

STANDARD OPERATING PROCEDURE FORENSIC - USE OF THE GYM

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VALIDITY – All local SOPS should be accessed via the Trust intranet

CHANGE RECORD

Version	Date	Change details
1.0	Sept 2019	New SOP.
1.1	16 Mar 2023	Reviewed. Minor change to section 4.1 regarding maximum number of patients and facilitators. Approved at Specialist Clinical Network (16 March 2023).
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1. Introduction



The Forensic Division provides and supports the safe use of gyms and exercise equipment in a variety of clinical areas. This recognises the value of promoting physical activity in helping people to improve their health & wellbeing.

There is well established and growing evidence that physical activity can result in physical and mental health gains for people with SMI (Serious mental illness).

Physical activity interventions that provide professional support result in better adherence and greater effects on cardiorespiratory fitness for people with SMI (Vancampfort et al (2015, 2016) and Stubbs et al (2016)).

This procedure enables physical activity, by facilitating increased, supported access to the divisional gymnasium and its equipment.

All patient activity in the gymnasium and its equipment must be supervised to ensure safety. The enhanced gym induction as described in this standard operating procedure (SOP), promotes the upskilling of support staff who have been identified to escort known inpatients to the gym.

This SOP is critical to the delivery of our Journey to Change and our ambition to co-create safe and personalised care that improves the lives of people with mental health needs, a learning disability or autism. It helps us deliver our three strategic goals as follows:

This SOP supports the division to meet its strategic goal of promoting physical health and wellbeing, providing patients choice, and promoting safety. This will be done by:

- Co-creating a great experience for all patients from its diverse population by giving patients a wider choice and control over when they exercise in the gym.
- Co-creating a great experience for our colleagues by helping them to feel proud of the work they do to support patient's choice and wellbeing on their road to recovery ensuring their work is meaningful. It also ensures safe patient access to the gym and that the workplace is fit for purpose.
- Identifying the methods of access, safe use and security issues relating to the gym used by patients across the forensic division and services. It represents good practice guidelines and the minimum that is expected in regard to the use of the gym with patients being cared for in the services.

2. Scope

Following this procedure will help the division to increase in-house gym access for patients.

It will facilitate staff to promote and support in patients to meet the UK Chief Medical Officers' physical activity guidelines to improve health (Dept of Health & Social Care 2019).

3. Duties and Responsibilities

This SOP applies to Trust staff and patients that work in the forensic division.

The SOP relates to the gym at the Humber Centre and Pineview. It is relevant for all staff and patients accessing these gyms. Bank staff and students should be familiar with the procedures required in the gym prior to accessing.

The document is aimed at all clinical staff and students who use the gym with patients. It provides a reference for domestic staff, who may be involved in the cleaning of the environment.

Support staff, bank staff and students will undergo the enhanced gym induction in order to support patients.

The CIMSPA recognised level 2 fitness instructor, Physical Health Improvement Practitioners (PHIP) in the division are responsible to ensure that all gym equipment is safe to use and that all staff and patients accessing the gym and its equipment have received an enhanced gym induction.

Individual staff are responsible for following this standard operating procedure when they use the gym with patients. All gym equipment is to be used and maintained as recommended by the manufacturer's user instructions.

All inducted staff are responsible for providing feedback to the gym instructor/ Physical Health Improvement Practitioner (PHIP) if any issues related to the gym equipment are noted.

All inducted staff are responsible to ensure the safe use of equipment and concerns' regarding a patient's safety, the session will be terminated, and feedback will be provided to the multidisciplinary team (MDT) and gym instructor/PHIP.

It is the responsibility of all staff to report any fault with equipment to the PHIP and take the equipment out of use until it can either repaired or replaced.

The Health, Safety and security lead will conduct all health and safety, and Control of Substances Hazards to Health risk assessments. Developing safe methods of work, to protect all users of the Gym.

The PHIP's are responsible for the completion of the gym assessments and inductions and organising any repairs or replacement of equipment. Gym exercise programmes are offered on an individual basis for patients.

The Primary Care Clinical Lead will take responsibility for monitoring and ensuring all gym assessments and inductions are kept up to date and reviewed.

The Primary Care Team are responsible for completing physical health assessments for all patients prior to having access to the gym.

Following advice from the primary care team the MDT is responsible for deciding if a patient can access the gym and any additional safety measures that need to be in place to support safety/ manage associated risks.

The forensic division inpatient Service Manager will take responsibility for ensuring that valid and appropriate service and maintenance contracts for the gym environment and the equipment is in place.

Line Managers will ensure any staff they supervise, that are expected to supervise patients accessing the gym, have had a gym induction.

4. Blanket Restrictions

The Mental Health Act Code of Practice defines blanket restrictions as "rules or policies that restrict a patient's liberty and other rights, which are routinely applied to all patients, or to classes of patients, or within a service, without individual risk assessments to justify their application." The Code's default position is that "blanket restrictions should be avoided unless they can be justified as necessary and proportionate responses to risks identified for particular individuals". The Code allows that secure services will impose some blanket restrictions on their patients. Where blanket restrictions are identified as necessary and proportionate there should be a system in place which ensures these are reviewed within a regular time frame, with an overall aim at the reduction of restrictive practices.

