



# **FITNESS SUITE USAGE HEALTH & SAFETY POLICIES**

## **Notice to staff using a paper copy of this policy**

Moodle holds the most recent procedural version of this guidance. Staff must ensure they are using the most recent guidance

## Related Policies:

Whole School Health and Safety Policy

Behaviour for Learning Policy

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## **1. Contents of Fitness Suite Safety Checks and maintenance of equipment**

The fitness suite at Liskeard School is situated in a lockable room inside the Old Hall. This room remains locked at all times apart from when in use by staff or students.

The room is cleaned and floors washed on a daily basis. Equipment will be cleaned on a weekly basis and checked monthly and bi-annually as outlined in the safety and maintenance of equipment section below. It will also have an annual maintenance check and service carried out by a professional certified contractor.

## **2. Fitness Suite Usage Policy**

The fitness Suite will be available to KS3, KS4, KS5 students and staff only. Only pupils and staff that have been inducted will be able to use the Fitness Suite.

The Fitness Suite will be staffed by a fully trained member of staff at all times during lessons and lunchtime and extra-curricular clubs.

Before and after school, staff wishing to use the facility will need to exercise with a buddy for health and safety reasons.

### **2.2 Student Users (KS3 & KS4):**

- All pupils will complete a PARQ (Physical Activity Readiness Questionnaire) which will be signed by their parents/guardians, prior to using the fitness suite to check that they are fit to use the cardiovascular and resistance machines.
- Pupils without completed PARQ's will not be allowed to use the CV or Resistance Equipment.
- All completed PARQ's will be kept on file within the Fitness Suite.
- KS4 pupils will be supervised at all times within the Fitness Room during lessons and extra-curricular clubs with an appropriately qualified member of staff.
- Pupils must dress appropriately for physical activity, with all jewellery removed, in school PE kit and clean training shoes which are correctly done up.
- Pupils will have the option of bringing water and a towel with them.
- All pupils with completed PARQ's will then complete a two-part induction to the fitness room. Part 1 will induct them to use the CV equipment (Rowers, Cross Trainers, Treadmills and Bike). Part 2 will focus on the Free Weights and Resistance Machine. The induction will include safety and operational features of each machine as well as a proper warm-up routine as well as guidelines for their level of activity.
- Following their induction both pupil inductee and the staff inductor will sign to say that the induction has taken place and that they agree to abide by the fitness suite rules (this will be kept on file).
- Once students have successfully completed their inductions they will be able to use the gym whilst supervised at lunch-time for free or after school (for a nominal fee).
- Students will be subject to the Whole School Behaviour for Learning system whilst in the Fitness Suite.
- There will be 'correct use' instructions clearly displayed by each piece of equipment to which all students will be expected to adhere.

- If any student misuses or damages any item of gym equipment they will be subject to the Schools Sanction System.
- Students will also be expected to adhere to the GYM RULES which will be clearly displayed in the fitness suite.

### **2.3 Student Users (KS5)**

- All students will complete a PARQ (Physical Activity Readiness Questionnaire) which will be signed by their parents/guardians/themselves if they are over 18, prior to using the fitness suite to check that they are fit to use the cardiovascular and resistance machines.
- All pupils with completed PARQ's will then complete a two-part induction to the fitness room. Part 1 will induct them to use the CV equipment (Rowers, Cross Trainers, Treadmills and Bike). Part 2 will focus on the Free Weights and Resistance Machine. The induction will include safety and operational features of each machine as well as a proper warm-up routine.
- All completed PARQ's will be kept on file within the Fitness Suite.
- Students without completed PARQ's will not be allowed to use the CV or Resistance Equipment
- After successfully completing their induction students over the age of 16 will be able to book to use the gym during free-periods (for a nominal fee) unsupervised and must come to collect a key from a member of PE Staff. For Health and Safety reasons they must exercise with a buddy.
- Following their induction both pupil inductee and the staff inductor will sign to say that they have been fully inducted and agree to abide by the fitness suite rules (this will be kept on file).
- Students must dress appropriately for physical activity, with all jewellery removed, in sports kit and clean training shoes which are correctly done up. □ Students must sign in and out of the gym.
- There will be 'correct use' instructions clearly displayed by each piece of equipment to which all students will be expected to adhere.
- If any student misuses or damages any item of gym equipment they will be banned from the gym and subject to the Schools Sanction System.
- Students will also be expected to adhere to the GYM RULES which will be clearly displayed in the fitness suite.

