



**United Kingdom  
Paintball Sports Federation  
Site Accreditation Scheme**



## United Kingdom Paintball Sports Federation

### Site Accreditation Scheme

The UKPSF accreditation scheme is a set of standards that paintball sites can voluntarily sign up to in order to achieve positive status recognition and business advantage, and accordingly benefit from the support of a range of key agencies as a consequence of being an assured quality service provider.

**The definition of accredited is “officially recognised or approved”.**

The accreditation scheme has been set up so a paintball site that maintains high standards of equipment, staff training, site services, safety and ultimately customer satisfaction is rewarded with an accreditation mark. Accordingly potential customers can identify responsible site owners through the UKPSF accreditation scheme. Sites, which achieve the required standard, will be able to use the “accredited site logo” on their publicity material.

There are three levels of UKPSF site membership.

#### **Basic Membership**

Basic membership is the starting point for all paintball sites. The site offers a degree of information on a voluntary basis to the UKPSF. This is in the form of a simple question and answer sheet and is designed to ensure that all UKPSF site members meet minimum standards.

#### **Self-Accredited**

This is where a site has the basic membership and then works through this pack and returns it to The UKPSF to provide documentary evidence to support their processes.

#### **Accreditation PLUS Member**

This should be the goal of all member sites. The Accreditation PLUS is where a representative of the UKPSF visits your venue and visually sees the methods and processes you use to deliver your events.

The stages for membership are as follows.

**Stage One** – A site completes the on line registration at [www.UKPSF.COM](http://www.UKPSF.COM)

**Stage Two** – You have taken the accredited membership which is why you have received this pack, it should be completed and returned by email to [info@ukpsf.com](mailto:info@ukpsf.com) within 1 month of you signing up for the “accreditation process” a member of the UKPSF Team can check it once passed the site will receive a new Certificate showing its accredited status

**Stage Three** - If following the successful Self Accredited status a venue wishes to achieve Accreditation PLUS they should contact the UKPSF to arrange the required site inspection, once the date for the visit has been established the payment of £200 to cover the inspection and Accreditation PLUS status should be paid.

## **Self-Accreditation**

We appreciate that the scheme looks like a paperwork exercise and that as a site owner you may not see the relevance of some of the information requested.

Having looked at several accreditation schemes from industry and sporting organisations all have a lot of paperwork. We know you are probably saying “I have operated a safe site for ten years why do I need to create all this unnecessary paperwork?” It is all about accountability.

An example of this would be the training of marshals.

Most sites take a customer who has shown an interest in earning some spare cash or a tournament player who might want to finance his/her regular paintball, give him/her a fluorescent vest and call them a marshal.

Whilst this might be acceptable to you, if there was an incident and the Health and Safety and your insurance company became involved they might ask you for your marshal training procedure and who trained the marshal involved in the incident. The answer “I did it!” is not good enough. You have to create a training programme and as the trainee achieves a standard the trainer signs the form. The trainee marshal then goes onto the next stage. The training given can be by you, not necessarily an outside organisation, but by creating a training program it makes your paintball site look more professional to outside organisations.

We know that initially, there will be a substantial amount of work for a site owner but once a standard has been achieved then it will be simple to keep the system up to date. There is a degree of flexibility in the accreditation scheme because all sites are different and some have facilities that others can only dream about.

An example of this would be sanitary facilities – some sites have brick built facilities with flushing toilets, hand basins and showers: others have trees!!!!

So we must set a minimum standard that is achievable by all, this would be a “hire” unit serviced weekly or fortnightly with hand-washing facilities. Then the site that supplies “trees” will not be accredited and could have their membership revoked. If a site supplies “deluxe facilities” then it is up to the site to advertise this information in their brochures.

During discussions with local authorities, county councils, Health and Safety officers, environmental health officers, the Adventure Activities Licensing Authority and insurance companies all have expressed support for an accreditation scheme. Some have indicated that as a governing body if we set the standards for sites they would be willing to use our scheme when they are called upon to inspect a paintball venue.

## **Confidentiality**

Information submitted by a site as part of the accreditation scheme will remain confidential and will not be passed to any other parties without the agreement of the site owner. A case for the exchange of information could be with insurance companies who offer better rates for accredited sites or for councils who want to highlight the accredited sites within their boundaries.

## **Site and Company information**

You must submit the following information to be included in your accreditation package.