Further guidance is provided by the Trust's policy on the Use of Global Restrictive Practices (Blanket Restrictions) in Inpatient Units.

Service SOP that constitute a blanket restriction are devised in consultation with service users, including discussion at ward meetings, the Reducing Restriction Group, and the Patients' Council.

The purpose of this SOP is to ensure the safe and effective use of the gym by patients and staff.

Since this procedure is not applied to a group of patients without individual risk assessment this procedure **does not** constitute a blanket restriction.

5. Procedures

5.1. Process for Patients Wishing to Access the Gym or Other Physical Health Improvement Practitioner Facilitated Activities.

All patients wishing to access the gym or undertake physical health improvement activities must be referred to the primary care service by their ward MDT who will have assessed the patient as being suitable to undertake the physical health improvement activity.

Once referred by the patients ward MDT, all patients wishing to access the Humber Centre or Pine View gym, or other physical activities facilitated by the physical health improvement practitioner team will:

1) Undergo the pre physical health activity assessment.

This will be undertaken by the primary care and physical health improvement practitioner team and a record of this assessment made within the patient's clinical record. Following the assessment, patients will receive one of two outcomes.

- GP referral for further assessment
- Commence a 12-week SMART care program (**gym only**) or physical activity care program/care plan (this is for all other physical health improvement activities including group activities such as football).

2) Gym use/programs only.

- All patients will undergo an initial gym induction. This can only be completed by a primary care service qualified gym instructor/physical health improvement practitioner.
- The induction will be completed and filed within the patient's clinical record.

A 12-week SMART plan will be created (**gym only**).

- The 12-week SMART care plan will include the patients stated goals including the exercises to be undertaken to meet these goals. This will document the type of exercises to be undertaken, make clear the specifics of the exercise whilst also agreeing on the time to be spent on the exercise. In addition, the plan will also describe the exercise technique and the number of sets and repetitions and the specific weight to be used where appropriate. On completion of the 12-week program the patient may choose to exit the program or:
- Commence a physical health improvement practitioner led health maintenance programme with a monthly physical health improvement practitioner review.
- Commence a patient led fitness maintenance programme with a monthly physical health improvement practitioner review.

5.2. Access

- The gym is designed to support and enhance the physical health of the patient's cared for in the forensic division services.
- Prior to accessing the gym all patients must have an up-to-date risk assessment completed by the MDT. This will be saved on the patients record on Lorenzo.
- Approval to the gym should be provided by the MDT and recorded on the patients record..
- All staff facilitating a session must have completed a gym induction. The session is not covered if only the patient has completed a gym induction.
- Patients should not access the gym without a staff escort. Patients must be observed at all times.
- Staff and patients should not access the gym whilst another planned session is in progress, unless by prior agreement with the facilitator.
- For activities in the gym facilitated by individual wards the amount of participants must be decided by the ward manager, (MAXIMUM OF THREE PATIENTS) and a minimum of 1 staff member who has been gym inducted.
- For group activities facilitated by the PHIP team, there will be a maximum of 6 patients and a minimum of 3 gym instructors/PHIP.
- Inducted staff can supervise gym access, but they cannot give instruction on how to use the equipment. Only the PHIP's can provide instructions as they have the appropriate qualifications.

5.3. Security

- All inducted staff and patients must adhere to the gym health and safety risk assessments and safe methods of working.
- All manufactures guidelines for the gym equipment should be maintained and adhered to. A copy of all manufacturers' guidelines and risk assessments should be kept in a file in the gym.
- All staff to be updated of any issues via the message services on security equipment.
- Notices will be placed on individual equipment of any issues.
- All staff accessing the gym should visually check all gym equipment is safe to be used prior to each facilitated session and raise any issues to the gym instructors or senior staff. **If in doubt don't use the equipment and take it out of use.**
- The staff member facilitating the session is responsible for ensuring that all equipment is accounted for and returned to the correct cupboard after use.
- Gym equipment must not be moved unless agreed by the gym instructors/PHIP

5.4. Risks

- All equipment to have a formal risk assessment completed and reviewed annually by the Health, Safety, and Security Lead. Any new equipment must be assessed before it can be used or placed in the gym. Risk assessments and manufacturers' guidelines to be held in the gym.
- All patients and staff accessing gym to be made aware of the risk assessments and safe methods of working in their induction.
- Patients require approval via the MDTs prior to induction and access to the gym.
- All staff are required to report any faults/issues/risks to gym instructors or senior staff.
- Any faulty machinery must be taken out of use, with clear signage until it can be repaired or replaced.
- When the gym is not being used by patients it is unsupervised. Inducted staff can use the gym equipment when patients are not using the gym, however if they do so this is at their own risk. The static weights are not to be used unless under direct supervision.
- No patient gym sessions are to be facilitated by a non-inducted staff member.
- All inducted staff can terminate gym sessions if any risk factor identified. These should be reported to the gym instructor/PHIP and MDT. **A Datix may be required.**
- Any changes in patients' physical health should be reported to the Primary Care Team for further investigation and reported to the MDT.
- No more than three patients should access the gym at one time during sessions facilitated by inducted ward staff.

