

## Life Builders Gym

### Rules and Regulations

#### 1. Entitlement of Use

Only members of Life Builders Gym who have attended an induction course and have signed to abide by the Life Builders Rules and Regulations may use the facility. No individual who is not a member may be admitted on to the gym premises at any time unless sanctioned by the Life Builders committee.

Anyone found causing damage to the premises or equipment including interfering with any safety feature such as extinguishers/alarms/detectors will be fined £20 or the value of repairing any damage, whichever is the higher, and may be banned from the use of the gym.

#### 2. Use of Equipment

2.1 Induction Courses: Potential members wishing to use the facility must attend an induction course in the use of the equipment. Courses will be organised by a Gym Leader and conducted once a month (or as necessary) by a qualified person. A register of members will be kept in the Gym Office. All equipment must be used for the correct purpose and in the correct manner.

2.2 Problems experienced with the equipment should be reported in the first instance to a gym leader. Any defective equipment should be tagged with a defect tag until checked by a "competent person" as safe to use.

2.3 In the event of an accident/grievance, a gym leader must be notified immediately, as listed on the "Leader Contacts" provided within the gym.

#### 3. Hours of Opening and Access

3.1 Hours of Opening: The Gym will be open Monday to Saturday between the hours of 6.30am and 10.30pm, with last entrance permitted no later than 9.45pm. No extension of these hours is permitted and they may be subject to change at short notice.

3.2 Access: The Rules for access to the facility are as follows: Access to the gym will be through a coded locked door, a coded fob will be presented to the gym member after an induction. Periodical spot checks will be carried out in the gym to ensure no unauthorised use/access. Any person using the facility other than as specified above will receive one warning and may be banned from the gym. Access for those who do not have a coded fob and would like to see the gym can be facilitated by a gym leader.

3.3 Any member allowing a non-member unauthorised access to the gym, by allowing use of their key fob will be personally liable for any injury / injuries incurring to this non-member. NO LIABILITY will be accepted by Life builders. In addition this will result in the immediate termination of their own membership.

Access by fob is individual and limited to the specific member only. Anyone permitting access to other persons will be banned from the gym immediately.

#### 4. Membership Age

No one under the age of 16 is permitted in the gym premises at any time. All members aged 16 and 17 must complete a parental consent form to comply with Kilkeel Presbyterian Church Child Protection Policy. Membership will not be granted until completed, signed forms are received.

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### 5. Conduct

No alcohol, drugs, tobacco or substances to be in/on the premises.

No member may be on the premises while under the influence of alcohol or drugs.

Appropriate clothing and footwear should be worn while training.

Only bottled water and/or sports drinks in a plastic sports bottle/shaker are permitted within the training/fitness areas. All other food and drink should be kept/consumed within the kitchen area provided. No cutlery, plates, glasses/mugs or any other items to be taken out of the kitchen area at any time. All items of waste to be placed into bins provided in the kitchen or outside bin at main entrance. If items used in kitchen, please wash and replace in the appropriate place before leaving.

Please consider other users especially at busy times. All weights/dumbbells to be returned to their correct position after use.

### 6. Liability Disclaimer:

This is an unsupervised gym and all members use the facilities at their own risk being responsible for their own well-being and safety. Life Builders Gym / Kilkeel Presbyterian Church accepts no responsibility for injuries, however caused, neither loss nor damage of personal property which a member may take with them into the Gym. Anyone training with heavy weights should train with at least one other person in case of injury or illness. Any member who circumvents the procedures designed to prevent this rule being broken, does so at their own risk. Members are recommended to have some form of personal medical insurance to cover injury and should take advice from their GP before taking part in any physical exercise. It is important to note that the Life Builders induction course does not provide either advice on the level of fitness of applicants, nor is it meant to give a programme of fitness training. It is strongly recommended that in case of doubt, members should refer to their GP for advice before starting training. Membership implies no warranty that the premises are reasonably safe for the purposes for which the members/applicants for membership are admitted.

### 7. Issues may periodically arise:

Any issues which cannot be resolved by members may be given in writing to a Gym Leader and will be brought forward at the next Life Builder Committee meeting. A response will be provided within 10 working days.

### 8. No additional items of equipment such as additional exercise equipment, or portable electrical appliances can be brought into gym by members, without prior approval by life builders committee

### 9. Any person providing instruction or coaching to another person does so at their own liability. Life builders provide guidance posters on safe use of equipment but do not provide coaching. Under these circumstances the person or persons involved will be personally liable for any injury / injuries incurred by those they are instructing and NO LIABILITY will be accepted by Life builders.

Life Builders reserve the right to refuse/terminate membership at any time.

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## Life Builders Gym Membership Form

Name:	
D.O.B	Age:
Home Address:	

Telephone Num:	Mobile:
Email Address:	

Emergency Contacts x 2 - state whose details it is

Name and relationship to you:	Contact number:
Name and relationship to you:	Contact number:

Gym Induction Completed and induction recorded completed – copy should be attached to this form.	
Induction Date:	by

Declaration: I hereby apply for membership of Life Builders Gym. I confirm that I have read the Rules and Regulations and will abide by these. I know that this is an unsupervised gym and I accept full responsibility for my own well-being and safety. If I so decide to use the facility on my own, I recognise that I do so at my own risk without liability to Life Builders Gym, leaders and/or Kilkeel Presbyterian Church. I confirm that the information contained in this application may be maintained on a retrieval system for the purposes of the administration of the Gym.	
Signed:	Date:



## **Life Builders Gym – Medical Questionnaire**

Life builders gym is inclusive to all, but there are certain health conditions which may put a person at risk when participating in exercise. Such risks include falls, sprains, fractures or damage to the heart/lung. Please read through and complete the following questions.

