

Accidents, First Aid and Health

Health checks and Gym induction must be carried out prior to using the gym equipment. These will be carried out by Alison Woodcock and Lorraine Elston.

The appointed first aiders are the 'Duty Security Team'

There are 2 Red Panic Buttons in the gym, located by the gym door and in the studio.

Accidents should be reported in the 'Accident Book' located in the gym.

The Directors of Holbeach St Marks Community Association are responsible for Reporting Accidents

FIRE action

Dial 999 and Leave by the nearest Exit Route

Emergency Procedures Fire & Evacuation

The Directors of Holbeach St Marks Community Association are responsible for ensuring the fire risk assessment is undertaken and implemented.

Escape routes are checked daily by the Community Gym team.

Fire equipment is maintained and checked by Bakkavor Pizza. Alarms are tested by Bakkavor Pizza.

First Aid

Tel: **Security** 01406 703000
Bakkavor Reception 01406 703000

Nearest First Aid Box Bakkavor Reception or Security

Gym Equipment

TechnoGym will be responsible for the maintenance of gym equipment and the Directors of Holbeach St Marks Community Association are responsible for ensuring effective maintenance procedures are drawn up.

Hazel Platt will be responsible for ensuring that all identified maintenance is implemented.

Any problem found with the gym equipment should be reported to Hazel Platt via the "Equipment Issues Book" located in the gym.

Holbeach St Marks Community Association Facility Hire Charges April 2010

Conference Room 1	Full Day = £40	Half Day = £20
Conference Room 2	Full Day = £40	Half Day = £20
IT suite + 12 PC's	Full Day = £90	Half Day = £50
Office - 198sq/ft2	Monthly = £100	Yearly = £1000

All enquiries to:

Tina at Bakkavor Pizza 01406 703000

Email: christine.venni@bakkavor.co.uk

Website: www.HolbeachStMarksCommunity.btik.com



NOT FOR PROFIT ORGANISATION
BRINGING TOGETHER
LOCAL COMMUNITY & BUSINESS

COMMUNITY GYM

HANDBOOK *May 2010*



Holbeach St Marks Community Gym Opened by Mr Geoff Capes on the 5th Feb 2010

During 2009 the Executive Committee of the Holbeach St Marks Community Association approached the Lincolnshire Health and Well-being Fund and monies were granted to set up the gym. The remit of the Association was to provide an affordable and accessible Gym for use by those living and working in the local area. This has been achieved, the gym is now open 24/7 for

use and has over 80 members.

Many thanks must be given to all the other organisations that have helped in making this gym possible; especially Bakkavor Pizza, the Lincolnshire Sports Partnership, SHDC Health Trainers, Leeton Industrial Limited and TechnoGym.

The funding from 'Health & Well-Being Lincolnshire was from their project "Working your way to health in a rural village - Community Gym"

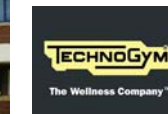
Their aim with the local community association was to provide a fully equipped indoor gym situated in the Community Association Building Holbeach St Marks. The gym would be available to both local factory workers and community. This is the first private sector company project to be involved in the Motiv8Lincs healthy workforce programme.

We ask that all users enjoy and respect the facilities; the conditions laid out in this handbook are to ensure that everyone using the gym does so in a safe and secure manner.

If you have any questions or concerns, please contact:

Tina at Bakkavor Pizza 01406 703000 Email: christine.venni@bakkavor.co.uk

Website: www.HolbeachStMarksCommunity.btik.com



HOLBEACH ST MARKS COMMUNITY GYM

Membership Terms and Conditions

Acknowledgement of Risks, Injury & Obligations

Members acknowledge that the activity they undertake are a dangerous activity and that by participating in it they are exposed to certain risks. Members acknowledge and understand that whilst participating in such activity:-

Release and Indemnity

Members participate in the activity at their sole risk and responsibility.

Members release, indemnify and hold harmless Holbeach St Marks Community Association, its servants and agents, from and against all and any actions or claims which may be made by them or on their behalf by other parties for or in respect of, or arising out of any injury, loss or damage or death caused to them or their property whether by negligence, breach of contract or in any way whatsoever.

