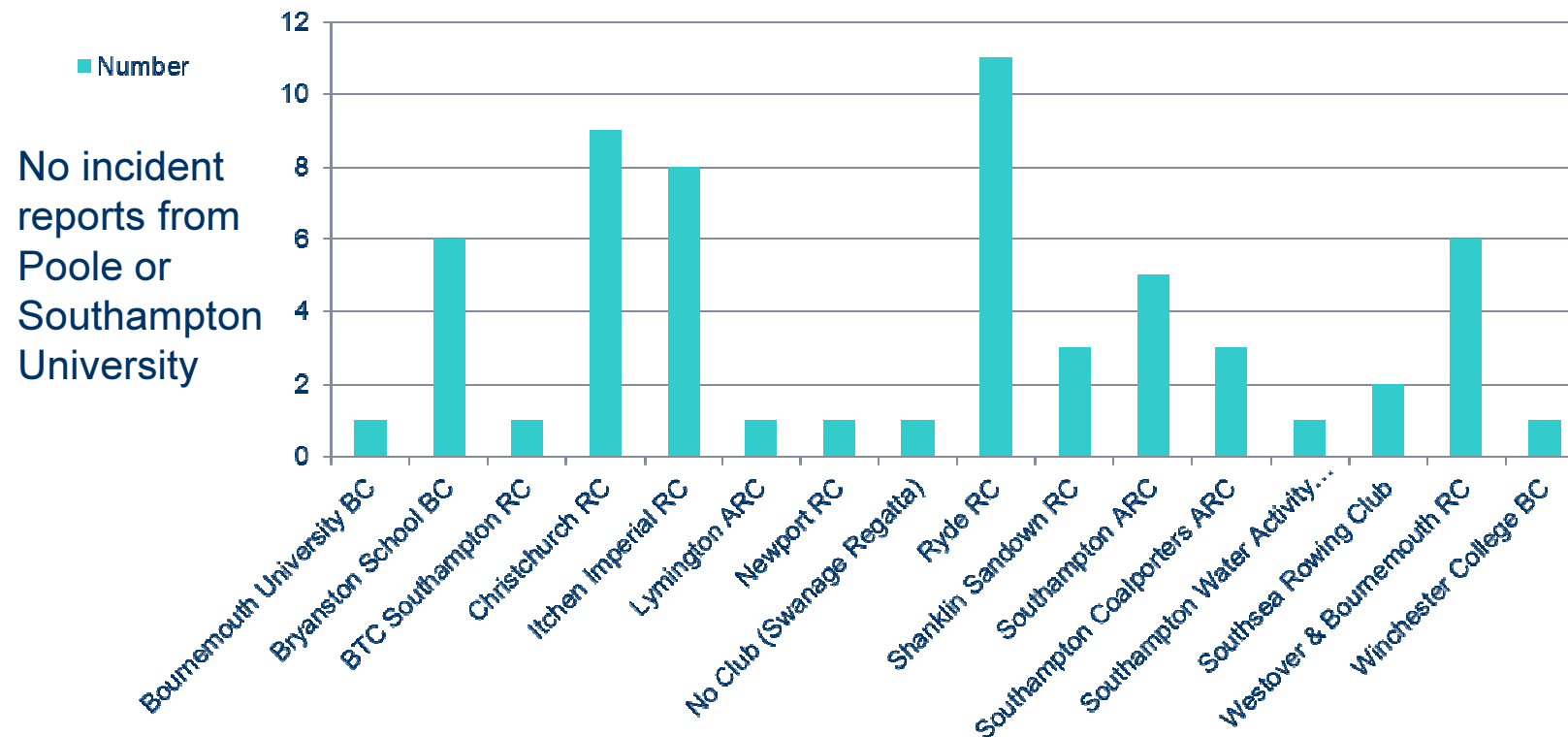


Wessex Region - Reported Incidents - 2013.
Incidents by Type.



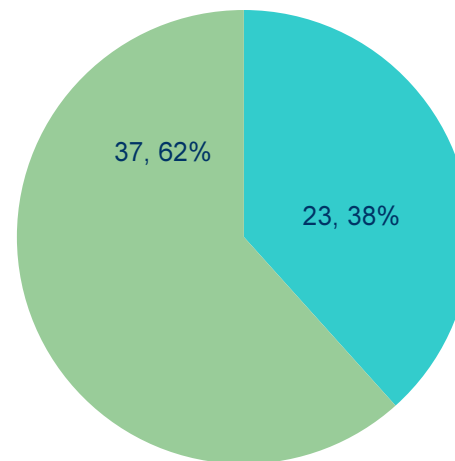
7). Reported Incidents, 2013. Wessex. By Club!