Site name	
Venue Address	
Site Owner/Contact name	
Postal Address	
Address	
Town	
County	
Postcode	
Contact telephone number	
Mobile telephone number	
Web site	
E – mail address	
Submission date	
UKPSF Membership number	

# **Site and Company Documentation**

Copies of documentation required to support your application for accreditation

Copy of your public liability certificate	<input type="checkbox"/> Yes <input type="checkbox"/> No
Copy of your employee liability certificate	<input type="checkbox"/> Yes <input type="checkbox"/> No
Standard information pack as supplied to a customer	<input type="checkbox"/> Yes <input type="checkbox"/> No
Copy of first aid certificates for your marshals	<input type="checkbox"/> Yes <input type="checkbox"/> No
Copy of basic food hygiene if you supply food on site.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Copy of your current risk assessment.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Copy of your standard disclaimer/waiver.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Copy of your marshal training records	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you have had an independent safety audit please supply a copy	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have an accident Book (do not send copy's)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have a Child Protection Policy?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Photocopies of all the relevant documents must be enclosed with the submission

If you have ticked NO please explain why here if you need more space please use a blank sheet

## **Site, Staff and Process questionnaire – Page 1 of 11**

Some questions will not be applicable please just put a line through these questions.

Do you send customer a location map and directions to your venue?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is there a company sign at the entrance to the paintball site?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If the site has a car park is it clearly marked and away from the game areas?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is there a sign pointing out that "Vehicles are left at owners risk"?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If the site does not have a car park and on-road parking is used is it safe and legal? (if not applicable please put a line through the box)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is there an access track to the safe area in the event of an emergency vehicle being required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If a marshal directs cars in the car park do they wear a high visibility vest or similar item?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the entrance to the "Safe Area" clearly marked?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does a marshal or game manager greet customers on arrival at the safe area?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is there sufficient cover in the safe area in case of inclement weather?	<input type="checkbox"/> Yes <input type="checkbox"/> No

If you have ticked NO please explain why here if you need more space please use a blank sheet

## **Site, Staff and Process questionnaire – Page 2 of 11**

Some questions will not be applicable please just put a line through these questions.

Are there any footpaths / rights of way in /or close to playing areas?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If YES have these been suitably netted to prevent paintballs hitting the general public? (if not applicable please put a line through the box)	<input type="checkbox"/> Yes <input type="checkbox"/> No
If pellet netting is used, is it inspected regularly? (if not applicable please put a line through the box)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are there suitable signs to prevent public straying into playing areas?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is there a sign at the exit from the safe area so players know they are entering the playing area? (e.g. Goggles On)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is there a sign at the exit from the playing area so players know they are entering the safe area? (e.g. No markers beyond this point)	<input type="checkbox"/> Yes <input type="checkbox"/> No
If players are allowed to bring markers into the safe area is there a sign to say barrel plugs/sock must be used beyond this point?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If the site has a firing range is this clearly marked?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are the playing areas as clear as possible of natural hazards or the hazards marked to prevent customers straying into dangerous areas?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are the boundaries of the playing area clearly marked, and are players made aware of the game boundaries prior to the start of the game?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are all structures/buildings/barricades safe and stable and free from hazards? (i.e. protruding nails)	<input type="checkbox"/> Yes <input type="checkbox"/> No
If walk ways/ramps/bridges are used are they suitably guarded to prevent customers falling from heights?	<input type="checkbox"/> Yes <input type="checkbox"/> No

If you have ticked NO please explain why here if you need more space please use a blank sheet

## **Site, Staff and Process questionnaire – Page 3 of 11**

Some questions will not be applicable please just put a line through these questions.

The UKPSF team are not experts in the Health and Safety law with regards to construction and buildings on site. If you are unsure about a structure then consult your local HSE inspector. It is better to consult now than be prosecuted if an accident occurred and you were found negligent.

If trenches are used are they shored to prevent collapse? If you are unsure of the requirement please consult your local HSE advisor. (if not applicable please put a line through the box)	<input type="checkbox"/> Yes <input type="checkbox"/> No
If tunnels are used are they suitably constructed? If you are unsure of the requirement please consult your local HSE advisor. (if not applicable please put a line through the box)	<input type="checkbox"/> Yes <input type="checkbox"/> No
If the paintball site is outdoors and operates after the hours of darkness are the playing areas floodlit? (if not applicable please put a line through the box)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are playing areas inspected prior to the start of day for debris or damage since the previous event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the site have flushing toilets? (if not applicable please put a line through the box)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the site have a chemical toilet and is it serviced regularly? (if not applicable please put a line through the box)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the site sufficient toilet facilities based on one/toilet/fifty participants?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the site have separate male and female facilities?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is there a suitable hand washing facility including towels (disposable) and soap based on one sink per toilet?	<input type="checkbox"/> Yes <input type="checkbox"/> No

<p><u>If you have ticked NO please explain why here if you need more space please use a blank sheet</u></p>
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## **Site, Staff and Process questionnaire – Page 4 of 11**

Some questions will not be applicable please just put a line through these questions.

