

# Gym Policy

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## Summary

Housing 21 is committed to providing safe and inclusive gym facilities for residents to promote health and well-being. This policy outlines the conditions for gym usage, health and safety requirements, and induction processes to ensure residents and other approved users can safely enjoy these facilities.

This policy applies to all gyms managed by Housing 21 and supports compliance with health and safety obligations.

## Equality, Diversity, and Inclusion

Housing 21 aims to embed equality, diversity, and inclusion into all activities, ensuring accessibility and inclusivity for all residents.

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| <b>Legislation</b>   |
| Health and Safety at Work etc. Act 1974                                |
| Management of Health and Safety at Work Regulations 1999               |
| Provision and Use of Work Equipment Regulations (PUWER) 1998           |
| The Control of Substances Hazardous to Health Regulations (COSHH) 2002 |
|  |
| <b>Guidance</b>  |
| HSE Guidance   |

## 1. Aims, Objectives and Approach

- 1.1 The aim of this policy is to ensure that the gym facility meets residents' expectations and any regulatory requirements.
- 1.2 To support and encourage residents to live independent, healthy and active lives Housing 21 will ensure that where gym facilities are provided, they will be maintained to high safety standards and risks will be managed effectively.
- 1.3 The objectives of this policy are:
  - To ensure consistency of approach across all Housing 21 premises where gym facilities are provided.
  - Ensure employees and residents understand Housing 21's approach to the provision of gym facilities and how they can help to deliver it.
  - Promote the health, safety and wellbeing of the gym users.
  - Meeting legislative and regulatory requirements
- 1.4 Employees and residents are required to understand the requirements for joining and using the gym facilities.
- 1.5 Residents and approved neighbouring residents will have access to clear information on gym usage, including health requirements and induction options.

## 2. Scope

This policy applies to all Housing 21 gyms and identifies the health and safety arrangements required to ensure the well-being of users.

### 2.1 Residents and Approved Users

- Gym access is primarily for Housing 21 residents. Neighbouring residents who have completed the Physical Activity Readiness Questionnaire and received an induction may also use the gym facilities.

- Non-residents may use the on-site gym with prior approval from the Scheme or Village Manager. Access is subject to the completion of all required documentation and a gym induction. This includes private clients if the gym is operated by an approved external licensee.
- All users must complete a Physical Activity Readiness Questionnaire (PARQ) before using the gym. User PARQ's are to be reviewed based on the below frequency:
- **Annually** – A yearly review helps ensure the information remains current and reflects any changes in the user's health or fitness status.
- **After any significant change in health** – If a user develops a new medical condition, begins new medication, or experiences symptoms like chest pain, dizziness, or shortness of breath, they should complete a new PAR-Q before continuing to exercise.
- **After a prolonged absence** – If a user has not used the gym for an extended period (e.g. 6+ months), a PAR-Q review may be recommended to reassess readiness.
- Users with medical conditions, including heart disease, high blood pressure, diabetes, or musculoskeletal issues, must provide a GP consent letter before using the facilities.

### 3. Roles and Responsibilities

#### 3.1 Head of Operational Development:

- Retains overall responsibility for the implementation of this policy.
- The Head of Operational Development (HOD) has strategic responsibility for the management of the gym facilities and will oversee the implementation of the Gym Policy and all associated procedures.

#### 3.2 Heads of Extra Care are responsible:

- For overseeing the delivery of the gym facility and for monitoring gym facility performance across their region.
- They will inform the HOD of any failure in the management arrangements.

#### 3.3 Regional Extra Care Managers (RECM's) are responsible for ensuring compliance with this policy at the locations they manage:

- Advising the Head of Extra Care of any failure in the management arrangements.
- Supporting the Extra Care Manager, onsite teams and gym teams where necessary.
- Carry out quarterly review of iAuditor to ensure the gym facility is performing to a high standard and that regulatory requirements are being met.
- Monitoring resident satisfaction with the gym facility.
- Liaising with Extra Care Managers and gym teams to action complaints and resolve.

#### 3.4 Scheme managers are responsible for ensuring that this policy is being followed at their location:

- Ensuring users comply with gym usage guidelines and arranging induction sessions.
- Ensuring that all gym equipment undergoes routine checks and audits and that annual inspections are carried out.
- Ensuring iAuditor weekly and monthly gym compliance checks/inspections are completed.
- Ensuring that employees have completed all statutory and mandatory training within set timeframes as determined by Learning and Development – Level 2 Certificate in Gym Instructing.