Incident reports - less linked/duplicated & CARA - Wessex
Region - 2013 - by Club.



7) Safety incidents Reported by H&D (& Wessex) Clubs in 2013 and at the 2013 Hants & Dorset Events. (circulate summary).

- Of the 60 incidents reported (Less CARA & duplications /linked) 23 (38%) were in competition and 37 (62%) were in training.



Reported Incidents. Wessex Region. 2013. In competition v In training.

■ In Competition
■ In Training

7) Safety incidents Reported by H&D (& Wessex) Clubs in 2013 and at the 2013 Hants & Dorset Events. (circulate summary).

- 16 events.
- H&D race officials reports noted 26 safety related incidents.
- Incident reports received for 23.
- 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.
- There remains significant under reporting of incidents at H&D events.

7) Safety incidents Reported by H&D (& Wessex) Clubs in 2013 and at the 2013 Hants & Dorset Events. South Coast Rowing Championships, Deal.

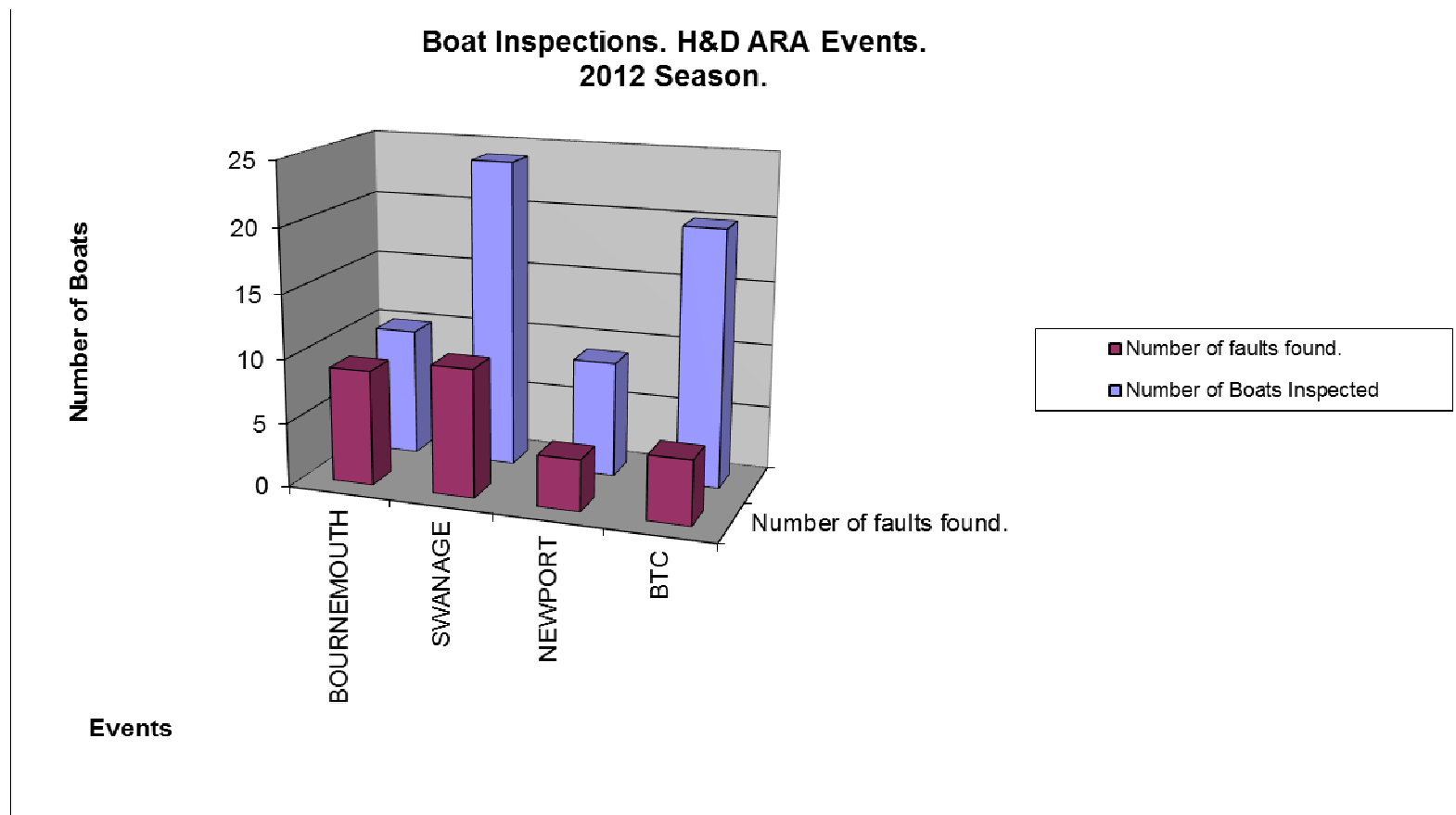
- The South Coast Rowing Championships at Deal resulted in 11 incident reports.
- Four were from CARA Clubs – 1 from Dover and 3 appear to be from Deal. However on closer inspection all 3 were submitted by Andrea Worley and related to the same incident – an injury to a race official. So the only CARA Club to report an incident was Dover!
- The other 7 were from H&D Clubs – 2 of which were duplications – leaving 5.
- One was from Ryde, two from Christchurch, one from Southampton and one from Lymington.
- This seems a very small number in the circumstances.
- No incident reports were submitted by the Event Organizer – but then no one knew who the Regatta Safety Adviser was!