5.5. Equipment

- Gym sessions to be facilitated by gym inducted staff members only.
- All gym inducted staff to be aware and adhere to gym equipment guidelines and recommended use. Any patient not using the gym equipment as recommended would warrant the gym session to be terminated. Information of reasons for terminated session to be reported to the gym instructor/PHIP and the MDT informed.
- All staff to advise patients to follow recommended use of equipment as provided in gym induction.
- Patients should be observed at all times when using all gym equipment and must adhere to facilitated staff instructions and manufactures guidelines.
- All gym equipment to be cleaned prior and post session by patients or staff.

5.6. Checks and Maintenance

- All equipment to have identified checks and maintenance regimes. These regimes will represent manufacturers recommendations on content and frequency.
- All equipment will be checked and have specified maintenance **DAILY** by the PHIP or nominated competent person and recorded. (Appendix 1)
- All equipment will be checked and have specified maintenance **Monthly** by the PHIP and recorded. (Appendix 2)
- Manufacturers risk assessments and maintenance completed every six months by an external company.
- All gym equipment is to be visually checked prior to and after gym sessions, any issues to reported to the PHIPs or senior staff.
- All records of checks and maintenance to be kept in a folder in the gym.

6. Stage 2: Gym Induction

Nominated staff who have been identified to supervise known patients to the gym **must** then undergo an induction to the gym they wish to use with patients. The induction is bespoke to that particular gym considering the range of available equipment and the unique environment. The purpose of this induction is to familiarise the staff member with the safe use of the equipment, as well as local safety procedures. The information in the induction is obtained from the manufacturer's user manual, trust procedures and risk assessments. Record of physical health screening (appendix 3) and gym induction (appendix 4)

6.1. Enhanced Gym Induction Safety Rules

Inducted staff must sign to indicate their understanding of and commitment to adhering to the following gym safety rules -

- **Patient Induction - Inducted staff MUST** confirm PRIOR to supervising patients accessing Gyms that during 'this admission' the patient(s) has been inducted by the PHIPs.
- **Personal alarm** - Whilst supervising, **inducted staff MUST** have access to a personal alarm / be able to contact emergency services at all times
- **Regular breaks** - It is vital that **inducted staff** ensure that patients take regular breaks and hydrate throughout the activity, aware throughout of signs of over exertion or pain in line with a 'deteriorating patient'.
- **Suitable attire** - It is vital that **inducted staff** ensure that all participants wear suitable clothing and footwear
- **Cardiovascular equipment only** - Supervision by **inducted staff** will

be limited to safe use of cardiovascular gym equipment. They **must not** provide any level of instruction or training which results in revising an existing gym programme or developing a new one.

- **Medical clearance** - Patients wishing to access Trust gyms will have already been assessed by medical staff or the MDT as fit to attend. This must highlight any issues that the **inducted staff member needs** to be aware of which will be recorded and easily accessible via the electronic patient record. Any change in status which may compromise the original assessment and cause concern will also be communicated.
- **Supervision** - Inducted patients wishing to access gyms will be supervised at all times by **inducted staff**. Inappropriate use or use by unauthorised persons should be identified and reported to the relevant PHIP.
- **Risk Assessment - Inducted staff will** take all reasonable action to ensure that they continually assess risk prior to and during any supervised session. Based on ongoing observation, and all available sources of information (e.g., electronic patient record, colleagues) supervising staff need to be aware of AND reduce the potential of the following:
 - Accidental/intentional injury to self or others
 - Accidental/intentional misuse of equipment
 - Accidental/intentional damage to clothing/equipment
 - Emerging physical health issues
- **Exercise Tolerance** - Consideration should be given to minimise any associated distress or inappropriate levels of stimulation. **Inducted staff** should be aware that the physical and mental health status of the patient can fluctuate and that there may be times when it is not appropriate for them to access the gym.

In line with any physical exercise, consideration should be given to avoiding undue discomfort or injury, with particular reference to over-exercising. The following should be considered to reduce the risk of problems such as muscle or joint pain or collapse:

- i. Avoid excessive exercise in terms of repetitive motion / intensity / load
 - ii. Avoid heat exhaustion/stroke in warm weather
 - iii. **Inducted staff** should monitor patients at all times to ensure correct use of equipment, regular breaks, hydration, and exercise tolerance with due consideration for personal welfare.
 - iv. Feedback should be encouraged throughout. If patients experience symptoms such as tingling, numbness, burning or stiffness, or extreme breathlessness stop immediately and consider requesting medical review before re-commencing activity
 - v. **Inducted staff** need to be aware of and respond appropriately to contraindications
- **Maintaining a Safe Environment** - Risks have to be assessed with regard to an individual user, as well as the needs of other users to avoid collisions with each other and/or equipment. **Inducted staff will** provide guidance in respect of the safe and correct use of all equipment.
 - **Electric Shock - Inducted staff** should avoid electric shock when using gym equipment with patients:
 - i. Do not use mains powered gym equipment if there are signs of damaged, split, or broken cords or wires.
 - ii. Make sure that the Power Supply cord is fully inserted into the wall socket or extension cord.

iii. Always carefully disconnect all plugs by pulling on the plug and not on the cord. Make sure power buttons are turned OFF before removing the Power Supply cord from a socket.

