

Kilvington Fitness Room Use Policy

Policy Audience: All Staff and Years 10-12 Students

1.0 Background

While Kilvington Grammar School's buildings and grounds are maintained primarily for the purpose of educating students, the School recognises that the buildings and grounds are a valuable School community resource.

This policy is designed to promote, protect and regulate the use of the School's Fitness Room and its facilities by employees and students of the School. The policy relates to the use of the Fitness Room outside of scheduled class time.

2.0 Kilvington Grammar Policy

The Kilvington Fitness Room is available solely for use by students and employees of Kilvington Grammar School. Third party hire of the Fitness Room or Sports Stadium Facilities is by Principal (or delegate) approval only.

Where a School Employee wishes to use the Fitness, they are required to be accompanied by another employee or to notify another adult in the area of their intention to use the Fitness Room.

2.1 Induction for New Users

School employees and Year 10-12 students that choose to use the Schools Fitness Room must attend a School-run induction session before using the room. Induction requests, outside of School schedule induction times, must be arranged through the Academic Dean of Physical Education and Health. Upon completion of this induction the following must occur:

- **School employees-** will be required to complete the Fitness Room agreement and Liability Waiver and agreement with this policy.
- **Years 10-12 students-** the parent/guardian will be required to complete the Fitness Room agreement and Liability Waiver.

2.2 Before Using the Fitness Room

The School recommends that before participating in an exercise program, the following occur:

- Have a thorough physical examination by a medical practitioner.
- Any person with a history of heart disease, hypertension, diabetes or any degenerative joint or muscular disease should first obtain permission from their doctor.
- Do not eat a large meal or drink alcohol for at least 2 hours before exercise.
- Seek medical advice before using the equipment if you have a medical problem.
- Always ensure that your clothing and footwear are suitable and properly fitting.
- Staff are to avoid training alone. For your own safety, staff are to train whilst there is someone else present.
- Years 10-12 students are required to train with someone else.
- Always warm up and stretch before exercise, particularly before weight training. Gentle cardio work with a bike and stretching is excellent before starting on a weight training session or heavy lifting.
- Always cool down afterwards.

2.3 Use of the Kilvington Fitness Room

- The Kilvington Fitness Room is provided for the enjoyment of all who use it, irrespective of whether it is recreational for keeping fit, rehabilitation from injury, or as part of a training program for an individual sport. The Fitness Room will be unlocked during School hours.
- Employees may access the Fitness Room outside of School hours using their School keys. Outside School hours' access of the Fitness Room for employees is as follows;
 - During School Term- 7.00am to 7.45am and 4.30pm to 7pm
 - During School Holidays; Monday to Friday 7.00am to 7pm, Saturday 8am to 6pm and will remain closed on Sundays.

When exiting the Fitness Room outside of School hours, it is the employee's responsibility to ensure the Fitness Room is locked to prevent unauthorised access.

- Year 10-12 students who wish to use the Fitness Room outside of scheduled class time can do so in the following times only: 7.30 – 8.15am, recess, lunch and 3.45 – 4.45pm during the School term.
- Use of any Fitness Room equipment outside the room is prohibited, unless given permission by a Kilvington Grammar School Physical Education Teacher.

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Policy Audience: All Staff and Years 10-12 Students

- A basic first aid kit is provided within the PE Staff Room (Room SC1). Please report all injuries via the School's online incident reporting system and where appropriate to the Facility Management Staff.

2.4 Dress Code:

A dress code has been established for the comfort and safety of all of the participants and for the care of the equipment. Please observe the following guidelines;

- **Employees** must wear attire suitable for physical activities including sportswear at all times whilst in the Fitness Room (Rugby/Football boots, school shoes, muddy footwear, sandals, boots, or open toe shoes are not permitted).
- **Students** must wear their Kilvington Grammar Sports Uniform and suitable runners at all times whilst in the Fitness Room. (Rugby/Football boots, school shoes, muddy footwear, sandals, boots, or open toe shoes are not permitted).
Should students wish to use the Fitness Room before or after school, they must ensure they comply with the School Uniform Policy with respect to travelling to and from School.

2.5 Fitness Room Etiquette

- The Kilvington Grammar School Fitness Room must be kept clean and tidy at all times.
- Users are not allowed to train without suitable footwear, as this is a safety hazard when working with weights.
- Be considerate of other users, especially at busy times.
- Users are required to bring a towel to place over seats or benches.
- All equipment must be wiped down after use, using the spray and paper towel provided.
- Always return weights after use.
- Food and drink must not be brought into the Fitness Room, except water in appropriate plastic water bottles.

