Anyone wishing to use the Active Scilly Fitness Centre must read and agree to abide by the contents of this User Agreement. The information that you provide is private and confidential and will be kept electronically for 12 months, when it will need to be reviewed and updated if necessary.

**This document contains:**

* Access controls
* A behaviour contract
* A fire and evacuation plan
* Details about where to find our risk assessment for the Fitness Centre.

**Access controls**

**Adult access**
Adults (aged 16 and over) are normally permitted to attend any public or private hire session at the Fitness Centre as long as Active Scilly is provided with:

* A signed copy of this form;
* A PAR Q, indicating their acceptance to bear the risk of any injury.

**Youth access**
Young people of at least 14 years of age are normally permitted to attend any public or private hire session at the Fitness Centre. ***They must have an induction with a member of Active Scilly staff and be ‘signed off’ as competent and must also provide Active Scilly with the following:***

* A copy of this form including parent/carer/guardian counter signature;
* A consent form signed by a parent/carer/guardian;
* A PAR Q indicating that their parent/carer/guardian accepts to bear the risk of any injury;

It is Active Scilly’s recommendation that youths use weights only up to and including 8kg. Should parents/carers/guardians wish to allow their child(ren) to exceed this weight limit it must be indicated in the relevant section of the disclaimer, below.

**Inductions**
All users (adults or young people) will be offered an induction in the correct usage of our Fitness Centre equipment. Any adult user, who is a regular gym user elsewhere, may opt out of this induction if they sign the relevant section of the disclaimer, below.

At most times, supervision of the Fitness Centre is via CCTV from the reception area. There are also some times within the timetable when a qualified member of staff is in the Centre and available to give support and advice. These times are described as ‘gym support’. The Council of the Isles of Scilly must, as far as is reasonably practicable, keep users safe from harm. To that end, Active Scilly reserves the right to limit Fitness Centre access, **for some users**, to those times when gym support is available. This is likely to include anyone being given an induction, and those with certain medical conditions or other exceptional needs.

**Behaviour contract**

The gym is open to the general public, and therefore we ask that you/your child agree to the following rules of behaviour. Any inappropriate or dangerous behaviour by any gym user, or any repeated deviation from the behaviour contract, may result in access being denied.

* The Fitness Centre is open to all and participants must be respectful to other users. This includes not using inappropriate language and not displaying intimidating behaviour or comments towards any other users.
* No photography or filming is allowed in the Fitness Centre (unless for use by Active Scilly for publicity and marketing purposes; permission will be sought for this purpose).
* Appropriate footwear (with a rigid sole and a covered foot) must be worn at all times in the Fitness Centre. i.e. flip-flops or bare feet are not acceptable.
* Please take care of the equipment and only use it as shown in your induction. Please do not drop or bang weights.
* Please re-rack the weights after use, in the correct place. Please do not leave them on the floor.
* Please report any damage that you cause or notice to the Fitness Centre reception or gym instructor, so it can be dealt with promptly.
* The use of music with explicit language is prohibited.

**Fire and evacuation plan**

In the event of a fire or the need for an emergency evacuation the following procedure must be followed.

* The alarm will sound as a continuous ring.
* Evacuate the building from the nearest exit. There are 2 direct escape routes from the Fitness Centre: one through the sensory garden, and one through the children’s play area. An alternative route is via the main reception area.
* Make your way to the car park between the Wellbeing Centre and the School, and wait for the member of staff to arrive and carry out a roll call.
* Do not waste time by collecting belongings on the way out or re-enter the building until either a member of staff or the fire brigade tells you it is safe to re-enter.

**Risk Assessment**

The risk assessment for the Fitness Centre is in a separate document, a copy of which is held at the reception desk. You must indicate below that you are aware of the presence of the risk assessment.

Please tick the boxes below to indicate that you have read the corresponding information.

Access controls

Behaviour contract

Fire and evacuation plan

I am aware of the risk assessment and know where to find it if I wish to read it

**Disclaimers:**

**Parents/carers/guardians:** I am happy for my child to lift weights larger than the recommended 8kgs. I accept to bear the risk of any injury that may occur as a result. Please tick and sign to agree:

**Induction opt-out:** I am already a regular gym user elsewhere. I would like to opt out of the compulsory induction session. Please tick and sign to agree:

The information contained within this document must be kept up to date. If any of your details change, it is your responsibility to inform us and amend it or it will become invalid.

Please sign, print and date this section to confirm that you have read and understood the content of this document, and that you agree to adhere to all contained within it.

Signature:

Print

Date

Signature of parents/guardian/carer if ages 14-15:

Print
Date

**OFFICE USE ONLY**

To be filled out by staff member who **receives this form:**

I have checked this form and it has been fully completed

Signed: Print: Date:

To be filled out by the administrator who **scans and enters this form on to the system:**

Signed: Print: Date