- **Fire Safety - Inducted staff** should be aware of preventative fire measures, the location & correct use of firefighting equipment, and evacuation routes.
- **Cross Contamination - Inducted staff** should ensure equipment is cleaned with appropriate product after use or as required in line with Humber Infection Control Policy.
- **Mechanical Failure / Breakdown - Inducted staff** should conduct a visual check and testing of any equipment prior to and during use with patients. Any concerns regarding the safe and effective use of the equipment should be addressed immediately, and the activity terminated. Equipment faults should be reported to the PHIPs.
- **Waist Clips (treadmills) - Inducted staff** should consider the following tips for safe use of the treadmills:
 - i. Attach the waist clip **BEFORE** operating the treadmill.
 - ii. Always wear the waist clip whilst using the treadmill
- **Medical Conditions - Inducted staff** should be aware that patients should consult their doctor before accessing gym equipment if they suffer from heart, respiratory, back, joint, or orthopaedic problems, have high blood pressure, or if they have been advised by a doctor to restrict their physical activity or if they have any other medical condition that may be aggravated by physical activity. The patients have already been cleared as fit to exercise. However, in the case of any new emerging symptoms the inducted staff member should cease the session and report these to the MDT and the Primary Care Team.

Record keeping - Inducted staff should record an account of the gym session on the electronic patient record detailing the time, duration, and outcome of the session to include any new emerging issues or risks or breaches.

7. Relevant Policies

[Fire Safety Policy F-006](#)

[Health and Safety Policy F-016](#)

[Lone Worker Policy F-004](#)

[Moving and Handling Policy HR-025](#)

[Incident Reporting Policy N-038](#)

[Infection Prevention and Control Arrangements Policy N-014](#)

[Standard Infection Control Precautions \(SICPS\) SOP23-006](#)

[Physical Health Monitoring MH and LD - Inpatient Prot529](#)

[Resuscitation Policy](#)

[Deteriorating Patient Policy N-062](#)

[Forensic - Personal Alarms and Locators SOP20-021](#)

8. References

Department of Health and Social Care. Physical activity guidelines: UK Chief Medical Officers' report: A report from the Chief Medical Officers in the UK on the amount and type of physical activity people should be doing to improve their health. Department of Health and Social Care; 2019.

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Vancampfort D, Rosenbaum S, Schuch FB, Ward PB, Probst M, Stubbs B (2015). Prevalence and predictors of treatment dropout from physical activity interventions in schizophrenia: a meta-analysis. *General Hospital Psychiatry*. Published online: 2 December 2015.
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Appendix 1 - Humber Centre Gym – Daily Maintenance and Clean of Equipment

Week Commencing: To:

Yes = ✓ No = ✗

<i>Completed by (initials)</i>							
Exercise/Resistance Machine Area	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Easy access to each workstation							
Area free of loose bolts, screws, cables and chains							
Proper pins used							
Securing straps functional							
Protective padding free of cracks or tears							
Surfaces that contact human skin cleaned and disinfected daily							
All parts smooth functioning and lubricated regularly							
Cardio equipment works efficiently – turns on/off, programmes work correctly and safety button effective							
No protruding screws, or parts that need tightening or removal							
Belts, chains and cables aligned with machine parts							
No worn parts (frayed cables, loose chains, worn belts, cracked joint, screws).							
Clean and lubricate guide rods on machines							
Parts and surfaces properly lubricated and cleaned 3x week							
Concept 2 Rower							
Wipe stainless monorail top with a cloth or non-abrasive scouring pad after use with a household all-purpose cleaner. Do not use bleach products, mineral acids or coarse abrasives.							
Lubricate the chain, Apply oil to a paper towel, and rub the paper towel along entire length of chain. Wipe off the excess. Repeat if needed. Do not clean the chain with any kind of cleaner or solvent (Once a week)							
Life Fitness IC2 cycle							
FEET LEVELLING, DISINFECTION & CLEANING OF THE BIKE							
SERVICING BRAKE PADS, DETAILED CLEANING OF THE ENTIRE BIKE (Once a week)							
Life Fitness IC2 cycle	Mon	Tue	Wed	Thu	Fri	Sat	Sun
CHECK EMERGENCY BRAKE FUNCTION (once every 2 weeks)							
CLEAN AND LUBRICATE SADDLE & HANDLEBAR SLIDERS / POSTS (once every 2 weeks)							
Life Fitness OSX cross trainer							
Clean the top surface of the pedals.							

