



**Lindsey Lodge Hospice & Healthcare**

# **“POSITIVE MOVES ENABLEMENT GYM SAFE USE POLICY & GUIDANCE**

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## **1. Policy statement and scope**

This policy has been produced to promote, protect and regulate the use of the Positive Moves Enablement Gym (and its facilities) located within the Lindsey Lodge Hospice Wellbeing Centre.

## **2. Roles and Responsibilities**

2.1 The Chief Executive is the Registered Manager for Lindsey Lodge Hospice and as such has overall accountability and responsibility for the implementation and monitoring of this policy and ensuring appropriate systems are in place to support the safe delivery and usage of the gym.

2.2 The Matron is responsible for:

- The practical implementation of this policy within Lindsey Lodge Hospice.
- The general day to day co-ordination and setup and use of the gym in terms of environmental space and intervention completed within the gym.
- Ensuring staff are aware of the policy and requirements which includes new starters on their local induction.
- Ensuring that any incidents relating to the gym or use of the gym are reported on the recognised incident reporting tool in accordance with the Managing Incidents Policy.
- Ensuring incidents in relation to the gym or use of the gym are investigated appropriately.

2.3 Clinical staff (nursing, allied health professionals, health care assistants, advanced assistants) are responsible for:

- Ensuring that the guidance within this policy is adhered to when discussing the gym with clients.
- Ensuring any issues identified with the gym are reported immediately, including that of damage/repair.
- Ensuring any associated incidents related to the safety of clients and their families accessing the gym are raised through the Lindsey Lodge Hospice reporting system.

## **3. Gym Equipment**

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

1 Recumbent cycle

1 Treadmill

1 Weight bearing handrail corner step set

1 Height adjustable parallel bars set

2 Gym balls

Multiple sets of Dumbbells

Assorted Therabands

Assorted Rehabilitation items incl: pool balls, bean bags

#### **4. Who can use the Gym?**

- 4.1 The gym is available solely for use by patients known to Lindsey Lodge Hospice and staff.
- 4.2 Any individual not identified with 4.1 who uses the gym does so voluntarily and at the individual's own risk.
- 4.3 Lindsey Lodge Hospice will not be liable for any injury sustained by any person as a result of using the gym equipment.
- 4.4 No staff member or patient is permitted to use the gym unless they have attended a safety induction and the registered Physiotherapist/Occupational therapist has verified that you may use the equipment (Appendix one).

#### **5. Induction for new users**

- 5.1 New patients, or patients who have not previously used the gym, must attend an induction session with the registered Physiotherapist/Occupational therapist.
- 5.2 Any patient who wishes to use the gym must have received an assessment by the registered Physiotherapist/Occupational therapist.
- 5.3 Any healthcare assistant and/or advanced assistant within Lindsey Lodge Hospice must have completed an induction and/or discussion with the Wellbeing Centre Manager prior to supporting patients in the gym (Note: this will form part of the patients' initial assessment at Lindsey Lodge Hospice)

#### **6. Before using the Positive Moves Enablement Gym**

- 6.1 Before participating in an exercise programme and/or use of the equipment, all users should have received an assessment by the registered Physiotherapist/Occupational therapist – this is particularly paramount for those individuals who have a history of heart disease, hypertension, diabetes or any degenerative joint or muscular disease.
- 6.2 All patients should seek medical advice before using the equipment if there are any additional concerns following initial assessment. This should be sought from the patient's own GP.
- 6.3 All users of the gym should receive a personalised therapy plan booklet that is to be referred to at all time prior to each session by the patient and professional.
- 6.4 All users of the gym should ensure that clothing and footwear is suitable and properly fitting.
- 6.5 For safety, all users of the gym, specifically patients, should ensure a healthcare professional that is trained in use of the gym is present.

- 6.6 All users of the gym should warm up prior to exercise or use of equipment, and cool down afterwards – this will be included in the patient’s individual therapy plan.
- 6.7 All users of the gym should warm up and stretch before exercise, particularly if using the dumbbells, weights or theraband. Where appropriate, it is advised that cardio work (e.g. use of recumbent bike or treadmill) is used before using dumbbells, weights or theraband.