Any others
of interest?

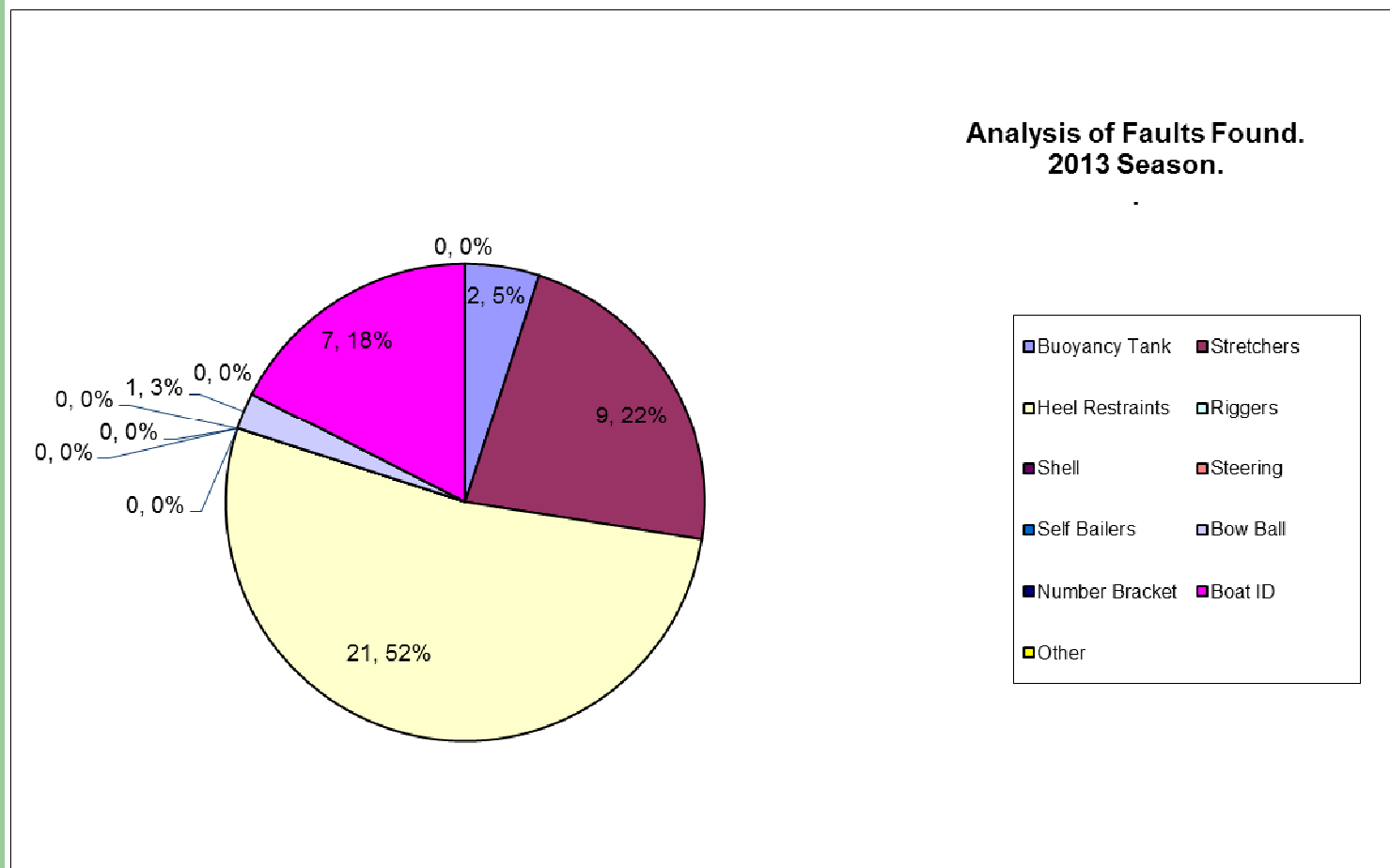
7) Incidents reported - 2013. Wessex Region. To discuss (10).

