

Appendix 1 – Accreditation Criteria

All sites that apply for the British Water Ski & Wakeboard Accreditation Scheme are expected to be satisfied they meet certain core requirements in particular as regards the existence of specific policies and procedures which should be produced to the BWSW representative (but will not be vetted). These are detailed in the criteria below along with the method of review and support resources.

	Centre Requirements	On site Checks	Support resources
HEALTH & SAFETY	That a site specific health & safety policy that is reviewed annually by the centre and issued to all staff exists. This is not a substitute for a formal audit by a suitably qualified health and safety consultant in compliance with all relevant health and safety legislation	Production of policy plus evidence of method of distribution to all staff	
	That key policies are included within the health & safety policy; <ul style="list-style-type: none"> - Fire procedure - Emergency Action Plan - Water Recovery Plan - Communications plan 	Production of policies	
	All staff members aware of responsibilities in relation to health & safety. Full details of Safety, Medical support, infrastructure, and deployment to be included in the SOPs.	Site representative confirmation on site visit and in intermediate years the Accreditation Check form	
	Confirmation that the site has carried out a risk assessment for the site including on and off water activities	Production of risk assessment	
	Written record of all accidents and incidents maintained in an accident book	Site visit – production of accident book or online form records. The BWSW representative will take a photo of all accidents recorded since the last visit for further review.	Accident books available from www.hse.gov.uk
	Users (participants and observers) are given safety briefing as standard	Site visit – confirmed by site representative	BWSW Safety Recommendations
	Users are required to wear helmets and other protective equipment as appropriate with appropriate warnings as to the limited protection afforded	Site visit – confirmation from site representative Helmets should be brightly coloured	BWSW Safety Recommendations makes clear the limited protection afforded and the fact that the helmets have not undergone any third party testing. NB manufacturers warnings to be made clear.
	Safety signage around site exists	Site visit – visual check	e.g. 'No swimming', 'Staff Only' etc.

	Centre Requirements	On site Checks	Support resources
OPERATING STANDARDS & PROCEDURES	Standard operating procedures that are communicated to all staff. Staff must be made aware of the importance of delivering all services in accordance with Health and Safety and Risk Assessment procedures set out in the Standard Operations documents of the centre	Site representative – confirmation appropriately addressed in risk assessment or in third party Health and Safety consultant review of risk assessment	
	Communications plan - Appropriate communication methods between staff (from boat/dock to office/rescue assistance)	Site visit and in the intermediate years the Accreditation Check form	
	Daily, weekly and monthly checks of cable adhered to (CABLE SITES ONLY)	Site visit – evidence of maintenance log	Contact your cable manufacturer for more info
	Annual technical inspection	Technical report shown on Site Visit or submitted to BWSW	
	Suitable access for emergency vehicles	Site visit – visual check	
	Suitable rescue craft available as per requirements in site risk assessment	Site visit – evidence of craft and demonstration	
	First aid kit available	Site visit – evidence of first aid box. No review of specific contents but confirmation of identity of person responsible for checking appropriately stocked	First Aid Kit contents - HSE: https://www.sja.org.uk/get-advice/i-need-to-know/what-to-put-in-a-first-aid-kit/
FACILITY STANDARDS	Adequate changing rooms with showers and lockers available on a visual check NB this is not a review of the safety or integrity of any premises.	Site visit – visual check	
	Range of appropriate equipment incl. skis/boards, wetsuits, helmets, handles	Site visit – visual check	
	Covered area for skiers and riders whilst waiting	Site visit – visual check	
	Site is clean and tidy in line with customer expectations	Site visit – visual check	
	Adequate, clean toilet facilities	Site visit – visual check	
	Safe, usable jetties/docks	Site visit – visual check	
	Boats in good working condition (BOAT SITES ONLY)	Site visit – visual check of maintenance record	
	All on-water features safe and in appropriate locations	Site visit – visual check or when appropriate from the shore	

	Centre Requirements	On site Checks	Support resources
Accidents / Incidents	Appropriate Serious Accident/Incident plan	Confirmation from site representative that advice has been taken on an annual basis from an appropriate adviser	All Accidents/Incidents should be reported to BWSW.
	Reporting Serious Accidents/Incidents and Accident Report Book	Site will record or accidents and incidents in and accident report book which is to be checked on site visit. Sites will observe the reporting requirements of RIDDOR (the Reporting Of Injury, Diseases and Dangerous Occurrences Regulations) and MAIB (Marine Accident Investigation Bureau) in the case of a death.	
INSURANCE	Appropriate public liability insurance in place	Confirmation from site representative that advice has been taken on an annual basis from an appropriate adviser and production of relative certificate or other appropriate documents	Speak to your insurance provider to ensure you have adequate cover in place for the activities you provide
	Appropriate employers' liability insurance in place		
	Boat insurance covering water skiing and wakeboarding as designated activities		
STAFFING	All staff fully qualified and licensed with up-to-date training for their role	Staff listing submitted	Staff Roles and Qualifications Document
	Staff recruitment policy	Evidence produced by site representative and Accreditation Check form in the intermediate year	
	Staff job descriptions and terms and conditions of employment		
	Appropriate staff training and induction		
	Staff handbook available to all staff	Site visit – evidence shown to site representative	
	Staff files and training record kept in secure location	Site visit – site representative confirmation	
	Suitable line management system in place		

	Centre Requirements	On site Checks	Support resources
SAFEGUARDING & Equality	Safeguarding policy and procedures document that is consistent with BWSW's policy	Evidence produced by site representative of existence of relevant documentation and in the intermediate year the Accreditation Check form	BWSW safeguarding documentation
	Appointed club welfare officer with appropriate training (Safeguarding workshop and DBS Check)	Evidence produced by site representative of existence of relevant documentation and in the intermediate year the Accreditation Check form	Club Welfare Officer Role Staff Roles & Qualifications Guide
	Diversity policy that is in line with BWSW's policy	Evidence produced of existence of policy by site representative and in the intermediate year the Accreditation Check form	BWSW diversity documentation

CUSTOMER EXPERIENCE	Customer charter that outlines what a customer can expect	Production by site representative and Accreditation Check form in the intermediate year	Customer Charter Template
	System of progression e.g. Cutting Edge, package bookings	Production by site representative and site visit – site confirmation	
	Clear reception area and easy 'booking in' process	Site visit – visual check	
	Cancellation policy	Site visit – evidence of policy displayed	

In order to achieve these criteria, an accredited site should have the following documents in place:

Documents:	
Health & Safety Policy/Statement	Risk Assessment
Fire Policy & Procedure	Standard Operating Procedures
Serious Accident Policy	Communications Plan
Emergency Action Plan	Staff Handbook
Water Recovery Plan	Customer Charter
Diversity Policy (site can adopt BWSW documentation)	Cancellation Policy
Safeguarding Policy (site can adopt BWSW documentation)	Staff Induction Checklist