Clean the housing and moving arms							
Keep the pedal straps fastened securely when using the Bikes, inspect and adjust (once weekly)							
Clean Console Overlays							
Clean Bottle Holders / Accessory Trays							
Clean Frame (once week)							
Clean Plastic Covers (once week)							
Lifepulse Sensors, clean and inspect (Once week)							
Clean Pedals and Straps (once week)							
Striding Belt Centred Inspect (once week)							
Machine Level use bubble to Inspect (once week)							
Clean and inspect Emergency Stop Magnet (once week)							
Motor Cover clean (once week)							
Clean Side Step Area (once Week)							
Clean Side Hand Rails (once week)							
Clean Ergo™ Front Handlebar (once week)							
Lifecycle GX LGCX							
Clean CONSOLE OVERLAYS (once Week)							
Clean BOTTLE HOLDERS/ACCESSORY TRAYS (once Week)							
Clean FRAMES (once week)							
Clean PLASTIC COVERS (once week)							
Clean PEDALS AND STRAPS once week)							
Life fitness treadmill							
Inspect the power cord. If the cord is damaged call technical support. Make sure the cord is positioned in a location where it will not be damaged. (once)							
Check the operation of the Emergency Stop System (once)							
Check the operation of the Stop Key. (once)							
Check the position (centering) of the walking belt. (once)							
Cleaning Supplies							
Disinfectant wipes							
Paper towels							
Lubrications sprays for machines							

Environmental Factors							
Volume of stereo system set low enough to allow clear communication between coach and lifter and spotter.							
Ventilation systems working properly.							
Facility well lit and free of dark areas							
Exit sign well lit							
Extension cords routed, secured, and grounded and large enough for electrical load							
All safety, regulation and policy signs posted in clear view.							
Aircon maintained and serviced regularly							

Inspect all flooring (lino, rubber mats, lifting platforms for damage and wear)							
First Aid Kit							
Fully maintained and up to date medical supplies							
Location known to qualified first aider							
Inventory and replenish first aid kit							

Not Applicable = Yes = No =

As Required	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Remove broken equipment							
Clean bar knurling							

Yes = No =

Outcome	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Gym safe to use							

Complete the following if any areas are checked as No (☒)

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Gym closed							
Equipment taken out of use							
Action plan completed							

Signed	Mon	Tue	Wed	Thu	Fri	Sat	Sun

Appendix 2 - Humber Centre Gym – Monthly Maintenance and Clean of Equipment

Year:

Yes = ✓

No = ✗

<i>Completed by (initials)</i>						
Concept 2 Rower	Jan	Feb	Mar	Apr	May	June
Inspect chain for stiff links. If thorough lubrication does not help, the chain should be replaced.						
Inspect chain-handle connection for wear. If the hole has become elongated, or the U-bolt is worn halfway through, replace the entire connection.						
Tighten the shock cord if the handle does not return all the way to the fan enclosure.						
Check screws for tightness, including those used for assembly.						
Loosen or tighten the nuts on the Performance Monitor arm joints as necessary						
Check for dust inside flywheel with a flashlight. Vacuum if needed						
Life Fitness IC2 cycle						
CHECK ADJUSTMENT KNOBS						
CHECK BRAKE PAD FOR SIGNS OF WEAR						
CHECK BRAKE SYSTEM, LUBRICATE						
CHECK PEDALS, TOE CLIP & STRAPS FOR SIGNS OF WEAR						
CHECK ALL CONNECTIONS AND FIXINGS						
CHECK BELT DRIVE TRAIN						
Inspect Console Overlays (once every 6 months)						
Motor Electronic Compartment (once every 6 months)						
Inspect Frame (once every 6 months)						
Inspect Plastic Covers						
Inspect Toe Guards, Endcaps						
Inspect Pedals and Straps						
Motor Cover Vacuum clean						
Inspect Side Step Area						
Clean Side Hand Rails (once every 6 months)						
Clean Ergo™ Front Handlebar (once every 6 months)						
Life Fitness OSX cross trainer	Jan	Feb	Mar	Apr	May	June
Inspect Drive Belt (once every 6 months)						
Inspect and Adjust Leg Levellers						
Lifecycle GX LGCX						
Inspect CONSOLE OVERLAYS (once every 6 months)						
Inspect FRAMES (once every 6 months)						

Inspect PLASTIC COVERS						
Inspect PEDALS AND STRAPS						
Inspect CONSOLE MOUNTING BOLTS (once every 6 months)						
Inspect HARDWARE (once every 6 months)						
Life fitness treadmill						
Vacuum around and under the walking belt. It is normal for there to be some black dust behind the unit from the walking belt.						
Clean the display console and all exterior surfaces with mild soap, water and a soft cotton cloth or use a Life Fitness approved cleaner						
Inspect the exterior parts for wear and check that user assembly bolts are still tight.						

Yes = ✓ No = ✗

Outcome	Jan	Feb	Mar	Apr	May	June
Gym safe to use						

Complete the following if any areas are checked as No (✗)

	Jan	Feb	Mar	Apr	May	June
Gym closed						
Equipment taken out of use						
Action plan completed						

Signed	Jan	Feb	Mar	Apr	May	June

HUMBER CENTRE GYM – Monthly Maintenance and Clean of Equipment

Year:

