

Hants & Dorset ARA Safety Meeting.
Saturday, 2nd February, 2013. Southsea R. C.

Hants & Dorset ARA Safety Meeting. At Southsea R. C. on Saturday, 2nd February, 2013.

Present: Clubs/Events represented - Southsea, Ryde, Shanklin, Newport, Itchen, Southampton, Lymington, Westover (Bournemouth Regatta) plus Swanage Regatta. Non-H&D affiliated Wessex Clubs/Schools and Universities were invited but only Langstone Cutters attended. Phil McCorry, RRRSA of Wessex West invited but did not attend.

BTC, Coalporters, Christchurch and Poole Clubs and Regatta's were not represented.

Apologies were received from – Andy Sothcott, Swanage Regatta, Gary Joyce, Safety Committee Member and Feoff Fryer, Lymington.

Mark Viner was in the chair and welcomed the delegates to South Rowing Club for the meeting and expressed his disappointment at those Hants & Dorset Clubs and events not represented. It was particularly disappointing that BTC and Coalporters failed to send representatives for the 2nd years in succession. Their lack of attendance shows a poor attitude to safety and the poor impression that gives should be one of the criteria that might lead to a re-audit of their regatta or Club.

The Minutes of the last meeting had been previously circulated and were taken as read and agreed as a true record on a proposal from Steve Draper, seconded by Peter Lamb. There were no matters arising that would not be discussed as part of the Agenda.

Prior to the formal start of the meeting those in attendance carried out a re-audit of the Safety procedures and facilities of Southsea Rowing Club – with no major issues found. Mike Gisborne mentioned a U Tube clip on training with Throw Lines that he had circulated to Southsea members which may be useful in addressing one of the Club audit questions and said he would forward the link to the Regional Safety Adviser who would share it with all Club safety advisers.

The Association Secretary who is also the Regions Rowing Safety adviser had circulated with the Agenda his report given to the Associations Autumn Delegates meeting which covered the Correspondence & Secretaries Report – [see attached].

He then reported on the British Rowing National Rowing Safety Committee meetings he had attended in his capacity as Wessex Regional Rowing Council Rowing Safety Advisor since the last Association Safety Meeting. He advised that due to other rowing commitments he was only able to attend two of the four National Rowing Safety Committee Meetings held in 2012 but hoped to be able to attend all four planned for 2013. He attended the meetings held at BR, Hammersmith, in January and April. Among the subjects discussed at the meetings was - the reorganisation of British Rowing and its impact on Rowing Safety and the National Rowing Safety Committee and its terms of reference; Row Safe 2012 – and the strategy and plan for updating it; Incident Reports and procedures; Umpires Responsibilities and the Club Safety Audit and defaulters. He also advised that The Rowing Safety Working Party, which he is not a member of have also discussed training modules (see later in Agenda) and Personal Flotation Devices and that at the April Meeting he was one of only about 50% of the regions to present an Annual Report – which was well received by the committee.

He also described the implications of BR Reorganisation on Safety – and how it affected the Wessex Region – Wessex Region now covers all H&D/Wessex + all CARA/South East (Coastal) Region Clubs; Due to size of region – BR have agreed to a split region – Wessex West (old Wessex/H&D ARA) and Wessex East (old South East Coastal/CARA); One Chairman who represents whole region at BR Meeting Executive Meeting (Colin Eales). The impact on the National Safety Committee is that - Wessex has one vote on National safety Committee – but reps. from Wessex West & East can attend meetings; Wessex West & East 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 Wessex West.

Club Safety Audits/Gap Analysis - For 2012/2013 National statistics issued show – Div. 22/Wessex West Region status as – all but 1 (of 19) Wessex West Region Club audits were completed on time. Bournemouth University completed late. As of the end of January, nationally the figures are were – of a total around 550 clubs around 25 were still outstanding (including

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Herne Bay from Wessex East) - dramatically better than this time last year. With regards to - Langstone Cutters - according to BR they are not an affiliated Club yet so have not been asked to do an audit and Bournemouth Surf Club - BR have advised me that they are NOT a BR affiliated Club - but an accredited centre - so don't have to complete an audit - neither do any other w/sport centres - or gig clubs