- Support the [Housing 21 Qualified employee] to carry out their duties, undertaking relevant training and keeping accurate and up-to-date records.

3.5 **Housing 21 Qualified employees** are responsible for completing induction, keeping accurate and up-to-date records on all aspects of the facility where the gym is managed by Housing 21.

3.6 **Scheme managers** are empowered to source gym support from the following:

- Housing 21 Qualified employees: Conduct inductions when appropriate under Housing 21's public liability insurance.
- **Freelance Personal Trainers (Level 3)**: Provide paid gym membership services, sourced as per the devolved model. Freelance PTs will be set up as approved suppliers and their invoices processed accordingly. Freelance PTs will be responsible for utility charges during operating hours.

3.7 **Users of the gym** Are responsible for inspecting equipment before use to check for any faults or visible issues. Any concerns must be reported to on-site staff immediately, and the equipment should not be used until it has been properly repaired. Users are also expected to leave all equipment clean and in good condition after use, wiping down surfaces and returning items to their correct place where applicable.

3.8 **Emergency Protocols**

- Housing 21 residents to sign in and always wear a gym pendent.
- Commercially let - all external visitors must sign in and adhere to opening times for access.
- All emergencies will be picked up via the handset / Appello on call
- Defibrillators are in place on ground floor internal / external on each site.
- A First aid box is available in the gym (behind main reception desk)
- Any accidents / incidents to be reported to a member of staff.

| H&S Compliance (as per HSE guidance)                        | Individual Responsible   | Internally Audited/Documented                                      | Liability / Responsibility for Incidents   |
|---|--|--|--|
| Weekly checks (Visual inspection)                           | Housing 21 staff if operated internally, freelance Personal Trainer completes if commercially outsourced | Documented on paper-based audit document, transferred on iAuditor. | Housing 21 is responsible for faulty or unsafe equipment. Freelance Personal Trainer is responsible for ensuring correct use and supervising technique if present.               |
| Monthly checks (full inspection & maintenance of equipment) | Housing 21 staff if operated internally, freelance Personal Trainer completes if commercially outsourced | Documented on paper-based audit document, transferred on iAuditor. | Housing 21 retains responsibility for equipment faults and failures. Freelancers only liable if an incident is due to instructing unsafe practices or neglecting visible faults. |
| Annual gym equipment service                                | Appointed accredited supplier  | Electrical annual service certificate stored on local              | Housing 21 is liable for ensuring annual servicing is completed. Service   |

|  |  |                                     |   |
|--|--|-------------------------------------|---|
|  |  | share-point, displayed in gym area. | contractor may be liable for any service-related oversight or failure, depending on contract terms. |
|--|--|-------------------------------------|---|

#### 4. Gym membership, Inductions, and Insurance Requirements

##### 4.1 Induction Process

Inductions are required for all users before using the gym equipment. Inductions will cover equipment usage, safety protocols, and health considerations.

| Gym induction provision        | Insurance                       | Gym Membership   |
|--------------------------------|---------------------------------|--|
| Housing 21 Qualified employees | Housing 21 employee liability   | Not required   |
| Personal Trainer (freelance)   | To provide own public liability | Yes – reduced membership for residents to include free induction |

- Freelance Personal Trainers must:
- Be qualified to a minimum of level 2 fitness instruction,
- provide proof of insurance,
- be set up as approved suppliers,
- provide reduced membership for Housing 21 residents which includes a free induction.

#### 5. Accessibility and Reasonable Adjustments

- 5.1 Housing 21 is committed to ensuring that all residents can access and enjoy the gym safely and confidently. To support this, reasonable adjustments will be considered on a case-by-case basis. This may include providing adaptive equipment, tailored support, or alternative access arrangements for residents with disabilities or specific needs.

#### 6. Implementation and Communication

- 6.1 A full communication plan for roll out to include a “keeping connected session” with all schemes / villages where gyms are in place – full discussion on policy and process.
- 6.2 Housing 21 will provide communication materials consistent with the corporate brand for residents covering gym usage, literature, guidelines, and FAQs.
- 6.3 Scheme managers will ensure that gym rules are displayed prominently and that users are aware of induction opportunities.
- 6.4 Any acquired sites / new developments with Gyms on site will be inducted and session on policy and process included.

#### 7. Monitoring and Review

- 7.1 This policy will be subject to review every three years unless there any legal or regulatory changes are required.
- 7.2 To check the policy is being implemented correctly by managers, there will be routine reporting and oversight to include risk assessments; accident and incident reporting; compliance data.