### **2.4 Staff and Governing Body Users**

- All staff must complete and sign a PARQ (Physical Activity Readiness Questionnaire) prior to using the fitness suite to check that they are fit to use the cardiovascular and resistance machines.
- All PARQ's will be kept on file within the Fitness Suite.
- Staff members will then complete a two-part induction to the fitness room. Part 1 will induct them to use the CV equipment (Rowers, Cross Trainers, Treadmills and Bike). Part 2 will focus on the Free Weights and Resistance Machine. The induction will include safety and operational features of each machine as well as a proper warm-up routine.
- Following their induction both the inductee and the inductor will sign to say that they have been fully inducted and agree to abide by the fitness suite rules (this will be kept on file).
- After successfully completing their induction staff will be able to book to use the gym after school (for a nominal fee) unsupervised and must come to collect a key from a member of PE Staff.
- For Health and Safety reasons staff must exercise with a buddy.

- Staff must sign in and out of the gym.
- Staff members must dress appropriately for physical activity, with clean training shoes which are correctly done up.
- There will be 'correct use' instructions clearly displayed by each piece of equipment, to which all staff will be expected to adhere.
- Any extreme misuse of the facility will result in Whole School Disciplinary procedures.
- Staff will also be expected to adhere to the GYM RULES which will be clearly displayed in the fitness suite.
- Staff who have not completed the SHOKK training course will be unable to take groups of pupils in the Fitness Suite.
- Staff and Governors who have not undertaken the 2- part induction will not be able to use the Fitness Suite.
- A First Aid Kit will be stored in the fitness suite.
- A Fire Extinguisher is located in the Old Hall stairwell

### **3. Induction Procedures in the Fitness Suite**

- Staff/students can only commence an induction if they have completed a Physical Activity Readiness Questionnaire (PARQ) which states that they are fit to undertake exercise. For students under the age of 18 their PARQ must be signed by a parent/guardian.
- If all medical questions are answered NO and there are no medical concerns then the Induction may proceed. If a YES is answered to any of the questions then unless the section has been signed to say that medical advice has been sought, the induction may not take place.
- The completed PARQ will be kept on file.
- The induction process will take place in two parts; Part one Cardiovascular equipment and Part two Resistance equipment.
- Staff and students will be taken through a suggested 5-10 minute warm-up and a range of stretches that they should complete before they exercise.

#### **4. FITNESS SUITE RULES**

1. All users of the fitness suite must complete a PARQ and 2-stage gym induction.
2. Appropriate clean sports clothing (School PE kit) and clean trainers must be worn at all times.
3. Trainers must be done up tightly and correctly.
4. No running in the fitness suite (apart from on the treadmill).
5. No shouting permitted in the fitness suite
6. No jewellery of any kind to be worn
7. No eating or chewing gum within the fitness suite.
8. No open drinking vessels, bottles only.
9. Always complete a proper warm-up and cool-down
10. Any misbehaviour or misuse of equipment will result in you being sanctioned according to the Schools' Behaviour For Learning Policy.
11. You must inform a member of staff if you are ill/feeling unwell or have an injury not recorded on your PARQ.
12. Never exercise on your own, you must exercise in a pair and have a gym 'buddy'.
13. When lifting weights a second person ('spotter') should watch you, just in case you get into difficulties.
14. Return all equipment to their proper locations when finished (e.g. dumbbells to racks).
15. Please report any damaged or faulty equipment to a Member of Staff ASAP.
16. KS5 and Staff users must sign in, in the signing in book and ensure that they have a gym 'buddy'