The sections where four or more Wessex East Clubs had indicated still needed "to be addressed" were reviewed and analysed by the meeting – and best practice and possible solutions explored. The identified “need to be addressed” areas were - 1.9. SWIMMING AND CAPSIZE. b) iii) Ensure that ALL participants in rowing must be able to demonstrate when asked they are both competent and confident in and under the water by swimming under water for at least 5 meters [4]; d) Ensure swimming ability and capsize training is recorded for each member of the club? [4]; 2.1. SAFETY AIDS. b) Have written procedures in place for the use of safety aids and ensure that all members understand and follow them? [6]; i) Require all those involved in rowing to be trained and have had practice in the use of a throw line? [8]; j) Ensure throw lines and space blankets are carried by coaches and those monitoring activities? [4]; Ensure lifejackets are frequently checked for damage, leaks and gas cylinder integrity and that the check is recorded in a maintenance log? [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? [5]; 2.4. LAUNCH DRIVING. 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]; 2.5. TRANSPORT & TRAILER. a) Provide information and diagrams showing the recommended arrangement for loading, including the allowable load projection? [4] - b) Ensure that a copy of the trailer insurance and any club vehicle insurance is displayed in the club/boathouse and towing vehicle; c) Have a method to check the nose weight of the trailer? [7]; 3.1. BEGINNERS - a) Record ALL the information from beginners as listed in the “Row Safe” guide before allowing any activity to start? [4]; b) Cover the topics listed in “Row Safe” (where relevant) in your club induction? [4]; c) Ensure the identified risk controls are in place as listed in ‘Row Safe’ Guide. 3.2 JUNIORS. c) Ensure the identified risk " controls are in place as listed in the “Row Safe” guide? [4]; 3.3. ADAPTIVE. b) Provide high visibility markings for all pathways (including stairs) throughout boat/clubhouse/venue? [4]. 4.1 INCIDENT REPORTING. a) Require that all club members are made aware of what constitutes an incident and 'near incident' that needs reporting and that all are aware of how to report them online? [4]; b) Regularly monitor the British Rowing online reporting system to gather information on club incidents and use the statistics to develop safer practices? [6].

The on Line Incident Reporting is now in its 4th year and has been regarded as a success and has addressed a key requirement of the ROSPA report on safety in rowing. However, while progress is being made, the biggest problem remains the non-reporting of incidents. No national statistics are available yet but within the region there were 40 incidents recorded against 62 in 2011. Unfortunately it was generally accepted by the meeting that this was more about under reporting than improving safety. The types of incident reported, with last year's figure in brackets, are as follows – Capsize – 15 (18); Collision – 12 (19); Swamping – 0 (13); Health – 10 (10); Equipment – 0 (2); Land – 1 (1); Criminal – 0 (0); Trailer – 0 (0); Other – 2 (0). Ryde remain the “un-safest” Clubs or the most thorough at reporting incidents – with 10 incidents recorded (17 last year – and probably a true reflection on some improved safety at the Club) While not impossible, it was generally accepted by the meeting, that it is almost inconceivable that an active Club can go through a whole season without a single safety related incident and so the reporting procedures of – Shanklin, Bournemouth University, Bryanston and Canford Schools and Winchester College must be questioned – especially as for Bournemouth Uni., Canford and Winchester this was a second year with no recorded incidents. Ryde Rowing Clubs published annual review of incidents reported at the Club was circulated as an example of good practice.

A number of the incidents recorded in the region where discussed by the meeting, for trends, learning points and good practice.

BR improvements to the on-line incident reporting system were also outlined which included improved Regional and Club analysis tools and reporting and a one-step capsize reporting facility.

Safety incidents Reported by H&D (& Wessex) Clubs in 2012 at the 2011 Hants & Dorset Events were then reviewed – which gave further evidence of non-reporting. Of the 17 events awarded H&D permits Race officials reports showed – 29 safety related incidents. Of these events BR on-line incidents reports were submitted for only 12 of these. The meeting was reminded that the

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safety committee would expect to see BR incident reports from Club involved and event safety advisor for all incidents – all be it those from Event Safety Officers could be summarized if not serious.

The meeting was shown the results of the four boat inspections undertaken during the season with details of the faults found. As always – faults with heel restraints was by far the most common accounting for around 61% of faults found with lack of boat ID as the 2nd biggest fault (25%). As always, there was some discussion on how to get this message across to the Clubs that heel restraints needed to be checked before every outing, weather training or competition, and it was agreed to continue with the note that was added to the Club briefing document at H&D Regatta's to ask Club representatives if their boats complied with British Rowing's water safety code plus the additional rules imposed by Hants & Dorset Safety commission – and to remind Club representatives to check all heel restraints before going afloat. It was also agreed that at one or two random events a 100% heel restraint check would take place as had for the last three years. It was difficult to know what else could be done other than 100% check at every event – which the committee did not have the resources to do.

One innovative idea introduced into the 2012 season, designed to increase the process and awareness of boat safety – was the introduction of a Safety Award for any Club who went through the season without any faults being identified during the Safety Committee boat inspections. The award, sponsored by Ryde Rowing Club, was awarded to two Clubs – Ryde and Itchen – at the Associations Presentation Dinner in November.

For the second successive year a check on all Life Jackets was also undertaken at Newport Regatta (see attached) and this was to be repeated at a 2013 event. This revealed missing clips as the biggest issue and a discussion followed on the difficulty of obtaining spares.

The meeting agreed that the current procedures for inspecting boats should continue with a random inspection of boats at three or four events in the coming season in addition to the 100% heel restraint check and Life Jacket check. Club Safety advisers would be invited to shadow the inspection teams.

The meeting briefly discussed last season's Regatta/Event Audits. All H&D permit granted events, except BTC, Southsea and the Head of the Stour - where no record could be found - had submitted safety audits and one – the Itchen Junior Regatta had been re-audited by the Safety Committee – which did not reveal any major safety issues. It was agreed by the meeting that this procedure, which the Hants & Dorset ARA has had in place for some years, and goes, further than current British Rowing requirements, should continue, but that, as in 2012, re-audits would only be undertaken where requested or where concerns were raised or on an occasional random basis as it was felt that the race officials reporting system already hi-lighted safety concerns. This would be used alongside safety committee members observations to hi-light events where a re-audit would take place – as well as Clubs failure to show an appropriate attitude to safety matters – like failure to attend the safety meeting or apparent failure to submit on line incident reports or an event audit.

The Association owned Safety equipment was reviewed by the meeting and those in attendance were reminded that it was the Regatta's responsibility, not the Racing Officials, to ensure that the Safety equipment was available at the appropriate time and fit for purpose on the day. Regatta Committee's must check the equipment upon receipt, well before the day of the Regatta and ensure that the equipment was handed over in time to the next Regatta. The Association always had and would continue to refund any reasonable costs involved in maintaining the equipment - batteries etc. The use of the sound signal device for finishing races was also not acceptable - Regatta's must provide their own and not use the ones in the Safety kits, which were to help to stop races and draw attention to incidents. The meeting was also reminded that the safety Kits were for the use of Hants & Dorset ARA Race Official and not for the Event safety boats which must provide their own equipment. Events would be charged by the Association for abuse of this.

The status of the kits when returned at the end of the 2012 season was reported as follows - Usual "wear and tear" – Batteries, First Aid Kits, Sound Signal devices; all three Loud Hailers still functional; Catches on Waterproof bags – all ok. One Exposure Blankets – Mediwraps – appeared to have been used (missing). Around £140 has been spent bringing the kits back up to the standard expected.

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Of more concern was that two of the Blue Crew Saver Race Officials Life Jackets were not returned at the end of the season. Missing Life Jackets are marked H&D ARA, inside covers and have serial numbers – 295 85238 and 295 85225. We are not sure when they went missing – but all Clubs & event secretaries and safety advisers have been advised and asked to look for them. They have not been replaced (£240+) as we hope they will turn-up.

After a brief discussion it was agreed to recommend to the Associations AGM that the format of the Hants & Dorset Rowing Safety Committee should consist of - Mark Viner, remaining as Chairman with Steve Bull, Gary Joyce, Trevor Gay, Gary Walters and Peter Lamb as Committee members.

The Venue for 2014 Safety meeting, in line with the established rota was Westover on a date and time in February, 2013 that would be agreed with the Club – and that this would probably take place at the Hengistbury Head Outdoor Centre where Westover were currently based. They had suitable facilities to host the meeting – and it would give the Safety Committee an opportunity to inspect the safety procedures and facilities of a BR approved center.