1. Do you have, or have you had:

Heart Disease (specify) _____	Yes / No
Angina – or family history	Yes / No
High Blood Pressure	Yes / No
Diabetes	Yes / No
Respiratory Illness (specify) _____	Yes / No
Arthritis	Yes / No
Osteoporosis	Yes / No
  
2. Do you have, or have experienced:

Epilepsy	Yes / No
Seizures	Yes / No
Convulsions	Yes / No
Fainting	Yes / No
Dizzy Spells	Yes / No
  
3. Do you have any problems with the following:

Vision	Yes / No
Hearing	Yes / No
Mobility/Disability_____	Yes / No
  
4. Do you have, or have experienced

Unusual muscular pain such as back pain	Yes / No
Unusual joint pain	Yes / No
  
5. Is there any chance you could be pregnant Yes / No
  
6. Have you had any surgery/operations which might affect your capacity to exercise:  
Yes / No  
Please Explain\_\_\_\_\_
  
7. Have you had any allergies which might affect your capacity to exercise:  
Yes / No  
Please explain\_\_\_\_\_
  
8. Are you on any medication which might affect your capacity to exercise:  
Yes / No  
Please explain\_\_\_\_\_
  
9. Is there any other medical condition that we would need to know about:  
Yes / No  
Please explain\_\_\_\_\_

If you have answered yes to any of the above questions, please consult your doctor before using the gym. Please also inform life builders of any arrangements needed.



## Applicants Copy

# Life Builders Gym – Induction Briefing

Life Builders is part of Kilkeel Presbyterian Church, run by volunteers and is a non-profit making facility.

### Mission Statement

*To promote physical fitness and good relations among the people of the Kilkeel area regardless of race, class, gender or religious affiliation. To encourage and provide individuals with facility for recreation or competitive purposes and to ensure their well being and safety at all times.*

### Entrance/Exit to Building

- Through side door, by use of coded fob, issued to members only
- Must sign in upon entering building

### Accident/Incident Procedure

- All accidents/incidents must be reported to a Life Builder leader as soon as possible.

### Defect Reporting and Actions to be Taken

- You must report anything which is a potential risk to health and safety to a Life Builder leader such as damage or defects to equipment.

### First Aid

- First Aid box is located in Kitchen
- Alternative first aid is available from the Out of Hours Facility: Tel. \_\_\_\_\_
- Nearest Hospital is: Daisy Hill Hospital: Tel. \_\_\_\_\_
- In a medical emergency call 999

### Fire Evacuation Procedure

Action by Any Person discovering a fire

1. Raise the alarm by shouting FIRE FIRE FIRE
2. Attempt to tackle the fire only if trained and if it is safe to do so (small fire, clear escape, only discharge one extinguisher)
4. Check that the other areas of the building that are unaffected by the fire, are clear of people namely main gym, upstairs gym, toilets and kitchen.
5. Do not stop to collect personal belongings
6. Meet at the assembly point which is the Footpath opposite the Hall.
7. Check that someone has called the Fire Brigade on 999
8. Do not return to the building until given the all clear by the Fire Brigade.

Action for Any Person hearing the alarm

1. Check that other areas of the building are clear of people namely main gym, upstairs gym, toilets and kitchen.
2. Do not stop to collect personal belongings
3. Close windows and doors if it does not cause undue delay. Ensure that the final exit doors does not lock shut behind you again, as Fire Brigade will need entrance.
4. Meet at the assembly point which is the Footpath opposite the Hall.



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5. Check that someone has called the Fire Brigade
6. Prevent people from re-entering the building
7. Meet the Fire Brigade and report on areas not able to be checked, any signs of fire observed.
8. Do not return to the building until given the all clear by the Fire Brigade.

### **Clothing**

- Appropriate clothing and footwear must be worn when training in the gym.
- Particular no loose trouser bottoms or loose laces on exercise bike due to entanglement risk on peddle.

### **Electricity**

- All electrical appliances (including lights and sound systems) should be turned off after use
- Any defect should be reported to a Life Builder leader immediately
- Not allowed to bring into gym any items of portable electrical equipment such as heaters, HIFI's TV's etc. without consent of Life builder gym leader

### **Welfare Facilities**

- Kitchen is located on the ground floor
- Toilets are located on the first floor
- All rubbish/waste should be placed in bins provided and facilities left clean

### **Opening Hours**

- Gym open 6.30pm – 10.30pm, with last entrance at 9.45pm
- Strictly NO access on Sundays
- Gym open strictly to signed members only

### **Safe Use of Equipment**

- Safety features of Cardio Equipment
- Safety features and actions to take on Weight machines
- If defect noted then defect label or do not use label attached the machine and life builder leader told.

### **Safe Use of Free Weights**

- Housekeeping and replacing of weights
- Assistance and spotting by other person if lifting heavy weights
- No lone training



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## Life Builders Gym – Induction Training Record

Name of Applicant
Induction Trainer
Date:

Areas covered during induction	Tick ✓
Building Familiarisation and walk around	
Security issues and access arrangements using key fob	
Toilets and welfare facilities	
First Aid	
Accident Reporting	
Fire Evacuation Procedure and actions to be taken  <ol style="list-style-type: none"><li>1. The location of Escape Routes</li><li>2. The fire alarm system</li><li>3. Location of the assembly point.</li><li>4. The procedures and actions to be taken in the event of a fire</li><li>5. Instructions as to use of Fire Extinguishers</li></ol>	

Safe use of Cardio Machines – jogging/cross trainer/row	
Safe use of Exercise Bike – entanglement hazard	
Safe use of Multi gym and weight machines	
Safe use of free weights	
Equipment defect reporting and actions to be taken	

Member Signature	Date
Life builders Induction Trainer Name and Signature	Date