Is there a central administration area where players can consult the game manager at any time?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are marshals provided with a uniform and that their equipment conforms to UKPSF standards?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the site operate a player-staff ratio of 1:15 or better?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is there a minimum of three staff on site at any one time during an event day?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has all staff been trained for the roles they are providing and is this documented?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are all marshalling staff over the min accepted age of 16 years old?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do all staff know what to do in the event of a serious injury or incident?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the site have an adequate means of communication between the playing fields and the safe area in the event of an emergency?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do marshals know how to signal an incident to the senior marshal and how to stop a game?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is at least one member of staff trained in first aid to a minimum standard required for the size of your venue (please consult HSE guidelines of 1 <sup>st</sup> aid provision)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do customers need to sign an entry form / disclaimer prior to participating ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If customers sign an entry form / disclaimer is this done electronically or on a pre-printed form on arrival?	<input type="checkbox"/> Elec <input type="checkbox"/> Paper

If you have ticked NO please explain why here if you need more space please use a blank sheet

**Site, Staff and Process questionnaire – Page 5 of 11**

Some questions will not be applicable please just put a line through these questions.

Prior to the start of the games is a comprehensive safety briefing given?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the site make a note of who gave the briefing to each group?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the marshal giving the briefing use a “crib sheet” to ensure key points are not missed from the briefing?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are players who have played before still asked to attend the briefing?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are the key marshals / game managers introduced to the players? (first-aider, game manager in case they have a query/complaint)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the briefing contain essential information about the wearing of the mask? (What happens if it is removed - how to adjust the strap - what to do if the mask steams up etc.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the site provide suitable materials to clean the mask and anti fog solution if required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
When a player leaves the safe area for their first game does a marshal check that the mask is fitted correctly and the strap is tight?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are the key areas of the paintball site explained to the customers? (Safe area - goggles on areas – location of toilets etc)	<input type="checkbox"/> Yes <input type="checkbox"/> No
If the site allows the use of pyrotechnics is the correct procedure for use explained and/or demonstrated during the safety briefing?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If pyrotechnics are on sale is there a clear policy that these are not sold to players under 18 years old? (e.g. a sign)	<input type="checkbox"/> Yes <input type="checkbox"/> No

If you have ticked NO please explain why here if you need more space please use a blank sheet

## **Site, Staff and Process questionnaire – Page 6 of 11**

Some questions will not be applicable please just put a line through these questions.

Is a suitable explanation of where a paintball marker is stored/located given during the safety briefing?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If a demonstration of the paintball marker is given in the <u>safe area</u> are paintballs used? (if not applicable please put a line through the box)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the site demonstrate the marker on the target zone?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If own guns are allowed in the safe area are players warned about the use of barrel bungs/socks?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are customers discouraged from shooting other players in the head?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are any natural hazards and game boundaries brought to the attention of the players during the safety talk?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is it explained that there is no physical contact allowed during or after a game?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are the consequences explained to the customers - If they break the site rules they could be excluded from the venue?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the safety talk point out that paintballs can cause bruises and cut the skin if fired at close range?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the marshal ask if any player suffers from any medical condition to bring it to the attention of the marshal in charge of the group? (Asthma)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the site have a no drinking or drugs (except for medical conditions) policy?	<input type="checkbox"/> Yes <input type="checkbox"/> No

If you have ticked NO please explain why here if you need more space please use a blank sheet

## **Site, Staff and Process questionnaire – Page 7 of 11**

Some questions will not be applicable please just put a line through these questions.

What Is the sites minimum age for participation	Adult Paintball	Low Impact
	<input type="text"/>	<input type="text"/>
If junior players are playing does the site insist that the organiser (at least one adult per group group) attends the safety briefing even if they are not playing?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the site owner ensure that junior players have their waivers countersigned by an adult so the adult is aware of the risks involved when playing paintball?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the site request parental consent forms instead of asking an adult to countersign the waiver?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the site ensure all players are old enough to play?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the minimum age highlighted on the sites publicity material?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

<p><u>If you have ticked NO please explain why here if you need more space please use a blank sheet</u></p>
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## **Site, Staff and Process questionnaire – Page 8 of 11**

Some questions will not be applicable please just put a line through these questions.