## **7. Use of the Gym**

- 7.1 The enablement gym is for the enjoyment and benefit of patients, irrespective of whether it is for general fitness, specific focused rehabilitation or as part of an exercise programme.
- 7.2 The gym is available for use between the hours of 8:30am and 4:30pm – subject to change depending on patient need and the discretion of the professional leading the gym use.
- 7.3 When the gym is in use, both doors must be kept closed.
- 7.4 When the gym is in use, it may be prudent to close the blinds and/or keep the external doors closed to maintain patient privacy and confidentiality. If temperatures are high, external doors should be opened.
- 7.5 The gym is a clinical area and should therefore not be used as a thoroughfare.
- 7.6 Only users of the gym who have had an induction session and/or initial assessment will be permitted to use the gym.
- 7.7 Each individual piece of equipment should be used in accordance with the manufacturer guidelines – these are kept as a permanent accessible resource in the gym.
- 7.8 Use of any gym equipment outside the gym is to the discretion of the registered Physiotherapist/Occupational therapist.
- 7.9 In the event of an emergency, the emergency alarm button on the wall should be pushed to alert for help.
- 7.10 The gym should be kept clean and tidy at all times, and any loose items to be kept on the shelving unit and/or moved to the walls to reduce slips, trips and falls risk.
- 7.11 All litter or drinking bottles/cartons and clinical waste should be disposed of in accordance with the Lindsey Lodge Hospice waste policy.
- 7.12 Always return loose items to their designated location after use.
- 7.13 Water can be sourced from the Daycare kitchen and/or Wellbeing Centre reception.

## **8. Safe systems of work**

There is risk of injury when using (or misusing) all equipment in the gym. The following key points should be observed:

- Inspect equipment before each use, including any loose, worn or frayed parts and/or damage to surface, wires and/or switches.
- Check that wire ropes are not frayed or kinked and that pulleys rotate freely.
- Report any problems with the equipment to the registered physiotherapist/occupational therapist.
- Inform other gym users by placing an 'out of order' sign on any equipment that is out of action (this includes the electrical doors to access the gym).
- Space in the gym is limited. Do not leave any personal belongings on the floor.
- Any patient who feels dizzy or unwell should cease use of the equipment immediately and assistance from a registered nurse within the Daycare team should be sought.

## **9. Measuring Performance**

9.1 Compliance with this policy will be monitored via the Lindsey Lodge Hospice reporting process in relation to gym incidents.

9.2 Use of the gym will be captured through case studies.

9.3 The Wellbeing centre manager will actively seek feedback from those patients who access the gym to share at the quality assurance meeting.

## **10. Review**

8.1 The Matron and registered physiotherapist/occupational therapist will review this policy every two years or sooner if required following changes to any local or national frameworks or changes required to practice following audit findings.

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Owner/Author/Contact: Sarah Hodge				
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September 2020	July 2020	S H	All of hospice	QA Sept 2019
September 2021	17/11/2021	S H	Clinical Leads/QA	L: Policies, Guidelines & Protocols
September 2022				

## APPENDIX 1

### Gym safety induction

Date:	Time:
Name of staff member:	
Name of inductor:	
<u>Equipment Orientation</u>	
Recumbent cycle	
Treadmill	
Weight bearing corner steps	
Adjustable parallel bars (including how to adjust safely)	
Gym ball	
Loose equipment (Dumbbells, theraband and rehabilitation items)	

- I have received a demonstration on how to safely clean equipment after use
- I am aware that any patient who is using the gym should have received a full therapy plan from the physiotherapist and/or occupational therapist
- I am aware of how to summon help in the event of an emergency
- I am aware the gym equipment is designed for reasonable adult use only. Improper use or unauthorised use of the equipment could lead to serious harm
- I have engaged throughout the safety induction and feel confident in the use of the equipment

Staff member signature:

- I am in agreeance that <name> has engaged throughout the safety induction and is able to use the equipment in the gym and support patients during their rehabilitation

Inductor signature: