

THE COLMORE BUILDING GYMNASIUM RULES

The Colmore Building gym has been provided for the use solely for the tenants within the premises. Access to these facilities are restricted to those who have undertaken an induction with The Colmore Building approved instructors and have signed the agreement to abide by the following rules and regulations. Security reserve the right to withdraw access to users who breach any of the health and safety rules or fail to comply with any instructions either verbal or written in regards to using the facility. If you are unsure or have any questions on the use of the gymnasium please ask a member of staff.

Health and Safety

1. Users are only permitted to use the equipment they have been inducted on. If for any reason a piece of equipment is not available during the induction users are to book an additional time with reception in order to be instructed on that equipment prior to its use.
2. If a piece of equipment is found to be faulty or you believe it is not working correctly please inform reception or security immediately so the appropriate action can be taken to rectify the fault. Under no circumstances are users permitted to attempt to rectify the fault or use the equipment that is out of service.
3. Appropriate clothing and footwear for exercise must worn while training, no open toed or high heeled footwear is permitted. All users are to wear as a minimum a top, shorts and trainers. No gym users are to train bare chested.
4. If your medical circumstances change and lead to any of the questions on the health questionnaire becoming a yes after your induction, you must seek medical advice before using the gymnasium and inform the reception team so your health questionnaire can be updated.
5. Access is via a swipe in and out system. **Users are not permitted to swipe in any other person or loan their card to another user**, whether they have been inducted or not. No visitors, guest or children are permitted in the gymnasium.
6. The gymnasium has a maximum capacity of 60 people due to fire regulations.
7. Equipment is not to be moved, altered, modified or used in a manner other than for the purpose for which it was intended and instructed during the gym induction.
8. No food is to be consumed in the gymnasium and drinks must be in a suitable closed container. Please report any spills to a member of staff immediately.
9. Only Colmore Building approved instructors are permitted to undertake personal training sessions or conduct inductions.
10. Users must abide by all instructions given by The Colmore Building staff or approved instructors
11. All accidents or near misses are to be reported to a member of staff.
12. If you are unsure of how a piece of equipment works at any time, please seek the advice of the approved instructors before use (instructor timings can be found via the reception). Refresher inductions can also be booked at reception.
13. No contact sports or ball games are permitted (except table tennis) unless under the supervision of the approved instructors.
14. Do not throw medicine balls against any wall except the designated target area.
15. Televisions and audio equipment must only be operated by a member of The Colmore Building team.

Use of Equipment and Gym Etiquette

1. Equipment must be wiped down after use with the disinfectant wipes supplied. If no wipes are available please inform a member of staff.
2. Users should not monopolise equipment, while resting between sets please allow others to use the equipment
3. During busy periods users are to limit their cardiovascular sessions to 20 minutes if others are waiting for the equipment.
4. Photographs, videos, posts or comments on the internet that may identify other gymnasium users are not permitted.
5. All weights are to be replaced in the rack after use and should not be dropped on the floor during training.
6. Users are strongly advised to train in pairs when using the weight training equipment whether it is fixed or a free weight such as the dumbbells to avoid injury.
7. Foul or abusive language or threatening behaviour towards other users or staff will result in access being revoked.
8. Hands must be covered at all times when using the punch bag.

Emergencies

1. In the event of an emergency use the call point to contact security or press the yellow emergency call point button to attract attention.
2. First aid equipment (including an automated external defibrillator) can be found in the security office located in the loading bay on level B1.
3. In the event of a fire alarm use the nearest safe fire exit and proceed to your designated assembly point where you will need to report to your fire warden or security officer. The fire alarm is tested between 09:10AM and 09:15AM every Thursday.
4. The gymnasium is monitored by CCTV 24 hours a day by security, however this should not be relied on as a safety measure.