Under any other business the meeting discussed – the New BR Safe guarding & Protecting Children Policy (SPCG) that had been recently issued, an Association/Wessex Welfare “group” to be set-up and First Aid Cover at Events (Ref. Race Officials Meeting). Peter Lamb asked if anyone had a risk assessment for a disabled/adaptive oarsperson – and Steve Bull stated that there was a BR publication on adaptive rowing that he had access to which he would review and pass on anything that may be helpful.

On the conclusion of the formal part of the meeting all those in attendance stayed to take part in the first of a series of British Rowing Water Safety online training modules – on Risk Assessment, which they completed, successfully, as a group.

The meeting closed at 2.15pm with thanks to Mike Gisborne and Southsea Rowing Club for their hospitality.

Steve Bull.
Association Secretary.
February, 2013.

Attached – and forming part of these minutes.

- 1) Report presented to Associations Autumn Delegates meeting.
- 2) Boat Inspections at H&D Events, 2012 – analysis of faults found.
- 3) Incident Reporting – Wessex Region data.

1. Report presented to Associations Autumn Delegates meeting.

Report from the Regional Rowing Safety Adviser and Hants & Dorset ARA Rowing Safety Committee to the Hants & Dorset ARA Autumn Delegates Meeting on 20th October, 2012 and the Annual General Meeting of the Wessex Regional Rowing Council on 20th November, 2012.

National Rowing Safety Committee.

Unfortunately, due to other rowing commitments, I have only been able to attend two of the three National Rowing Safety Committee Meetings held this year – and will be unable to attend the final meeting of the year because it clashes with the Hants & Dorset ARA Autumn Delegates Meeting. I attended the meetings held in January and April, both held at BR Headquarters at Hammersmith and chaired by Clive Killick, the BR Rowing Safety Advisor. Among the subjects discussed at the meetings was - the reorganisation of British Rowing and its impact on Rowing Safety and the National Rowing Safety Committee and its terms of reference; Row Safe 2012 – and the strategy and plan for updating it; Incident Reports and procedures; Umpires Responsibilities and the Club Safety Audit and defaulters. The Rowing Safety Working Party – of which I am not a member – but do have input into - have also discussed training modules and

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Personal Flotation Devices – and I am one of the guinea pigs testing the Risk Assessment on line training module they have developed. At the April Meeting I was one of about 50% of the regions to present an Annual Report – which was well received by the committee. For the first time in a number of years WEARA have been fully represented at the NRS Meetings – by Stephen Worley – who inevitably is taking a very active role and has also joined the Rowing Safety Working Party. CARA/South East Coastal have not been represented at any meeting since the resignation of Karl Bowerman in January.

The reorganisation of British Rowing and the changes to their constitution has led to the inclusion of CARA/South East Coastal Division within Wessex – and the suggestion from BR that the Wessex Safety Advisor should cover this huge region. I have advised Wessex and BR that while I am prepared to continue as Regional Rowing Safety Advisor for the old Wessex Region – now Wessex West, I am not prepared to act as RRSA for the CARA/Wessex East region and will not accept this increased responsibility.

The National Rowing Safety Committee has been disappointed with BR's support – or more accurately lack of support – with the promised funding and resources for IT development not forthcoming and the removal of any reference of the promotion of a positive safety culture from the terms of reference of the new Executive Committee of BR – which the NRSC believes send out all the wrong messages. I suspect that, as a result of the "battle" with BR Clive Killick will not see re-election as National Rowing Safety Adviser.

Point to note: BR will now use the term "Rowing Safety" as opposed to "Water Safety" as they feel the role of the Safety Committee is not limited to activity on the water – i.e. includes Boathouses, Trailers etc.. so Regional Water Safety Adviser (RWSA) becomes Regional Rowing Safety Adviser (RRSA) etc...

Incident Reports.

Up to the end of September, 2012 there had been 30 incidents reported, significantly less than at the same point last year and while you would hope that this reflects improved safety in Clubs I believe that it is more about under reporting. For example between the 15/7/12 and the 15/8/12 there were apparently no incidents at any Wessex Clubs, which, even with the schools and universities on their summer break seems unlikely. Of the 30 recorded incidents 17 were in competition, 7 were regarded as serious and reportable and two took place involving Wessex Clubs but outside the region. A further indication of under reporting is that H&D ARA Race Officials reports indicate at least 27 safety related incidents at Hants & Dorset events – with only 17 incident reports received.