## 5. Safety Checks and Maintenance of Equipment

The safety of the equipment can be maintained only if the equipment is examined regularly for damage or wear. The following preventive maintenance will keep the fitness suite machines operating at peak performance;

### 1. Elite X-97 Gym Gear Cross Trainer

- Keep the Cross Trainer in a cool dry place
- Clean the top surface of the pedals regularly and inspect monthly
- Clean the displays regularly and inspect monthly
- Clean the housing regularly and inspect the bolts bi-annually
- Clean with a soft cloth and mild detergent
- Keep the console out of direct sunlight

### 2. Elite T-97 Gym Gear Treadmill

- The running belt may need to be adjusted during the first weeks of use (it will stretch during the break-in period).
- Periodically the running belt tension will need to be adjusted (check monthly) □ Periodically the running belt will need to be centred (check monthly).
- Clean the frame, overlay, handles and safety key daily.
- Clean the running surface weekly
- Check the power code and overlay monthly
- Lubricate the running belt monthly
- The treadmill will need a proper check and inspection bi-annually-annually.
- Paint STOP or a logo onto the treadmill surface for Health and Safety reasons.

### 3. Elite C-97 Gym Gear Exercise Bike

- Clean the top surface of the pedals regularly and inspect monthly
- Clean the displays regularly and inspect monthly
- Clean handles and seat regularly (pull handle fully out, take seat out and wipe down shaft).
- Clean with a soft cloth and mild detergent □ Keep the console out of direct sunlight □

### 4. Concept 2 Rowing Machine

- Clean seat, pedals and handles regularly and inspect monthly
- Clean the displays regularly and inspect monthly
- Clean with a soft cloth and mild detergent
- Check lubrication of chain monthly and smooth running of mechanism □ Check for build up of dust in wheel monthly (clean with dry cloth).

### 5. IT9030 Dual Adjustable Pulley

- Inspect pins, links, snap locks, swivels daily
- Clean upholstery and handles daily
- Inspect cables/belts daily
- Inspect bars, handles, decals, bolts + nuts, anti-skid surface weekly
- Clean and lubricate guide rods monthly □ Lubricate bearings and seat sleeves monthly □  
Clean, wax, repack with grease bi-annually.
- Replace cables, belts and connecting parts yearly



### 6. Jordan Free Weights 2.5kg-25kg

- Clean weekly
- Ensure weights are placed back correctly on their rack

## 6. Equipment Maintenance Log

Frequency of Check	Description of Check/ Action	MOS Responsible
<b>Daily</b>	<ul style="list-style-type: none"> <li>• Cleaning of upholstery, handles and displays of CV equipment and cleaning of free weights and safety key on treadmill.</li> <li>• Inspection of pins/cables/belts of dual adjustable pulley.</li> </ul>	<ul style="list-style-type: none"> <li>• Cleaning team</li> <li>• PE staff</li> </ul>
<b>Weekly</b>	<ul style="list-style-type: none"> <li>• Cleaning of treadmill running surface.</li> <li>• Safety and fault inspection of all equipment.</li> <li>• Check bars, decals, nuts and bolts of adjustable pulley system</li> </ul>	<ul style="list-style-type: none"> <li>• Cleaning team</li> <li>• PE Technician</li> <li>• PE Technician</li> </ul>
<b>Monthly</b>	<ul style="list-style-type: none"> <li>• Inspection of CV displays.</li> <li>• Tension and centring of treadmill belt.</li> <li>• Lubrication of treadmill belt.</li> <li>• Lubrication and checking of Rowing machine chain, cleaning of dust from the wheel.</li> <li>• Lubrication of dual pulley system.</li> </ul>	<ul style="list-style-type: none"> <li>• PE Technician</li> <li>• PE Technician</li> <li>• PE Technician</li> <li>• PE Technician</li> <li>• PE Technician</li> </ul>
<b>Bi-annually</b>	<ul style="list-style-type: none"> <li>□ Full inspection of all equipment bi-annually.</li> </ul>	<ul style="list-style-type: none"> <li>□ PE Technician</li> </ul>
<b>Yearly</b>	<ul style="list-style-type: none"> <li>• Full inspection of all equipment.</li> <li>• Replacement of dual pulley cables, belts and connecting parts.</li> </ul>	<ul style="list-style-type: none"> <li>□ External company</li> </ul>