Administration & Use

1. Applicants must complete a Membership Form, Health Form, and Standing Order Mandate and provide relevant proof of address and Identification. The Health Form is to enable the Health Trainer and Gym Instructor to identify potential health risks. In some circumstances a doctor's consent may be required before Gym use is permitted.
2. All users must undergo Induction Training for the safe use of the gym equipment. A designated Gym instructor by Holbeach St Marks Community Association must carry out this training.
3. Only fully paid up members of the gym are permitted to use the gym. Membership fees may be increased at the discretion of the Holbeach St Marks Community Gym team. It is the intention of the team to ensure that the rates remain competitive to support its aim of fitness facilities for all.
4. All users must be appropriately dressed when using the gym. Shirts must be worn at all times (normally T-Shirt or Vest) with shorts or track suit. Appropriate clean footwear must be worn (normally trainers).
5. All Equipment, must be used in the correct manner for which it was designed and each user must give due regard to their own health and safety and to that of other users.
6. All equipment, especially free weights, must be returned to its storage rack or position at the end of each training session.
7. The Holbeach St Marks Community Association will make every effort to maintain the equipment in good condition and in good working order. Any faults must be reported immediately to Holbeach St Marks Community Association via the Gym instructor or Receptionist. The fault should be recorded in the Gym Equipment Book.
8. Users are not permitted to bring friends or family members for sessions in the gym or pass on their key fob for anyone other than their own use. The key fob is for the sole use of the member and is not transferable. This will be taken very seriously indeed and the user concerned will suffer loss of their membership for putting Holbeach St Marks Community Association at risk of litigation.
9. Lost or stolen key fobs should be reported to Reception. A new key fob can be purchased from Reception at the current price of £10.
10. Spectators are not permitted at the gym at anytime.
11. Users must behave responsibly at all times. Unreasonable behaviour includes bad language / inappropriate remarks or behaviour of any kind.
12. Users must be aged 18 years or over to gain membership.
13. Water consumption is recommended whilst in the gym. Please ensure you bring your own drinks for use during your time in the gym.
14. Food is not to be taken into the gym.
15. Users are requested to carry a towel whilst training to wipe equipment after use.
16. Mobile phones if brought into the gym must be on silent. It is recommended that these

are left in the lockers provided.

17. Lockers should be hired for the storage of all personal belongings.
18. The use of the gym whilst feeling temporarily unwell because of a bad cold, fever or against medical advice is not permitted. This is for the well being of the user and other members.
19. Upon leaving the gym, if you are the last person out, please switch off the lights, sound system, and air conditioning/heating system.

Joining Fee

A one off joining fee applies to all new members. This is currently £10.00 and is to be paid upon submission of the completed application and will cover administration and the issue of a key fob.

Membership Duration & Standing Orders

A standing order mandate must be completed in all cases where the full membership payment is not paid. This is an ongoing membership and deductions will be made for the full term applied (3 months or 12 months).

The minimum term of Membership is 3 months (at a rate of £15 per month) or 12 months (at a rate of £10 or £12.50 per month – depending upon offer applied).

However, should a member wish to cancel their membership, a membership cancellation form should be completed and submitted giving a minimum of 2 calendar month's notice.

HOLBEACH ST MARKS COMMUNITY GYM

Health Questionnaire

The health questionnaire you filled in as part of your application was designed to identify the small number of people for whom it would be wise to have medical advice before using or continuing to use the gym. This questionnaire is repeated below and should be re-done if you have any changes that may affect your continued use of the gym

Please read the following questions carefully and answer each one honestly.

Please circle: YES or NO:-

1. Have you taken part in any physical activity within the last 12 months? **YES / NO**
Please state how many months it has been since you last undertook physical activity/exercise:-
2. Has your doctor ever said that you have a heart condition? **YES / NO**
3. Do you feel pain in your chest when you do physical activity? **YES / NO**
4. In the past month have you had a pain in your chest when you were not doing physical activity? **YES / NO**
5. Do you suffer from High or Low Blood Pressure? **YES / NO**
6. Do you lose your balance because of dizziness or do you ever lose consciousness? **YES / NO**
7. Do you have a bone or joint problem that could be made worse by a change in your physical activity? **YES / NO**
8. Do you have diabetes? **YES / NO**
9. Do you have asthma? **YES / NO**
10. Are you taking any medication? **YES / NO**
11. Are you pregnant or recently had a baby within the last 3 months? **YES / NO**

If you have answered 'NO' to question 1 or 'YES' to one or more of the other questions you will be required to undergo a review and Health Check with the Health Trainer prior to commencing further use of the gym. You may be also required to consult with your doctor for confirmation regarding your suitability for this type of activity. You will be notified if this is the case.

PLEASE ADVISE OF ANY OTHER CONDITIONS YOU FEEL WE MAY NEED TO KNOW ABOUT:-

You must declare that the any answers given above are true to the best of your knowledge.

You must consent to the HSM Gym team including the Lincolnshire Sports Partnership and Health Trainers to reviewing your health questionnaire.

You must agree to refer to your doctor if it is found that this is necessary prior to any further use of the gym. You agree to notify the HSM Gym team of any changes to your health in the future and complete a new form should this be required