



GYMNASIUM POLICY AND PROCEDURES

CONTENTS

PURPOSE.....	1
RESPONSIBILITIES	1
INDUCTION PROCESS.....	2
ASSOCIATED DOCUMENTS	3

GYMNASIUM POLICY AND PROCEDURES

PURPOSE

To ensure the safety of members whilst using the gym. St Francis College is committed to helping students and staff gain and maintain health and fitness.

RESPONSIBILITIES

The **Workplace Health and Safety Officer** is responsible for:

- Storing the records of injuries;
- Reviewing gymnasium policy and procedures (in consultation with Business Manager and Principal);
- Maintaining a register of approved risk assessments for gym activities (all supervisors must have first aid certificate and gym related qualifications/experience which is dependent on the level of risk of the activity being undertaken);
- Support the relevant Middle Leader/s with the induction process for staff and students;
- Creating gym policy and procedures and communicating these within the College;
- Keeping records of staff attendance (and gym bans);
- Ensuring gym equipment is in good working order.

The **Designated Middle Leader** is responsible for:

- Managing gym induction process for staff;
- Ensuring that all students using the gym receive a safety induction which includes practical demonstrations on correct usage of all equipment;
- Reviewing gym policy and procedures (in consultation with WHSO, Business Manager and Principal).

The **supervising teacher** is responsible for:

- Completing a risk assessment to be signed by WHSO and Principal for all curriculum and sport related student activities in the gym;
- Consulting Student Services with regards to the management of students with needs in the gym;
- Ensuring that they are supervising the gym at all times whilst students are in the gym;
- Ensuring a maximum of 25 students are in the gym at any time (with the exception of PE/Sport Academy classes);
- Understanding gym emergency procedures;
- Ensuring all students have towel, drink bottle and wearing appropriate footwear/clothing;
- Ensuring all students adhere safely to their programs by circulating and being a presence in the gym;
- Report students to Head of Campus 7-12 for unsafe actions in the gym (who will issue students with gym bans, and/or arrange intervention with parents);
- Attending to any injuries that may occur (must have first aid certificate);
- Reporting any damaged equipment to the Business Manager;

GYMNASIUM POLICY AND PROCEDURES

- Ensuring that the gym is left clean and tidy, weights returned, and valuable items of equipment stored appropriately;
- Ensuring that all equipment is cleaned with an antiseptic wipe after each use;
- Ensuring all doors are locked, windows shut, air conditioner and lights turned off when leaving.

Students are responsible for:

- Completing a *St Francis College Gymnasium Informed Consent Agreement*;
- Ensuring they have attended a Gym Induction session prior to gym use;
- Sign In and Out of each session if using the gym outside of school hours as part of extracurricular activities supervised by a staff member;
- Ensuring they adhere safely to the program suitable for their age, fitness and skill level as developed by the teacher;
- Bringing towel, drink bottle, and wear appropriate footwear and clothing to the gym;
- Wipe down equipment with an antiseptic wipe after each use.

Staff Using the Gym are responsible for:

- Completing a *St Francis College Gymnasium Informed Consent Agreement* and *St Francis College Staff Use of College Gymnasium Facilities*;
- Ensuring they have attended a Gym Induction session prior to gym use;
- Sign In and Out each session;
- Bringing towel, drink bottle, and wear appropriate footwear and clothing to the gym;
- Working in pairs – i.e. must have a spotter and never work as an individual;
- Wipe down equipment with an antiseptic wipe after each use.

INDUCTION PROCESS

The Designated Middle Leader will conduct the induction process for the Gym. The Induction Process will include:

- Completion of *St Francis College Gymnasium Informed Consent Agreement*;
 - If a person states they have a pre-existing medical condition, a medical certificate from their doctor must be obtained before the application is approved.
- Provide gym users with a copy of:
 - *St Francis College Gymnasium Policy and Procedures*;
 - *St Francis College Gymnasium Informed Consent Agreement*;
 - *CARA Gym Use Strength and Conditioning*.
- Attend a Gym Induction session which includes:
 - Code of Conduct expectations for Gym users;
 - Individual instructions for safe use with each piece of equipment;
 - Orientation of the gym and emergency procedures;
 - Instructions on hygiene and cleaning procedures.

GYMNASIUM POLICY AND PROCEDURES

ASSOCIATED DOCUMENTS

- St Francis College Gymnasium Informed Consent Agreement;
- St Francis College Staff Use of College Gymnasium Facilities;
- Health and Safety Induction St Francis College Gymnasium;
- Gym Hygiene;
- CARA Gym Use Strength and Conditioning;
- Sign In and Out Register;
- St Francis College Gymnasium Staff Register.