



Part of United Learning

DATE RATIFIED:	TBC
DATE FOR NEXT REVIEW:	Summer Term 2 2026
REVIEWED EVERY 1/2/3 YEARS:	Yearly

NOTES:

TCA GYM USAGE POLICY

Introduction

This policy is designed to promote, protect and regulate the use of the school's gym and its facilities.

Gym Equipment

The gym consists of the following equipment: (Note: Exact equipment may vary)

1 multi cable smith machine
1 Olympic barbell bench press
1 body max bench
105kg hex dumbbell set: 2x 2.5kg 2x 5kg 2x 7.5kg 2x 10kg 2x 12.5kg 2x 15kg 2x Dumbbell bar
Taurus 2 Tier dumbbell rack: 2x 1kg 2x 2kg 2x 3kg 2x 4kg 2x 5kg 2x 6kg 2x 7.5kg 2x 10kg 2x 12.5kg 2x 15kg
Weights bench
Orange battle rope
2 rowers
3 bikes
2 punch bags
Bumper plates: 4x 5kg –grey 4x 10kg – green 4x 15kg – yellow 4x 20kg – blue
1 6FT Olympic bar
Assorted resistance bands
Metal weight plates: 4x 1.25kg 4x 5kg 4x 2.5kg 4x 10kg
1x Z bar
1x Chrome triceps bar

Who can use the Gym?

The gym is available solely for use by TCA Students and Staff. Students from other schools may not use the gym. Any individual who uses the gym does so voluntarily and at the individuals' own risk. The Cornerstone Academy will not be liable for any injury sustained by any person as a result of using the gym equipment. No Student or Member of Staff is permitted to use the gym unless they have attended a safety induction and one of our instructors has verified that you may use the equipment. Students must only use the gym in the time slots given and will be supervised at all times. Members of Staff are advised not to use the gym alone, particularly out of school hours when immediate assistance/first aid may not be available, buddy up to keep yourself safe.

Our instructors are: Miss S Reddick, Mr S Cox, Mr S Maidment, Mr K Osikoya, Miss S Lockyer.

Induction for new users

New users of the gym must receive an induction session from a qualified instructor. If you have any additional needs that require assistances or adapted entry, please notify one of the gym supervisors, and where appropriate further expert assistance will be obtained to ensure safe use and enjoyment of the gym can be accommodated. Applications for induction are managed by Miss Reddick. Parents to read the policies and complete the PAR-Q form that will be sent out via email, then complete the following forms through the Arbor App, by consenting to the sign up of the club they are agreeing that all policies have been read and the forms have been completed. Any issues or further questions parents can contact TCA via email to reddicks@cornerstoneacademy.org.uk or enquiries@cornerstoneacademy.org.uk. Staff, to complete the Microsoft form to confirm an induction day, any issues they are to email reddicks@cornerstoneacademy.org.uk. Depending on the time of year and the number of pending applications a waiting list of persons requesting an induction is managed by Miss Reddick. Miss Reddick will notify of confirmed induction dates and times. Once induction has taken place, names will be added to the list of inducted gym members for the benefit of the Gym Supervisors. If contact or induction has not been carried out in any of the necessary form, persons will not be permitted to use the gym facilities.

Before using the Gym Facility

- The school advises before participating in an exercise programme all users should have a thorough physical examination from a medical practitioner. Parents will be required to complete a PAR-Q form, and Arbor health notes for students will be checked as part of the induction.
- Any person with a history of heart disease, hypertension, diabetes or any degenerative joint or muscular disease should first obtain permission from their doctor, a copy will be requested as part of the induction process.
- Do not eat a large meal for at least 2 hours before exercise.
- Seek medical advice before using the equipment if you have a medical problem.
- Always ensure that clothing and footwear are suitable and properly fitting – please see below
- Students are not allowed to train in the gym alone and must have a qualified supervisor in attendance.
- Staff must ensure they have someone else in the gym with them, we suggest a buddy system or to work out in pairs.

- Always warm up prior to exercise and cool down afterwards.
- Always warm up and stretch before exercise particularly before weight training. Gentle cardio work with a bike and stretching is excellent before starting on a weight training session or heavy lifting.

Use of the Gym

The gym is provided for the enjoyment of all who use it, irrespective of whether it is recreational for keeping fit, or as part of a training programme for an individual sport. The gym is available during the following hours for teachers 7:00am until 5:30pm and the following hours for students 12:40p until 1:10pm and 3:15pm until 4:15, days for students will vary and will be communicated with parents/guardians, during these opening hours for students the area will be supervised by a PE teacher or gym supervisor. Once your workout has been completed the gym must be locked to prevent unauthorised access. Only users of the gym who have had an induction session will be permitted to use the gym. Use of any gym equipment outside the gym is prohibited.

