

Appendices

Appendix 1 – Accreditation Criteria

All sites that apply for the British Water Ski & Wakeboard Accreditation Scheme are expected to meet a certain standard of operation. This standard of operation is detailed in the criteria below along with the method of assessment and support resources.

	Area to be assessed	Method of assessment	Support resources
HEALTH & SAFETY	Site specific health & safety policy that is reviewed annually and issued to all staff	Annual Health Check form	
	Key policies included in the health & safety policy; <ul style="list-style-type: none"> - Fire procedure - Emergency Action Plan - Water Rescue Plan 	Annual Health Check form	Template Documents
	All staff members aware of responsibilities in relation to health & safety	Annual Health Check form	
	Operator has performed a risk assessment for the whole site including on and off water activities	Annual Health Check form Site inspection – evidence of risk assessment	
	Written record of all accidents and incidents maintained in an accident book	Site inspection – evidence of accident book	Accident books available from £5.70 at www.hse.gov.uk
	Users (participants and observers) are given safety briefing as standard	Site inspection – confirmed by site representative	BWSW Safety Recommendations BWSW Observer Briefing Card
	Users are required to wear helmets and other protective equipment as appropriate	Site inspection – confirmation from site representative	BWSW Safety Recommendations & Code of Practice
	Appropriate safety signage around site	Site inspection – visual check	e.g. 'No swimming', 'Staff Only' etc.
INSURANCE	Appropriate public liability cover of at least £10m indemnity in place	Annual Health Check form	Speak to your insurance provider to ensure you have adequate cover in place for the activities you provide
	Appropriate employers liability cover of at least £10m indemnity in place	Annual Health Check form	
	Boat insurance covering water skiing and wakeboarding as designated activities	Annual Health Check form	

	Area to be assessed	Method of assessment	Support resources
FACILITY STANDARDS	Adequate changing rooms with showers and lockers available	Site inspection – visual check	
	Range of appropriate equipment incl. skis/boards, wetsuits, helmets, handles	Site inspection – visual check	
	Covered area for skiers and riders whilst waiting	Site inspection – visual check	
	Site is clean and tidy in line with customer expectations	Site inspection – visual check	
	Adequate, clean toilet facilities	Site inspection – visual check	
	Safe, usable jetties/docks	Site inspection – visual check	
	Boats in good working condition (BOAT SITES ONLY)	Site inspection – visual check and maintenance record	
	All on-water features safe and in appropriate locations	Site inspection – visual check	

OPERATING STANDARDS & PROCEDURES	Standard operating procedures that are communicated to all staff	Annual Health Check form	
	Demonstrable and effective method of collecting participant data	Annual Health Check form	
	Appropriate communication methods between staff (from boat/dock to office/rescue assistance)	Annual Health Check form – evidence of methods	
	Daily, weekly and monthly checks of cable adhered to (CABLE SITES ONLY)	Site inspection – evidence of maintenance log	Contact your cable manufacturer for more info
	Annual technical inspection	Inspection report submitted	
	Suitable access for emergency vehicles	Site inspection – visual check	
	Suitable rescue craft available	Site inspection – evidence of craft and demonstration	
	First aid kit available and fully stocked	Site inspection – evidence of first aid box	HSE – Health & Safety (first aid) regulations 1981

SAFEGUARDING & EQUALITY	Safeguarding policy and procedures document that is consistent with BWSW's policy	Annual Health Check form	BWSW Safeguarding Policy
	Appointed club welfare officer with appropriate training (Safeguarding workshop and DBS Check)	Annual Health Check form	Club Welfare Officer Role Staff Roles & Qualifications Guide
	Equity Policy that is in line with BWSW's policy	Annual Health Check form	BWSW Equity Policy

	Area to be assessed	Method of assessment	Support resources
STAFFING	All staff fully qualified and licensed with appropriate training for their role	Staff listing submitted	Staff Roles and Qualifications Document
	Staff recruitment policy	Annual Health Check form	
	Staff job descriptions and terms and conditions of employment	Annual Health Check form	
	Appropriate staff training and induction	Annual Health Check form	
	Staff handbook available to all staff	Annual Health Check form	
	Staff files and training record kept in secure location	Site inspection – evidence shown	
	Suitable line management system in place	Site inspection – site confirmation	

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

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

MANDATORY	RECOMMENDED
Health & Safety Policy/Statement	Staff Recruitment Policy
Fire Policy & Procedure	Staff Handbook
Serious Accident Policy	Role Descriptions for Staff
Emergency Action Plan	Standard Operating Procedures
Water Rescue Plan	
Risk Assessment	
Equity Policy (site can adopt BWSW Policy)	
Safeguarding Policy (site can adopt BWSW Policy)	
Customer Charter	
Staff Induction Checklist	