

SOP for the use of GYM

This policy is designed to promote, protect and regulate the use of the PSSEMR GYM and its facilities.

Purpose

The School's multiplex gym is well-equipped with ultra-modern facilities and equipment's. The main objective of the gym is to help the students develop strength and stamina.

The formation of the gym will enhance the overall development of the students as they will be exposed to many types of exercises to improve their fitness and endurance power. The basic aim of the gym is to give the students a change from their regular time table of studies and classes. It helps them to acquire more sports skills and makes them shine brighter in the field.

The gym is equipped with Treadmills, Weight bars, Cross Trainers, Rowing Machine, Crunches Pads, Bench-press and Cycling Machines.

Scope

The gym is available solely for the use of PSSEMRS Students and Staffs.

No Student, Fellow or Member of Staff is permitted to use the gym unless they have attended a safety induction and the instructor has verified the use of equipment.

Guiding Principles

The intended policy outcomes of this document are to ensure outlines for a successful safety and operational process relating to the running of the school and junior college gym. This document defines and provides advice and suggestions on how to avoid gym injuries, rules and processes to apply when accessing the gym.

Responsibilities

The skill of using Instruments must be learned carefully as poor technique, inattention, reckless advancement and irresponsible behaviour can cause injury or accidents.

Common Gym injuries occur suddenly. They can result from over-exertion incorrect use of equipment's.

The best approach to preventing Gym injuries is to identify the risks and avoid injury in the first place by using safe practices. Using the safe practices and equipment appropriate to the activity reduces injury risk.

- **Stretching/warm up/cool down**
Warming up before exercise a 5-10 minute warm up is needed. 'Cooling down' after exercise is also important
- **Hydration**
Maintaining body fluid levels. Take fluids before, during and after the activity depending on its nature and extent.
- **Training**
Taking appropriate training before undertaking the activity. Know the 'rules of the gym'
Familiarisation with the venue or facilities and use protective or other safety equipment

Gym Rules

- Hours of gym 3.00 pm to 5.00 pm.
- The gym sign in/sign out sheet must be signed prior to entry and when you leave the gym.
- Shoes need to be worn at all times in the gym.
- Wash your hands before and after exercising.
- Bring a drink bottle to your workout.
- Gym users must dress appropriately at all times.
- Bring a towel to every session.
- Wipe down equipment before and after use.
- No food is to be taken into the gym.
- Do not move any equipment from its allocated position in the gym.
- Report any equipment damage immediately to the gym in-charge.
- Reserving of multiple pieces of equipment is not to happen, reserving one piece of equipment at a time with a towel on it would be more acceptable and workable.
- All the students must work under the supervision of the coach.
- Students must familiarise themselves with the gym guidelines and the equipment.

Gym Code of Conduct

- Towels must be used.
- Shoes must be worn at all times.
- Lower body clothing: athletic shorts, tights or aerobic outfits.
- Upper body clothing: T-shirts, singlets, sweat shirts are required
- Any jewellery that may possibly injure a user, including rings and necklaces, is not permitted. Small earring and metal items that cannot inhibit or injure a user are permitted.

Gym Injuries

All gym injuries should be reported to the Gym Coordinator as soon as reasonably possible.

Injuries are properly treated to aid quick recovery and prevent further injury or long term damage by trained First Aid person/In-house health care professional/medical practitioner/Nurse.

Follow The RICE method.

- ✓ Rest – avoid any movement or activity
- ✓ Ice – once bleeding is controlled, apply a wrapped ice pack
- ✓ Compression – use a firm crepe or elastic pressure bandage
- ✓ Elevation – keep the injured arm or leg raised, ideally above the heart,

Gym Safety:

- Avoid training alone
- Always warm up prior to exercise and cool down afterwards.
- There is a risk of injury when using (or misusing) weight training equipment
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.
- Work with weight you can manage/handle.
- Do not continue training if you feel dizzy or unwell.



BAPUJI EDUCATIONAL ASSOCIATION (R).
**SMT.PARVATHAMMA SHAMANUR SHIVASHANKARAPPA ENGLISH MEDIUM
RESIDENTIAL SCHOOL**

Shivangotri, Tholahunse, Davangere – 577007

GYM REGISTRATION FORM

PERSONAL DETAILS			
Student Name:	Class and Section:	Morning Session <input type="checkbox"/>	Evening Session <input type="checkbox"/>
Address	Birth date: / /	Age:	Gender: <input type="checkbox"/> M <input type="checkbox"/> F
City	Postcode:	Telephone No:	Mobile No:

EMERGENCY CONTACTS:		
Parents Contact: Name:	Address:	Telephone No:
Name:	Address:	Telephone No:

EXERCISE GOALS? (IF NONE, PLEASE STATENONE)						
Toning	Weight Loss	Strength	General Fitness	Classes	Gym Competitions	Other
<input type="checkbox"/> Visual Impairment	<input type="checkbox"/> Hearing Impairment		<input type="checkbox"/> Health Condition		<input type="checkbox"/> others	

FOR OFFICIAL USE ONLY

All students who complete an induction must have had induction completed by qualified member of staff.

Co-ordinator Name:

Gym incident/Occurrence report register

Incident date:	Incident time:
Person/s involved	
Nature of the incident:	
Staff/student/parent/visitor?	
Mobile number of the person	
If it's a stranger describe the person using ABCDEFGH method	
Describe the incident	
Incident was reported to?	
Actions suggested?	

Actions taken?	
Outcome	
Any injuries?	
If so, names of people injured	
If injuries involved then file the detailed incident report with campus security officer	
Injured was treated at?	
Place name and number	
Incident reported by(name and signature, mobile number)	
Signature of Gym Coordinator	
Campus Security officer remarks	
Signature of the Campus security officer	
Signature of the Principal	