Yes = ✓ No = ✗

<i>Completed by (initials)</i>						
Concept 2 Rower	Jul	Aug	Sep	Oct	Nov	Dec
Inspect chain for stiff links. If thorough lubrication does not help, the chain should be replaced.						
Inspect chain-handle connection for wear. If the hole has become elongated, or the U-bolt is worn halfway through, replace the entire connection.						
Tighten the shock cord if the handle does not return all the way to the fan enclosure.						
Check screws for tightness, including those used for assembly.						
Loosen or tighten the nuts on the Performance Monitor arm joints as necessary						
Check for dust inside flywheel with a flashlight. Vacuum if needed						
Life Fitness IC2 cycle						
CHECK ADJUSTMENT KNOBS						
CHECK BRAKE PAD FOR SIGNS OF WEAR						
CHECK BRAKE SYSTEM, LUBRICATE						
CHECK PEDALS, TOE CLIP & STRAPS FOR SIGNS OF WEAR						
CHECK ALL CONNECTIONS AND FIXINGS						
CHECK BELT DRIVE TRAIN						
Inspect Console Overlays (once every 6 months)						
Motor Electronic Compartment (once every 6 months)						
Inspect Frame (once every 6 months)						
Inspect Plastic Covers						
Inspect Toe Guards, Endcaps						
Inspect Pedals and Straps						
Motor Cover Vacuum clean						
Inspect Side Step Area						
Clean Side Hand Rails (once every 6 months)						
Clean Ergo™ Front Handlebar (once every 6 months)						
Life Fitness OSX cross trainer	Jul	Aug	Sep	Oct	Nov	Dec
Inspect Drive Belt (once every 6 months)						
Inspect and Adjust Leg Levellers						
Lifecycle GX LGCX						
Inspect CONSOLE OVERLAYS (once every 6 months)						

Inspect FRAMES (once every 6 months)						
Inspect PLASTIC COVERS						
Inspect PEDALS AND STRAPS						
Inspect CONSOLE MOUNTING BOLTS (once every 6 months)						
Inspect HARDWARE (once every 6 months)						
Life fitness treadmill						
Vacuum around and under the walking belt. It is normal for there to be some black dust behind the unit from the walking belt.						
Clean the display console and all exterior surfaces with mild soap, water and a soft cotton cloth or use a Life Fitness approved cleaner						
Inspect the exterior parts for wear and check that user assembly bolts are still tight.						

Yes = ✓ No = ✗

Outcome	Jul	Aug	Sep	Oct	Nov	Dec
Gym safe to use						

Complete the following if any areas are checked as No (✗)

	Jul	Aug	Sep	Oct	Nov	Dec
Gym closed						
Equipment taken out of use						
Action plan completed						

Signed	Jul	Aug	Sep	Oct	Nov	Dec

Appendix 3 - Humber Centre Gym Induction - Initial Health Check

Name:
 Ward:
 D.O.B:
 Date:

Height	
Weight	
BMI	
Resting Heart rate	
Blood Pressure	
ECG	Date of recording:

PHYSICAL ACTIVITY READINESS QUESTIONNAIRE

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 (if yes please specify)

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

Yes/No (if yes please specify)

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

Yes/No (if yes please specify)

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

Yes/No (if yes please specify)

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

Yes/No (if yes please specify)

Has any family member had any heart problems prior to the age of 60?

Yes/No (if yes please specify)

Are you taking prescription drugs? Yes/No

Are you experiencing any side effects to medication?

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

Yes/No (if yes please specify)

Appendix 4 - Gym Induction Form

Patient Name.....D.O.B.....NHS Number.....

Patient Gym Induction

Equipment	Date complete	I've been shown ways to safely and correctly use equipment	Comments
Treadmill			
Bike			
Rower			
X-trainer			
static weights machine			
Leg Press			
Calf raise			
Resistance Equipment			
Induction completed by:			

Patient Signature	
Staff Signature	

Doctor's comments:
Doctor's signature

Staff Gym Induction

Name		DOB		Date	
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Equipment	Date completed	I've been shown ways to safely and correctly use equipment	I've been shown how to visually check equipment before use	Comments
Treadmill				
Bike				
Rower				
X-trainer				
static weights machine (No lone use)				
Leg Press				
Calf raise				
Resistance Equipment				

I have been shown how to clean all equipment and I'm aware that all equipment should be cleaned after use. I'm aware that I must report any fault with equipment to reception and take any faulty equipment out of use. I have read and understood the health and safety risk assessment and standard operating procedure for the Gym. I have completed an induction on the gym equipment above. I understand that when I'm supporting patients to use the gym it is my responsibility to intervene if equipment is not being used safely. I understand that when I use the gym, it is not supervised and that I am exercising at my own risk. I am aware that if I want to use any equipment in the gym I must stretch before. I agree to abide by safe method of use **and only use the equipment included in my induction**. I have read and agree to follow the safe methods of use and safety rules.

Induction completed by:

Signed:

Date		Signed	
-------------	--	---------------	--

Safe Method of Use:

- A maximum of 5 people using the equipment and 2 staff observing at any one time. Unless as part of an emergency response. 1 observer to a maximum of 3 service users, some patient may pose increased risk and require higher levels of observation, this must be documented in the patients MDT record and on the patient's individual exercise plan.
- MDT to undertake an assessment to determine their physical health and risk factors. Service User assessment (MDT) carried out prior to allowing Service user to use the gym equipment. This assessment must contain any additional interventions needed to manage safety.
- Service users are to receive instruction on the use of gym equipment from qualified staff member and this is to be recorded.
- Staff supervising service users are to receive instruction on the safe and correct use of the gym equipment and this is to be recorded and repeated periodically.
- Service users are to be always supervised.
- Staff to wear trainers.
- Service users to wear appropriate footwear (trainers where possible)
- All staff to always carry personal attack alarms.
- All response staff has received DMI training.
- All staff has received break away training.
- All portable equipment that could be used as a weapon to be secure stored when not in use and only accessed following an individual risk assessment through the MDT.
- Gym equipment (rowing machine, cross trainer, static cycle, etc.) to be formally inspected on an annual basis by a Competent Person.
- All equipment to be checked on a weekly basis by appropriately trained staff.
- All equipment to be visually inspected by inducted staff for faults before use.
- Bottles of water can be taken into gym however not open cups of any fluid.
- No loose items to be on a person when using the Gym equipment.
- Staff to check the temperature of the room before using equipment, using the wall mounted thermostat.
- If room temperature below 10c then room not to be used
- If temperature is above 24c then use of room to be limited to 30 minutes, and encouragement of consumption to fluids to be given.
- If temperature is above 28c equipment not to be used
- Monitoring for signs of dehydration/ overheating to be carried out during use of equipment.
- Staff to wear PPE in compliance with the trust infection prevention and control procedures.
- No Lone use of static weight machine.
- All equipment will only be used as described in the induction.
- No headphone to be used and any background noise should not prevent/ hinder communication.

(Safe method of use are not limited to the above. please read the health and safety risk assessment for full details of safe methods of use)

Safety Rules

- **Patient Induction - *Inducted staff MUST*** confirm PRIOR to supervising patients accessing Gyms that during 'this admission' the patient(s) has been inducted by the Physical Health Improvement Practitioners.
- **Personal alarm** - Whilst supervising, ***inducted staff MUST*** have access to a personal alarm / be able to contact emergency services at all times
- **Regular breaks** - It is vital that ***inducted staff*** ensure that patients take regular breaks and hydrate throughout the activity, aware throughout of signs of over exertion or pain in line with a 'deteriorating patient'.
- **Suitable attire** - It is vital that ***inducted staff*** ensure that all participants wear suitable clothing and footwear
- **Cardiovascular equipment only** - Supervision by ***inducted staff*** will be limited to safe use of cardiovascular gym equipment. They **must not** provide any level of instruction or training which results in revising an existing gym programme or developing a new one.
- **Medical clearance** - Patients wishing to access Trust gyms will have already been assessed by medical staff or the MDT as fit to attend. This must highlight any issues that the ***inducted staff member needs*** to be aware of which will be recorded and easily accessible via the electronic patient record. Any change in status which may compromise the original assessment and cause concern will also be communicated.
- **Supervision** - Inducted patients wishing to access gyms will be supervised at all times by ***inducted staff***. Inappropriate use or use by unauthorised persons should be identified and reported to the relevant Physical Health Improvement Practitioner.
- **Risk Assessment - *Inducted staff will*** take all reasonable action to ensure that they continually assess risk prior to and during any supervised session. Based on ongoing observation, and all available sources of information (e.g., electronic patient record, colleagues) supervising staff need to be aware of AND reduce the potential of the following:
 - Accidental/intentional injury to self or others
 - Accidental/intentional misuse of equipment
 - Accidental/intentional damage to clothing/equipment
 - Emerging physical health issues

- **Exercise Tolerance** - Consideration should be given to minimise any associated distress or inappropriate levels of stimulation. **Inducted staff** should be aware that the physical and mental health status of the patient can fluctuate and that there may be times when it is not appropriate for them to access the gym.
 In line with any physical exercise, consideration should be given to avoiding undue discomfort or injury, with particular reference to over-exercising. The following should be considered to reduce the risk of problems such as muscle or joint pain or collapse:
 - i. Avoid excessive exercise in terms of repetitive motion / intensity / load
 - ii. Avoid heat exhaustion/stroke in warm weather
 - iii. **Inducted staff** should monitor patients at all times to ensure correct use of equipment, regular breaks, hydration, and exercise tolerance with due consideration for personal welfare.
 - iv. Feedback should be encouraged throughout. If patients experience symptoms such as tingling, numbness, burning or stiffness, or extreme breathlessness stop immediately and consider requesting medical review before re-commencing activity
 - v. **Inducted staff** need to be aware of and respond appropriately to contraindications

- **Maintaining a Safe Environment** - Risks have to be assessed with regard to an individual user, as well as the needs of other users to avoid collisions with each other and/or equipment. **Inducted staff will** provide guidance in respect of the safe and correct use of all equipment.

- **Electric Shock - Inducted staff** should avoid electric shock when using gym equipment with patients:
 - i. Do not use mains powered gym equipment if there are signs of damaged, split, or broken cords or wires.
 - ii. Make sure that the Power Supply cord is fully inserted into the wall socket or extension cord.
 - iii. Always carefully disconnect all plugs by pulling on the plug and not on the cord. Make sure power buttons are turned OFF before removing the Power Supply cord from a socket.

- **Fire Safety - Inducted staff** should be aware of preventative fire measures, the location & correct use of firefighting equipment, and evacuation routes.

- **Cross Contamination - Inducted staff** should ensure equipment is cleaned with appropriate product after use or as required in line with Humber Infection Control Policy.