## 7. Instructions + safety considerations for gym equipment

Equipment	Instructions
<p><b>97 Gym Gear Treadmill</b></p> <p>T -</p>  <p><b>Elite C-97 Gym Gear Exercise Bike</b></p> 	<ul style="list-style-type: none"> <li>• Check that the treadmill is not already moving before stepping on to the deck.</li> <li>• Check that the display is showing a flashing heart symbol on the screen. If not, press and hold the 'stop' button for a few seconds.</li> <li>• Step onto the treadmill from the side and face forwards. Clip the safety clip onto the waistband of your shorts or tracksuit bottoms.</li> <li>• Stand tall, and always face forwards when using the treadmill.</li> <li>• Press the start button and wait for the three second countdown before the machine starts to move.</li> <li>• Start to walk normally as if you were walking outside.</li> <li>• Press the '+' button to increase, steadily, your pace, and press the '-' button to slow down. Keep the speed to a comfortable pace. If you would like to work harder without speeding up the machine then press the 'up' hill button.</li> <li>• When you have finished working on the treadmill, simply slow the speed down to a very slow walk, then press the 'stop' button, then press the 'stop' button again to reset the machine for the next user.</li> <li>• Unclip the safety clip and place it back on the display. Turn to face the side of the machine and safely step off the side or back of deck.</li> </ul> <ul style="list-style-type: none"> <li>• Stand next to the bike. The height of the seat needs to be level with your hip bone.</li> <li>• Unwind the adjuster lever and then raise or lower the seat, turning the lever to tighten this position.</li> <li>• Get on the bike by placing one foot onto the pedal, then taking the other leg through the middle of the bike, take a seat, and place both feet securely into the foot cages.</li> <li>• Pull down on the toe straps to secure them.</li> <li>• Pedal, keeping a straight back and good posture, with your knees always facing forward, turn the resistance down to make it easier or up to make it harder (+ or – buttons).</li> <li>• When you have finished, gently reduce the resistance and the pace and bring your feet up to stop. Take both feet out of the pedals and then dismount the bike.</li> </ul>

### Concept 2 Rowing Machine



- Sit on the seat and place your feet into the footplates.
- Tighten the straps by pulling on the loose ends.
- The straps should run across the top part of your shoe lace (the part closest to your toes) on your trainers.
- Sit tall, lifting your head up towards the ceiling, keeping a straight back.
- Bend at the knees to slide towards the handle bars and take grip of them with both hands.
- Commence rowing and this will automatically turn on the display and counter.
- The row action to perform is; legs-arms-arms-legs
- This involves pushing away from the start position with the feet, with your arms long. When the legs have fully lengthened (keeping a slight bend at the knee) continue the row by pulling the bar towards your stomach with your elbows facing behind you. Take a slight pause at this point.
- Return the rowing action by moving the hands back to a straight arm position, reaching out in front of you. Then pull the seat back to the start by bending at the knees and bringing the seat back to start.
- Keep a straight, tall body throughout the rowing action and keep a good posture and technique by rowing slow and strong.

### Elite X-97 Gym Gear Cross Trainer



- Step onto the X – Trainer by holding the fixed handles and stepping onto the lowest footplate first, followed by the highest second. You can do this safely by getting on from the back and placing one foot in the middle of the back platform.
- Once on the machine, hold the handles at chest height and start to step by pushing forwards with your feet and pulling with your arms. This will automatically switch the machine on.
- Your speed must be maintained otherwise the machine will turn itself off.
- Enter the 'quick start' mode by simply pressing the blue 'start' button.
- Then, keeping a steady pace, press the '+' or '-' button to increase or decrease the difficulty level of the machine.
- When you have finished working on the X – Trainer, simply decrease the difficulty and slow your pace down and then stop.
- Get off the machine by taking your foot on the highest footplate first and placing it in the middle of the back platform, then take off your other foot.