WESSEX REGION. REPORTED SAFETY INCIDENTS. 2013.				Discuss.				
Report ID	Simple Capsize	Primary rowing club involved	Date of incident	Location of incident	Comp or Train.	Incident type	Considered to be Serious or potential for.	Linked reports
449	No	Ryde RC	13/04/2013	Woolston	C	Health or Injury	YES	448
650	No	Southampton Coalporters ARC	11/05/2013	Ryde R. C. Regatta off Appley Beach, Ryde, I.W.	C	Health or Injury		697
761	No	Shanklin Sandown RC	08/06/2013	Christchurch, Dorset	C	Collision		760
1246	No	Ryde RC	14/09/2013	Deal, Kent.	C	Swamping	YES	1245
1252	No	Christchurch RC	14/09/2013	During South Coast Championships, Deal.	C	Health or Injury		
1253	No	Christchurch RC	14/09/2013	During South Coast Championships, Deal.	C	swamping		
1258	No	Southampton ARC	14/09/2013	During South Coast Championships, Deal.	C	Swamping		1257
1516	No	Lymington ARC	14/09/2013	During South Coast Championships, Deal.	T	swamping		
1646	No	Christchurch RC	02/11/2013	Chritchurch Harbour	T	Health or Injury		
1715	No	Winchester College BC	09/11/2013	Kingston Rowing Club	C	Health or Injury		1696

8) Boat Inspections at H&D ARA Events – 2013.



8) Boat Inspections at H&D ARA Events – 2013. Analysis of faults found.



8) Heel Restraint Checks.

- In addition to the full boat inspections three full Heel Restraint checks were undertaken – at Woolston, Lyminster and BTC.
- In total 168 boats – of all types – were checked.
- Heel restraint faults were found in 32 positions.

[Details circulated with Agenda.]

NOTE: As a result of the Boat inspections and the heel restraint checks – no Club went through the season – with “no fault found” and so no Safety Award was presented.

8) Boat Inspections - Life Jackets.

- In 2013, as agreed at the last Safety Meeting an inspection of Life Jackets was undertaken at BTC Regatta.
- Unfortunately only 12 of the 13 H&D Clubs competed at the Regatta.
- 31 Life Jackets were inspected.
- Faults were found on 24 – around 77% - but this is misleading as some Life Jackets had more than one fault.
- Nine were found not to have a Firing Mechanism Clip fitted.
- Nine had no Crutch Strap fitted (a recommendation).
[Details circulated with Agenda.]

9) Regatta/Event Audits - reports on last seasons audits and plans for 2014.

- **Policy in 2013 - re-audits would only be undertaken where requested or where concerns were raised and on an occasional random basis. It was felt that the race officials reporting system already hi-lighted safety concerns and this would be used alongside safety commission members observations to hi-light events where a re-audit would take place.**
- **All events submitted a self-audit in 2013.**
- **Christchurch Head of the Stour was chosen for a random re-audit on the day with no major issues found.**
- **Candidates for re-audit in 2014?**

10) Safety Equipment Provided for Race Officials at events with H&D Permit.

- Safety Equipment available to affiliated events for use of Racing Officials.
- 3 x ARA LAUNCH RESCUE KITS.
- (H&D Adapted)
- CONTENTS:
- INSTRUCTIONS
- THROW BAG (Grab Line)
- KNIFE
- WHISTLE (Warning Device)
- FIRST AID KIT
- EXPOSURE BLANKETS – Mediwrap – TWO.* - Space Blanket type – THREE.
- LIFE JACKET
- *LENGTH OF ROPE (15m)
- *TRANSISTOR MEGAPHONE (Loud Hailer)
- *RED FLAG
- *AIR HORN/SOUND SIGNALING DEVICE + Spare Cylinder.
- *WATERPROOF BOX FOR LOUD HAILER BATTERIES
- (Two sets of 8 Batteries – One set in sleeves, one spare set)

10) Safety Equipment Provided for Race Officials at events with H&D Permit.