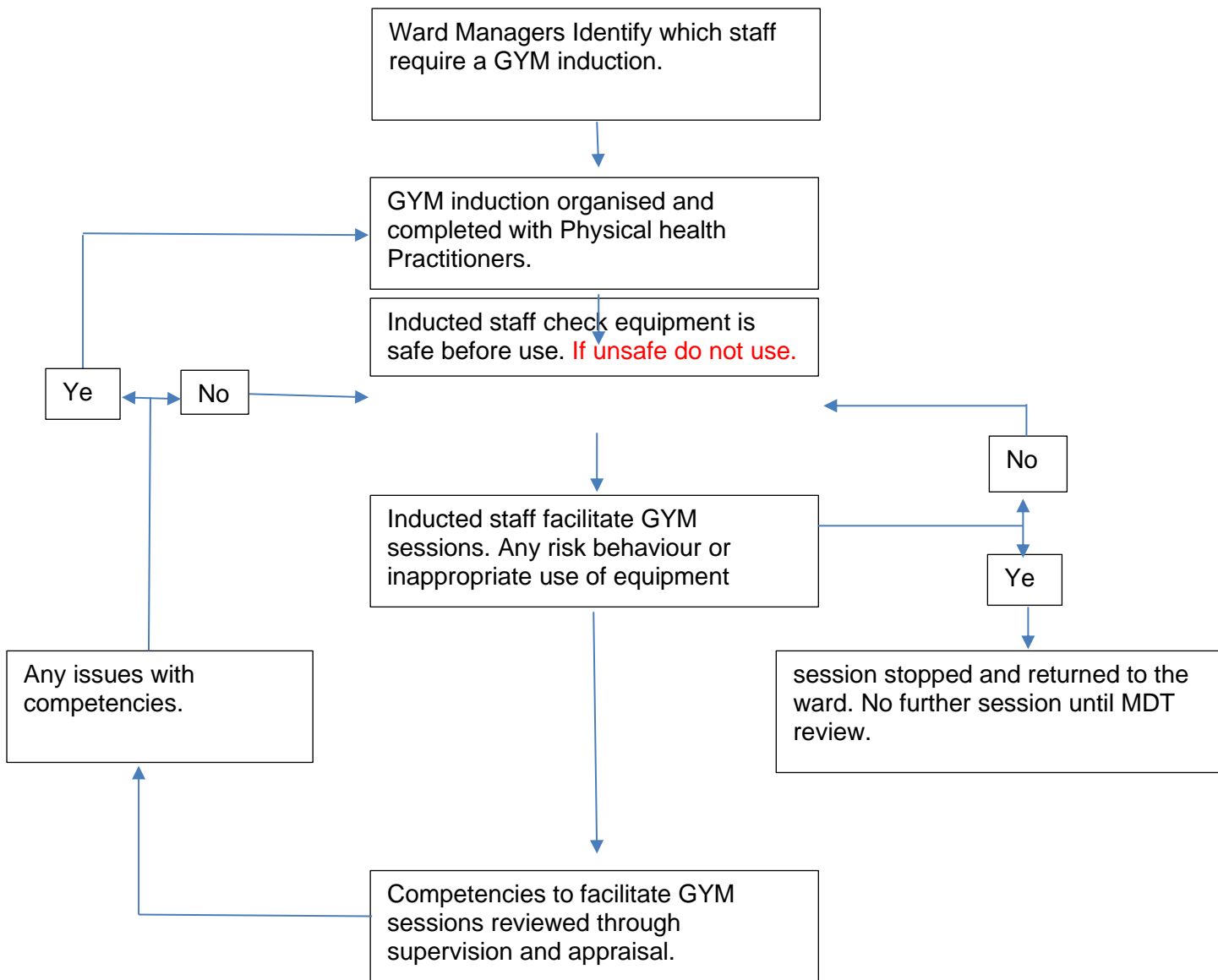
- **Mechanical Failure / Breakdown - Inducted staff** should conduct a visual check and testing of any equipment prior to and during use with patients. Any concerns regarding the safe and effective use of the equipment should be addressed immediately, and the activity terminated. Equipment faults should be reported to the Physical Health Improvement Practitioners.

- **Waist Clips (treadmills) - Inducted staff** should consider the following tips for safe use of the treadmills:
 - i. Attach the waist clip **BEFORE** operating the treadmill.
 - ii. Always wear the waist clip whilst using the treadmill

- **Medical Conditions - Inducted staff** should be aware that patients should consult their doctor before accessing gym equipment if they suffer from heart, respiratory, back, joint, or orthopaedic problems, have high blood pressure, or if they have been advised by a doctor to restrict their physical activity or if they have any other medical condition that may be aggravated by physical activity. The patients have already been cleared as fit to exercise. However, in the case of any new emerging symptoms the inducted staff member should cease the session and report these to the MDT and the Primary Care Team.

- **Record keeping - Inducted staff** should record an account of the gym session on the electronic patient record detailing the time, duration, and outcome of the session to include any new emerging issues or risks or breaches.

Appendix 5 - Staff Supervising Access to the Gym Flowchart



Appendix 6 - Patient Gym Access Flowchart