### IT9030 Dual Adjustable Pulley



#### Bicep Curl –

- Stand facing the low pulley. Deadlift the bar with an underhand grip, with the hands shoulder width apart. Ensure knees are soft and adopt a neutral spine, keeping the upper body upright.
- Stand with feet shoulder width apart, knees soft.
- Curl the bar towards the chest and keep the elbow joint 'fixed'. □ Lower the bar under control until the arms are straight.
- To finish, narrow the stance to hip width apart, returning the bar to the floor by bending at the knees and keeping the back neutral.

## IT9030 Dual Adjustable Pulley



### Lateral Raise –

- Set both pulleys to the lowest position and set the weights on both stacks.
- Stand in the middle of the pulleys and reach across your body with your right hand to grasp the pulley and do the opposite with your left hand.
- Keeping your body and mid section straight and rotating at the shoulders only, raise the weights up until your hands are at shoulder height. Repeat.
- Your body should stay fixed throughout the whole set. Your arms should be straight and you only need to rotate at your shoulders.

### Tricep extension –

- Face the machine and take an overhand grip on the bar with the hands approximately shoulder width apart.
- Pull the bar down until it is level with the chest and 'fix' the upper arm into the side of the body.
- Ensure the cable is vertical, the upper body upright and knees soft.
- Feet should be about one and a half shoulder widths apart.
- Keep the back neutral when performing the exercise.
- Extend the elbows until the arms are fully straight, avoid any excess wrist movement, and concentrate on keeping the wrists fixed.
- Return the bar under control to the start position and ensure that there is no movement of the upper arms (only the lower arms should move with the elbow joint as the pivot).
- Keep the elbows close to the body.

### Upright Row –

- Stand facing the low pulley. Deadlift the bar with a pronated (overhand) grip with the hands shoulder width apart. Ensure the knees are soft and adopt a neutral spine, keeping the upper body upright.
- Stand with feet shoulder width apart, knees soft.
- Leading with the elbows, pull the bar up towards the heart, until elbows are in line with the shoulders.
- Lower the bar under control until the arms are straight.
- To finish, narrow the stance to hip width apart, returning the bar to the floor by bending at the knees and keeping the back neutral.

### Straight Arm Pull Down –

- Face the machine and take pronated (overhand) grip on the bar with the hands approximately shoulder width apart.
- Pull the bar down from the top pulley until it is level with the shoulders and 'fix' the shoulders down the back.
- Ensure the cable is vertical, the upper body upright and knees are soft.
- Feet should be about one and a half times hip width apart and keep the back neutral when performing the exercise.
- Pull the arms straight down towards the thighs, avoiding any excess wrist and shoulder movement.
- Return the bar under control to the starting position and ensure that there is no movement in the shoulders.

## 8. Safety Considerations for Gym Users on other pieces of equipment in the Fitness Suite

Equipment	Safety considerations
High/low pulley/cable crossover	<ul style="list-style-type: none"> <li>• Make sure attachments are fully secured</li> <li>• Make sure that the pins are fully in the weights</li> <li>• Ensure the person can reach the pulley without overstretching.</li> </ul>
Free weight / dumbbells	<ul style="list-style-type: none"> <li>• Spatial awareness</li> <li>• Lifting safely – bend knees</li> <li>• Replace weights securely in rack</li> </ul>
Medicine Balls	□ Care taken with postural alignment
Stability balls	□ Care taken with postural alignment
Exercise bands/tubing	□ Awareness of rebound effect.