2.6 Fitness Room Safety Rules

There is a risk of injury when using (or misusing) weight training equipment. The following points should be observed:

- Sign in and out using the document provided.
- Inspect equipment before each use for loose, worn or frayed parts.
- Check that wire ropes are not frayed or kinked and that pulleys rotate freely.
- Report any problems with the equipment to the Facilities Manager.
- Inform other fitness gym users by placing one of the 'Out of order' signs provided on any equipment that is out of action.
- Space in the gym is limited. To avoid trip hazards, do not leave any personal belongings on the floor.
- Always lift and lower weights under control. Serious injury could result from lack of control, balance and form. Do not drop weights on the floor.
- Work with weight you can manage/handle.
- Do not continue training if you feel dizzy or unwell. Remember to breathe properly during exercise particularly when lifting weights.
- Do not tolerate horse-play around machinery and equipment.

3.0 Staff and Student Responsibility

- All incidents or accidents will be reported through the School's incident reporting program.
- Incidents where there is an immediate danger to staff, students or the public must be reported to the Facilities Manager or the Director of Business.
- Where a staff member or student breaches this policy, Kilvington Grammar School may take disciplinary action.
- The Principal or his/her delegate is responsible for the implementation of this policy.

4.0 Evaluation

Policy Implemented December 2020
Review cycle 5 Years

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Fitness Room: Induction and Waiver

Kilvington Grammar School provides a Fitness Room Induction Session which aims to ensure the named user understands the Fitness Room Use Policy and can use the Fitness Room in a safe manner.

Section A: The Fitness Room

	Student initials	PE Staff initials
I agree I have been given the Fitness Room Use Policy and I agree to the Fitness Room Safety Rules as specified in this policy.		
I will sign in and out of the Fitness Room with each use.		
I understand what constitutes suitable runners and that I must only wear these within the Fitness Room.		
I know the location of the toilets and the emergency meeting point.		
I have been shown and feel confident using each piece of cardio equipment.		
I have been shown and feel confident using each piece of gym equipment.		
I have been shown and feel confident using free weights.		
I have been shown how to spot a partner and correctly lift weights off the ground.		
I have been shown how to lift and increase weights safely.		
I understand I am required to bring a towel and I agree to wipe down the equipment after use, using the spray and paper towel provided.		

Section B: Waiver:

1. I have been informed and understand that strength, flexibility, and aerobic exercises, including the use of equipment, are potentially hazardous activities.
2. I have been informed and understand that fitness activities involve a risk of injury, and that I am voluntarily participating in these activities and using equipment and machinery with the full knowledge, understanding, and appreciation of the dangers involved.
3. My participation in the Fitness Room is completely voluntary. I assume full and sole responsibility for my health and safety and for all risks associated with my participation in the Fitness Room and I hereby agree to expressly assume and accept any and all risks of injury.
4. Depending on my physical condition, the Fitness Room may be hazardous to my health, and I am fully aware of the potential dangers and risks, including but not limited to physical illness or injury, and other consequences that may arise or result directly or indirectly from participation in the Fitness Room. It is my sole responsibility to participate in exercises that are appropriate for the current status of my health.
5. I declare that as far as I am aware, I am not suffering from any conditions that make it unadvisable for me to take part in an aerobic or weight training program.
6. The School is not responsible for any personal belongings that are left in the Fitness Room, Gymnasium or changing rooms.
7. I have received a full and complete induction of the Fitness Room and agree to abide by the rules stated. I hereby affirm that I have read and fully understand the above statements and have been provided with a full induction as identified in Section A.

Name: _____ Signature: _____

PARENT/GUARDIAN- (If individual is under 18, the Parent/Legal Guardian must consent to the terms and conditions)

1. I agree to the terms of the Fitness Room Use Policy and terms and conditions of this document.
2. I understand and consent to my child using the Fitness Room facility/equipment whilst unsupervised.

Parent/Guardian Name: _____ Parent/Guardian Signature: _____

Staff Use Only:

I agree that to the best of my professional knowledge, the person named above has undertaken a full induction as identified in Section A and is able to safely use the Fitness Room.

Staff Name: _____ Staff Signature: _____

Date: _____