Safety Audits/Clubs.

Annual Club Safety Self Audits are organised by BR and as every H&D affiliated Club is also affiliated to BR there is no requirement for the H&D to duplicate this. It is pleasing to note that all Wessex Region Clubs submitted their annual safety audit – more or less on time – with just a few having to be chased up and some minor issues that had to be resolved with regards to new BR affiliations in the region – notably Solent University Boat Club. I am lead to believe that the "Langstone Cutters" a recreational rowing club based in Portsmouth have now affiliated to BR – which I find strange as it was my understanding that a new affiliation is not possible unless the RRSA has signed off on a safety audit? This brings into question the whole BR attitude and approach to the Club

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Safety audits that BR Clubs are expected to complete annually – what happens at the Gig Clubs water sports centres and Scout groups that BR are attracting – or is there focus now so much on participation and BR membership that safety is a secondary consideration! The 2012/2013 Club audit process is due to start in October – with submission by the end of December – and will follow a similar format to last years – and will be undertaken on-line.

Safety Audits/Events.

All events held in the region except BTC Regatta submitted a safety audit, usually accompanied by copies of their safety and emergency plans – and risk assessments. All audits submitted were considered to be acceptable and event permits issued. BTC's safety procedures were checked on the day – and one event, the Itchen Junior Sprint Regatta, was randomly selected for a formal re-audit on the day - partly because of the greater duty of care required at a Junior event. There were no issues discovered during the re-audit process.

Boat Inspections (i/c life Jackets).

The H&DARA Rowing Safety Committee carried out Boat Inspections at four events during the season, which included a Life Jacket check at one event and a full heel restraint check at another. In total sixty-three boats were checked – revealing twenty-eight faults found – or 44%. As always heel restraint issues was the most common fault found – with 17 – 61%. The second largest fault found was Boat ID – with 7 faults found – 25% and then buoyancy tank issues – 3 issues – 11%. Forty-two boats were checked in the full heel restraint check exercise – with four faults found. Ten Life Jackets were checked – with five faults found – biggest problem being firing mechanism clips not fitted. Two Clubs – Itchen and Ryde – had no faults found during boat inspections – and it is probably no coincidence that these two Clubs have members who are very active on the Hants & Dorset ARA Rowing Safety Committee.

H&D Safety Equipment.

The three Hants & Dorset ARA Race Officials Safety Kits have been returned after a busy season where they were in constant use. The equipment has yet to be fully checked over – but known issues are a broken clasp on one of the waterproof bags and a Loud Hailer spare battery box being missing. One of the Loud Hailers was broken within the first two events of the season – and was replaced at the time. The Race Officials Life Jackets have been retained by Itchen Imperial Rowing Club who are arranging to have the Hants & Dorset name printed on them – to reduce the likelihood of them going missing.

Steve Bull.

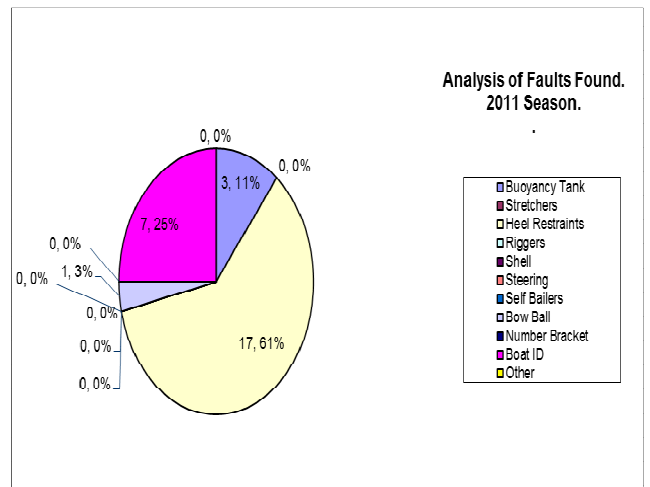
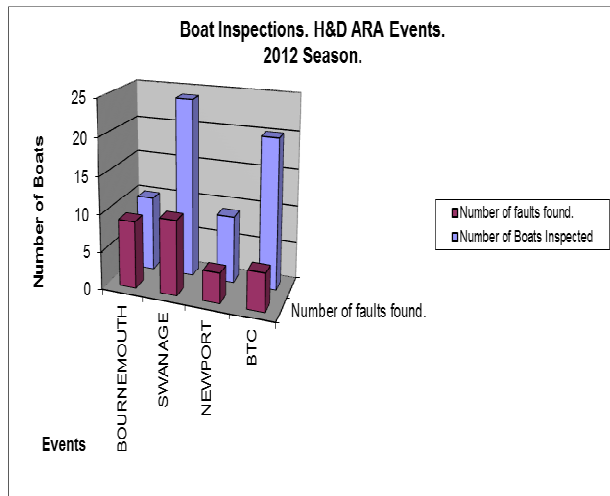
Regional Rowing Safety Adviser.