Does the site have a means to summon the emergency services if required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the site have a first aid box?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the site have an emergency eye wash bottle?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the site supply clean dry coveralls?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are the paintball masks supplied clean, dry and contain ear and face armour?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are the lenses serviceable? (i.e. not full of scratches that could result in customers removing a mask in a game area)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the site supply an ambush hood or similar?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If other items of equipment are supplied are they of an acceptable standard?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are the markers stored in a designated area away from the safe area? (Except own guns)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the site possess a chronograph to check marker velocities?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are site markers choreographed regularly and a record kept?	<input type="checkbox"/> Yes <input type="checkbox"/> No

<p><u>If you have ticked NO please explain why here if you need more space please use a blank sheet</u></p>
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## **Site, Staff and Process questionnaire – Page 9 of 11**

Some questions will not be applicable please just put a line through these questions.

If players are allowed to use their own markers are these chronographed before and randomly during the day? (if not applicable please put a line through the box)	<input type="checkbox"/> Yes <input type="checkbox"/> No
If players are allowed to use their own markers are barrel plugs/bags checked? (if not applicable please put a line through the box)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the site operate a strict “semi automatic” or “single shot” rule for all paintball markers? (if not applicable please put a line through the box)	<input type="checkbox"/> Yes <input type="checkbox"/> No
If players are allowed to use their own goggles does a marshal make sure they are up to standard and inspect them? (if not applicable please put a line through the box)	<input type="checkbox"/> Yes <input type="checkbox"/> No
In the central administration office is there a map to the local A&E hospital? (This can be in a folder or on display)*	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the site display their public liability certificate?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the site display their UKPSF membership certificate?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the site display their marshals’ first aid certificates?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the site display their basic food hygiene certificates if food is prepared on site?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the site risk assessment available if a member of the public wants to inspect it?*	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is there a “Health and Safety Law – What you should know” poster displayed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the site’s Employees liability insurance certificate displayed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the site have an accident book?	<input type="checkbox"/> Yes <input type="checkbox"/> No

<u>If you have ticked NO please explain why here if you need more space please use a blank sheet</u>

## **Site, Staff and Process questionnaire – Page 10 of 11**

Some questions will not be applicable please just put a line through these questions.

If the site has compressed air or CO2 cylinders are they stored correctly? (if not applicable please put a line through the box)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do appointed persons carry out the filling of CO2 or compressed air cylinders?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If CO2 is used does the site have a set of scales available when filling bottles? (if not applicable please put a line through the box)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is there a sign warning of the dangers of CO2 and pointing out authorised fillers must wear gloves, eye and ear protection? (if not applicable please put a line through the box)	<input type="checkbox"/> Yes <input type="checkbox"/> No
If compressed air is used does the fill rig contain a device to prevent the over filling of bottles? (if not applicable please put a line through the box)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Take a random selection of cylinders – are they in test?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the site have a fire extinguisher or suitable means to extinguish a fire?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If the site uses propane gas are the bottles stored away from naked flames in a well-ventilated location and protected from accidental damage? (if not applicable please put a line through the box)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is main water supplied on site?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If the site uses water containers are they clearly marked if they are for drinking or if the water must be boiled? (if not applicable please put a line through the box)	<input type="checkbox"/> Yes <input type="checkbox"/> No
If the site uses petrol containers are they correctly marked and stored away from naked flames? (if not applicable please put a line through the box)	<input type="checkbox"/> Yes <input type="checkbox"/> No

<u>If you have ticked NO please explain why here if you need more space please use a blank sheet</u>

## **Site, Staff and Process questionnaire – Page 11 of 11**

Some questions will not be applicable please just put a line through these questions.

Is the site game manager over the age of 21?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are players own markers separated from general customers markers? (if not applicable please put a line through the box)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the site operate a surrender rule to try and prevent close range shots?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the game manager explain about the safe distance for shooting players?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
In the safe area is there a sign pointing out the key "game rules"?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the site offer chest protectors to female players and junior ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If you have ticked NO please explain why here if you need more space please use a blank sheet

Please use this box for any additional information you would like to add any additional information to your submission



# **Declaration**

## **Site owner**

I have completed the attached accreditation questionnaire and believe that the information supplied is accurate and correct.

Signed \_\_\_\_\_ Print \_\_\_\_\_

Position \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

## **UKPSF Appointed inspector**

I have checked the information supplied within this questionnaire. (If there are any areas that you are unsure about please highlight so the UKPSF can raise a query with the site owner.)

Signed \_\_\_\_\_ Name \_\_\_\_\_

Date \_\_\_\_\_

## **UKPSF Accreditation Status**

Dated \_\_\_\_\_ Review Date \_\_\_\_\_

**Copy of report sent to the site.**

**Accreditation number**

**Request for random inspection date**