

Information group meeting
 Wednesday 27 April 2005
 British Waterways Hatton



	COMMENTS	ACTION /WHO
	<p>Present: Peter Wade (PW) - <i>British Waterways</i> Visitor Safety Advisor (Inland group rep) Peter Cornall (PC) - <i>RoSPA</i> Head of Water & Leisure Holly Henderson (HH) - <i>RoSPA</i> Research Manager Rolly McKay - <i>Maritime & Coastguard Agency</i> -SAR Ops. Officer (Sea group rep in lieu of P Brown) Adrian Lole - <i>RLSS UK</i> - Development director (Swim group rep) Natasha Cottrell - <i>RNLI</i> Research officer David Walker - <i>RoSPA</i> Information officer Stuart Ward - <i>Amateur Rowing Association</i> Safety officer (Watersports group rep)</p>	
	<p>Apologies: Bob Sharpe - University of Strathclyde Ian Harris - University College Southampton Ilan Kelman - Flood disaster expert. (Correspondence member) John Scott & John Watts - Police Nikki Kemmery -Yorkshire Water & Water UK representative Richard Wilson - South Birmingham PCT Gerry Muir - Health & Safety Executive Steve Wills - RNLI (& Beach group member) Jo Sibert - Paediatrician Cardiff University (& Swim research group) Noel Winter - ASA (Swim advisory group member)</p>	
	<p>Introduction & welcome PW welcomed everyone to BW Hatton & explained Domestic & emergency arrangements. PC chaired meeting election of chairman.</p>	
1	<p>OVERVIEW OF FORUM & WEBSITE DW gave an overview of forum advisory groups and website www.nationalwatersafety.org.uk Those present discussed how information group would fit in and underpin the other advisory groups work and how this would fit in with the UK SAR framework.</p>	

2	<p>Election of Chair & Vice PC mentioned coordinating group and chairman decision that neither RNLI nor RoSPA given their position with the forum should chair this group. PC informed group that two postal nominations had been received for chair; both had been for Peter Wade. PC asked group if there were objections to Peter Wade chairing group - no objections were given. PW indicated that he would only want to be chair for one year while the group was being established, would then look to review position. Peter Wade elected as chair.</p> <p>Vice Chair Group discussed length of chair term and decided that vice chair election should be delayed until next meeting.</p>	<p>Vice chair election - next meet. ALL</p> <p>Chair to PW.</p>
3	<p>Group membership PW - Once the work programme has been established the membership of the group will become clear. It was agreed that there would be no bars as to membership. Whilst agreeing in principle the need to ensure a tight "central" group, others would be co-opted as required.</p> <p>PC mentioned the type of person - professional interests that they had to be a useful group member. Also asked for suggestions as to suitable members to invite in future. PC stated that group members must realise the implications of membership, and the contribution they must make. PW action and the benefits of the group must be communicated.</p>	<p>ToR amend ALL</p>
4	<p>Terms of Reference A draft document was considered by the group. PA noted the aims and drivers of the group need to be established. HH current status paper would answer part of that point. Areas discussed by the group included:</p> <ul style="list-style-type: none"> ▪ AIM of the group clarified - (HH paper attached). ▪ Key drivers ▪ Changes to wording (changed & tracked in attached document) <p>PW: Closing date for comments regarding the ToR will be 14 days after email is sent.</p>	<p>DJW/PW e copy of doc.</p>

5	<p>CURRENT STATUS PAPER - (attached)</p> <p>HH discussed paper & studies undertaken:</p> <ul style="list-style-type: none"> ▪ SAPC - revamp of data collection figures. ▪ University of Wales CM - Children drowning abroad ▪ University of Birmingham - Epidemiology of inland water incidents. ▪ RYA entrapment study ▪ SWIM group papers 	As above.
6	<p>CURRENT WORK ITEMS</p> <p>PC -RoSPA has attended DCMS meeting regards child access / ISRM policy to swimming pools. Guidance was based on good anecdotal evidence - but no great statistical case either way. RoSPA/RLSS picked up between 15 deaths a year. HSE picked about 50 serious incidents per year and about 4 deaths. The information group has been sensitively asked to look at swimming pool incidents, and report back to government.</p>	
7	<p>FUTURE WORK</p> <p>Status of each organisation / advisory group to be considered for next meeting</p> <p>PW: Each organisation to provide - what we can do.</p> <p>PW - key area to look at is near miss reporting.</p> <p>S.WARD - Should there be an implicit methodology from the group with respect to data collection?</p> <p>Group discussion about the problem of encouraging near miss reporting and the problem of organisations not wanting to report.</p> <p>PW: BW visitor report form (attached link) developed to promote personal reporting both incidents & near misses.</p>	
8	<p>AOB</p> <p>NC: No specifics. Any changes the RNLI make will need to ensure that any changes benefit the group. Systems and procedures are being put into place to speed up reporting.</p> <p>INREM - lost key worker. Still actively seeking data.</p> <p>REM project currently including lifeboat stats. 2nd stage to include INREM/ SEAREM.</p> <p>AL: Swim group positioning and other current research groups how does this fit with this group?</p> <p>RMcK: Briefing sheet including ministerial targets.</p> <p>SW: Question about MCA population based reporting system, briefing to SEA</p> <p>HH: Concern about timescale of data availability.</p>	
9	<p>DATE & TIME OF NEXT MEETING:</p> <ul style="list-style-type: none"> ▪ Wednesday 22 June. 11.30 at RoSPA, Birmingham ▪ Wednesday 21 September at RoSPA, Birmingham <p>GROUP ACTIONS</p> <ul style="list-style-type: none"> ▪ Copy of wire diagram (organamgram) ▪ Integrate ToR - 14 days from email ▪ Copy of HH paper 	

	<ul style="list-style-type: none">▪ Copy of MCA paper▪ Request for group members to prepare note on data availability.	
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