- Items marked * are in addition to the standard BR Kit.
- Each set of equipment is now packed in **Orange Mallaig Waterproof Cargo Bags**. 35 ltr capacity, roll-top style waterproof seal, welded seams, shoulder strap, compression straps. **Should be easier to carry and pack/unpack – while still waterproof.**
- NOTE: Loud Hailers – the batteries must be removed from the Loud Hailers after use and placed in the waterproof container. The switch on the microphone is taped in the “off” position as the batteries will run down if left on.

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- **RACING OFFICIALS LIFE JACKETS.**
- **9off CREWSAVER, CREWFIT (1 missing).**
- **AUTOMATIC GAS TYPE.**
- **+ 3off RE-ARMING KITS.**



- **Safety Kits and Life Jackets are for the use of Hants & Dorset Racing Officials – NOT to supplement the equipment on Regatta Safety Boats – who must provide their own.**

10) Status of Safety Equipment after 2013 season.



[Circulate report]

- Usual “wear and tear” – Batteries, Sound Signal devices.
- First Aid Kits OK and appear unused.
- All three Loud Hailers still functional. *
- Waterproof bags – replaced with Mallaig Waterproof Cargo bags. [Cost - £59.80 for 3]
- Mediwraps ok – but foil blankets have deteriorated and have been thrown away and replaced. [Cost. £13.77]
- One new Life Jacket purchased at £110.70.
- All other items OK.
- Cost to Association to bring kits up to standard - £201.39.

10) Safety Equipment. RACE OFFICIALS LIFEJACKETS.

- Five of the Race Officials Life Jackets were serviced by Crewsaver in 2009.
- The other five were serviced by Crewsaver in 2011. (Cost £82.19)
- Four have been sent to Crewsaver for a service. Cost is around £200.
- Five will be serviced in 2015. Oldest may need replacement at this point.

10) MISSING SAFETY EQUIPMENT.

The Race Officials Life Jacket (Blue) plus Safety Kit Life Jacket and Throw Line from 1 kit that went missing in 2011 have been replaced.

Two of the Umpires Life Jackets have been missing since 2012 season – one new one has been purchased - so we have 9 at this time.

Missing Life Jackets are marked H&D ARA, inside covers and have serial numbers – 295 85238 and 295 85225. Don't know when they went missing.



11). H&D ARA Rules Sub-Committee – review of Event Safety Section.

CIRCULATED WITH THE AGENDA

12). Rowing Safety Committee.

Note: Re-named “Rowing Safety Committee to bring in line with British Rowing.

Term of reference: To try to ensure, as far as practical, that all Hants & Dorset ARA affiliated Clubs and Event’s comply with the Amateur Rowing Association Water Safety code of Practice and guidance notes (“Row Safe”) and any additional terms of practice introduced by the Hants & Dorset Amateur Rowing Association.

Current -

- Chairman.
- **Mark Viner.** Lymington Rowing Club.
- Sub Committee Members.
- **Steve Bull.** Ryde R. C. & Wessex Region RRSA
- **Gary Joyce** Itchen Imperial Rowing Club.
- **Trevor Gay** Southampton. A. R. C
- **Gary Walters** Shanklin Rowing Club.
- **Peter Lamb** Westover Rowing Club.

Note – Trevor Gay unable to stand again/moved away.

13). Venue for 2014 and future meetings. Current rotation – 2015 - Poole.

Year	Venue
2012	Christchurch
2013	Southsea
2004	Westover & Bournemouth.
2005	Poole
2006	Itchen Imperial.
2007	BTC
2008	Newport, Shanklin, Ryde.
2009	Coalporters.
2010	Lymington.
2011	Southampton

Suggestion/recommendation – as we are at Westover this year – switch To ITCHEN rather than Poole for 2015 – so we are not in the same general area two years in a row.

Hants & Dorset ARA Safety Meeting.

14) Any other business.

- **Cold shock response.** As part of the current review of aspects of RowSafe the Rowing Safety Committee recommend viewing this BBC clip which will help rowers understand the importance of Cold Shock response if you capsize. Email.A.Reynolds.10/1/14

<http://www.bbc.co.uk/learningzone/clips/cold-shock-response/13171.html>

<http://completeguide.rnli.org/cold-water-shock>

- **Water Safety - Throw Line Training.** *Email. MG. 11/2/13*

<http://www.youtube.com/watch?v=2zJOL40GOtc>

Fladen Flotation Suit.