Hants & Dorset ARA Rowing Safety Sub Committee.

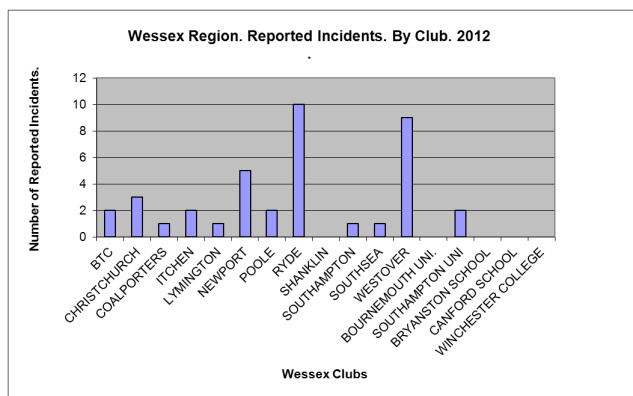
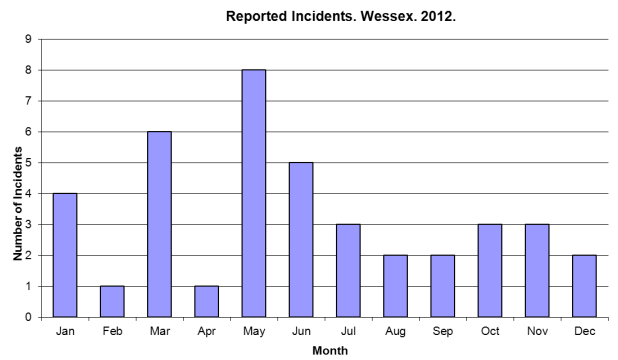
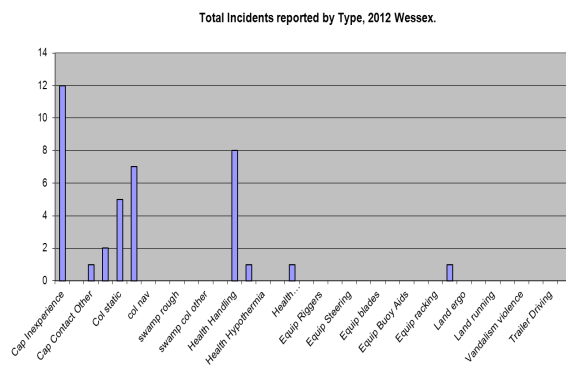
September, 2012.

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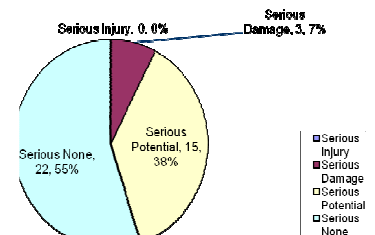
2. Boat Inspections at H&D Events, 2012



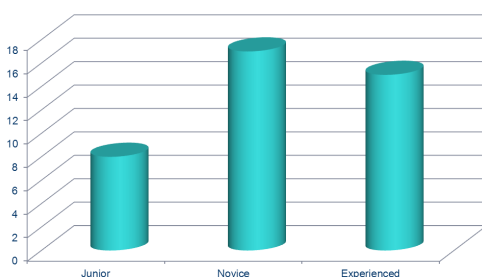
3. Incident Reporting – Wessex Region data.



Reports Incidents. Wessex. 2012 . Seriousness.



Status.



Reported Incidents. Wessex. 2012. Capsize.