## **8. Procedures and associated policies**

- 8.1 Please see Retention schedule and policy for disposal of information regarding Data protection on service user information (to be destroyed after 6 years).
- 8.2 All information relating to Gym's will be stored on the private SharePoint folder relevant to the scheme and stored as per above complying with retention policy and procedures.



### **Physical Activity Readiness Questionnaire (PAR-Q)**

**Name:**

**Scheme:**

**Address:**

### **Goals for Seated Exercise**

Please indicate your primary goals for using the gym facilities by ticking the relevant boxes below:

|   |  |
|---|--|
| Improve cardiovascular health               |  |
| Increase strength and muscle tone           |  |
| Improve flexibility and range of motion     |  |
| Manage stress and improve mental well-being |  |
| Maintain or improve mobility and balance    |  |
| Lose weight or manage weight                |  |
| Socialise and connect with others           |  |
| Other (please specify):                     |  |

**Please answer the following questions honestly and to the best of your ability. Your responses will help us ensure your safety while using the gym facilities.**

Has your doctor ever said that you have a heart condition and that you should only do physical activity recommended by a doctor?

Yes

No

Do you feel pain in your chest when you do physical activity?

Yes

No

In the past month, have you had chest pain when you were not doing physical activity?

Yes

No

Do you lose your balance because of dizziness, or do you ever lose consciousness?

Yes

No

Do you have a bone or joint problem that could be made worse by a change in your physical activity?

Yes

No

Is your doctor currently prescribing medication for your blood pressure or for a heart condition?

Yes

No

Do you know of any other reason why you should not do physical activity?

Yes

No

If you answered "Yes" to any of the above questions, please seek guidance from your physician before engaging in physical activity. If you answered "No" to all questions, you can proceed to use the gym facilities. By signing below, you acknowledge that you have completed this questionnaire honestly and to the best of your ability.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Disclaimer

I, [Tenant's Name], understand and acknowledge that the use of the gym facilities within the retirement living scheme is voluntary. I have completed the PAR-Q questionnaire honestly and to the best of my ability. I am aware that there are inherent risks associated with physical activity, including but not limited to, the risk of injury or aggravation of pre-existing conditions.

I understand that it is my responsibility to use the equipment properly and to seek assistance if needed. Nothing in this disclaimer excludes or limits Housing 21's liability for death or personal injury caused by our negligence or that of our employees.

I understand that the staff at XXXXXXXX are not medical professionals and cannot provide medical advice or supervision. If I have any concerns about my health or ability to engage in physical activity, I will consult with a qualified physician before using the gym facilities.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



### Resident/User Information:

|                    |  |
|--------------------|--|
| Name:              |  |
| Address:           |  |
| Date of Birth:     |  |
| Emergency Contact: |  |

### PAR-Q and Medical Clearance:



|  |  |
|--|--|
| Have you completed the Physical Activity Readiness Questionnaire (PAR-Q)? (Yes/No)     |  |
| Have you provided a GP consent letter for participation in physical activity? (Yes/No) |  |

#### Goals and Expectations:

|   |  |
|---|--|
| What are your primary goals for using the gym facilities?   |  |
| Do you have any specific concerns or areas of focus you would like to address during your gym sessions? |  |

#### Gym Equipment Familiarisation:

|  |  |
|--|--|
| Introduction to cardio equipment ( <b>treadmill, stationary bike, elliptical machine</b> )               |  |
| Introduction to resistance training equipment ( <b>weight machines, free weights, resistance bands</b> ) |  |
| Explanation of proper form and technique for using each piece of equipment                               |  |
| Demonstration of how to adjust equipment settings to suit individual needs                               |  |

#### Safety and Etiquette Guidelines:

|  |  |
|--|--|
| Importance of warming up and cooling down before and after workouts                    |  |
| Proper use of safety features on equipment (emergency stop buttons, safety pins, etc.) |  |
| Tips for maintaining good posture and alignment during exercises                       |  |
| Guidelines for cleaning and sanitising equipment before and after use                  |  |
| Encouragement to stay hydrated and take breaks as needed during workouts               |  |
| Importance of warming up and cooling down before and after workouts                    |  |

#### Acknowledgement and Agreement:

I acknowledge that I have received a gym induction and understand the guidelines and safety precautions outlined above. I agree to adhere to these guidelines and to notify gym staff of any changes in my health or medical status that may affect my ability to exercise safely.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_