## STUDENT PHYSICAL ACTIVITY READINESS QUESTIONNAIRE (PARQ)

All students wishing to use our Fitness Suite must complete this health questionnaire prior to use. This is to ensure that all users are fit and well enough to use the Fitness Suite without risking injury or illness to themselves or others.

### Personal details (Please write in BLOCK CAPITALS)

Name				D.O.B	
Address					
Postcode		Year + Tutor Group			
Next of kin emergency telephone number		Student mobile number			

How will you normally travel home if you are using the fitness suite after school? (Please tick one)

I'll be making my own way home	<input type="checkbox"/>	I'll be collected	<input type="checkbox"/>	I'll catch the late bus	<input type="checkbox"/>
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### Details of personal health and wellbeing (please tick)

Do you have a pre-existing condition that affects your ability to exercise? (Please tick)

Do you have, or have you ever suffered from any of the following conditions? (Please tick if you have)

Epilepsy	<input type="checkbox"/>	Asthma	<input type="checkbox"/>	Diabetes	<input type="checkbox"/>		
High Blood Pressure	<input type="checkbox"/>	Chest Pains	<input type="checkbox"/>	Dizziness/loss of consciousness	<input type="checkbox"/>	Medication (please specify)	
Joint problems (e.g. Osgood Schlatters)	<input type="checkbox"/>	Movement disabilities	<input type="checkbox"/>	Heart Problems	<input type="checkbox"/>	Allergies (please specify)	
Yes	<input type="checkbox"/>			No	<input type="checkbox"/>		

Please give details about your condition;


Has your doctor ever suggested that you restrict your physical activity? (please tick)

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Is your doctor prescribing any medication for you that will affect your ability to exercise? (please tick)

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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If you: **Ticked 'YES' for any questions above OR are not used to being very active** you must **check with your doctor** before you start being more physically active. **Please sign here to indicate that you have checked with your doctor and that it is suitable for you to become more physically active.**

SIGNED (parent/guardian) ..... DATE: ...../...../.....

What do you normally do during break-time and lunch-time at school? (Please tick)

Are you a member of a school sports team or club/do you do any activities outside of school? (Please tick)

School Sports Team	<input type="checkbox"/>	School Sports Club	<input type="checkbox"/>	Club outside of School	<input type="checkbox"/>
School club/team (please specify)					
Other Activities (please specify)					
Have you represented your County/Region at any sporting activity?? (please specify)					

How many hours a week do you exercise? (Please tick)

< 2 hours	<input type="checkbox"/>	2 – 4 hours	<input type="checkbox"/>	4 – 6 hours	<input type="checkbox"/>	6 – 8 hours	<input type="checkbox"/>	> 8 hours	<input type="checkbox"/>
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Do you think being active is a good thing? (Please tick)

Play a game or sport	<input type="checkbox"/>	Use school library	<input type="checkbox"/>	Talk to your friends	<input type="checkbox"/>
Other (please specify)					
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>		

Why?


### IMPORTANT: Terms & Conditions

Appropriate PE Kit and clean trainers must be worn at all times within the LSCC Fitness Suite. All LSCC Fitness Suite users must complete a Physical Activity Readiness Questionnaire (PARQ) and have their parent/guardians signed permission. Students will be given an induction programme which will be fully supervised and will cover the safe use of both the Cardiovascular and Resistance machines, as well as the Fitness Suite Rules. Any accidents, however minor, will be documented in the School Accident files and pupils should not use the Fitness Suite without supervision. All LSCC Fitness Suite users are subject to our acceptable behaviour policy which is clearly displayed within the gym. Neither the School nor any employees shall be responsible for any death, personal injury or illness occurring from the misuse of equipment by students.

**Signing below indicates that you have read and agree with the terms & conditions above.**

Signed: (Parent/guardian)		Date	
PRINT NAME			

**For completion after student induction:**

I have completed a full LSCC Fitness Suite induction and I agree to abide by the gym rules regarding the use of fitness equipment, correct clothing, footwear and behaviour.

Signed: (student)		Signed: (staff)	
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