TCA students will use the gym as part of the PE curriculum in all years. During these lessons students will be in appropriately sized groups, be taught the safe way to use the equipment, the areas of the body the exercise targets and how it uses fits into a healthy lifestyle by the PE staff.

As they progress through the curriculum more of the equipment and possible different ways of using it will be explored and practised. Where a student's behaviour in these lessons falls below a safe standard and disregards their own or others safety, they will not be allowed to remain in the gym and take part in the activities. Any student who misses 2 consecutive weeks of the club will have their space offered to another student due to high interest in the club.

Parent Permissions and inductions are only required for pupils where they are using the gym outside of the school timetable to ensure that they have the basic knowledge required for the safe use for all equipment in the gym from the start. They will then be supervised and coached to further develop their understanding and technique during their time in the gym.

First Aid

All PE teachers and adults supervising the gym, will be first aid trained. Ambulance access is through the double doors at the end of the gym, the defibrillator is found on the wall outside the gym by the double doors at the bottom on the right.

Gym Safety

There is a risk of injury when using (or misusing) weight training equipment. The following points should be observed:

- 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.
- If you have any concerns with a piece of equipment, tell the gym supervisor immediately and report the problem via the Maintenance logbook which will be in the gym by the main entrance
- Inform other gym users by placing one of the 'Out of order' signs provided on any equipment that is of concern and out of action.
- Where you see 'Out of order' signs do not touch or use the equipment, even if you can't see a visual problem.

- Space in the gym is limited. To avoid trip hazards, do not leave any personal belongings on the floor. Staff, please use the staff room or changing rooms to store belongings. Students, please use the changing rooms to store belongings.
- Always lift and lower weights under control. Serious injury could result from lack of control, balance and form. Do not drop weights on the floor.
- Work with weight you can manage/handle.
- Do not continue training if you feel dizzy or unwell. Remember to breathe properly during exercise particularly when lifting weights.
- Do not tolerate horseplay around machinery and equipment.
- No food is allowed in the gym
- Drinks must be in a non-spill cup or bottle
- Gym Maintenance – The gym will be inspected fully every month; this will include checks on all equipment which will ensure any loose bolts or screws etc are tightened and all equipment is safe to use. The gym supervisor will do a daily check on equipment to spot for any visible wear and tear. Any issues gym users may find with equipment is to be reported directly to the gym supervisor and logged in the gym's maintenance book.
- Cleaning of the Gym – The gym is cleaned every day in the morning. Gym users are expected to wipe down their equipment after each use. Any issues or concerns regarding the cleanliness of the space is to be reported to a gym supervisor immediately.
- Ventilation- The gym is equipped with vents that provide regular ventilation to maintain air circulation and freshness- this is Expel air. Additionally, the doors can be opened to increase airflow when needed, ensuring a well-ventilated and comfortable environment for users. The heating will also come on in winter which is controlled with the lights. Any increase in condensation levels should be reported to the gym Supervisor immediately.
- Accessibility- We are committed to ensuring that the gym is accessible to all, including students and staff with disabilities. Adaptations can be made to both equipment and gym areas to meet individual needs — such as providing additional space for mobility aids, using adjustable machines, or offering one-to-one support. Our goal is to make sure everyone can participate safely and confidently in physical activity.

Gym Etiquette

The attached notice has been agreed by the Gym Management Group and is displayed in the Gym. Failure to comply with the behaviour expectations set out will result in a temporary or permanent ban from using the gym, at the Gym Management Groups discretion. We are all equal in the gym no matter how much you lift, or the type of training you do. The following guidelines are intended to ensure that all gym users enjoy the facility and get the most out of each session.

- Be polite and respect other gym users.
- Give exercise space for others and be considerate.
- Observe personal hygiene and dress appropriately.

- Tops and appropriate footwear must be worn at all times – no sliders or open toed shoes and no football boots.
- Wipe down floor mats, benches and equipment after use.
- Put all equipment back, regardless of where you found it.
- No food to be consumed in the gym
- Drinks must be in a non-spill cup or bottle
- Put all your rubbish in the bin.
- Immediately report any damaged or broken equipment via the maintenance logbook stored in the Gym located near the main entrance.
- Ensure all weights that have been used are put back in the correct place.
- Do not be a “GYM-TIMIDATOR.”
- Avoid shouting and behaving in a threatening or intimidating manner. Support and encouragement to intimidation can be a line easily crossed with the best of intentions.
- Do not drop the weights, this doesn’t impress, it distracts others, shows a lack of control and can damage the equipment and floor.
- Focus on yourself and your workout – not on others and theirs.
- Don’t monopolise equipment – allow for someone to ‘work in’ between sets.
- Phones disturb others – step outside if you need to.

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