

<b>TITLE</b>	<b>Fitness Room Induction Guidance</b>
<b>CATEGORY</b>	Guidance and Procedure
<b>REFERENCE</b>	HS18-G02
<b>VERSION</b>	4
<b>DATE</b>	February 2022
<b>REVIEW DATE</b>	February 2025

## Introduction.

- Introduce yourself.
- Welcome the inductees to the fitness room. Ask that all users report to reception before using the facilities.
- Explain how the induction is going to go – Safety points, how to use the equipment, chance for everyone to have a go. Any questions just ask.

## Fire Procedure

- Explain the sound of the alarm
- Action to be taken
- Exit – Points out various exits.

## General Points

- Please ensure [PAR-Q](#) forms are completed before using the fitness equipment. (**Medical Statement must be signed if answered Yes to any parts**)
- At any point when using the fitness room, if you are unsure of anything, please ask a member of staff for assistance.
- Drink plenty of water. It is recommended you take a bottle of water with you and drink regularly.
- Only use the equipment for the exercises they have been designed for and demonstrated during your induction.
- There is a maximum of 20 minutes per C.V. machine during busy periods, please adhere to this.
- Please ensure you wear the correct clothing for exercising – Shorts, tracksuit bottoms, sweatshirt, t-shirt, trainers. No cut-off jeans.
- If you feel faint, dizzy or unwell, stop exercising immediately.
- If you or you see someone who requires immediate assistance for any reason, please activate one of the emergency call buttons located in the fitness room or see a member of staff.
- Please wipe down equipment after you have used it with the cleaning equipment provided.
- Please be considerate to other users.

## Weight Stations – General Rules

- Always demonstrate good manual handling practices when using free weight i.e. dumbbells, discs and bars.
- Emphasise the importance of correct technique rather than more weights.
- Always warm up before using weights.
- Perform exercises through a full range of movement in a slow and controlled manner.
- Always check the weight before you exercise. Ensure collars are used on strength machines and bars where required.
- Do not allow weights to bang together or drop from height.
- When doing any weight exercise, breath out on effort and in on the recovery phase.

**PAR-Q – when you have completed the induction please review the PAR-Q again, add the equipment inducted on and sign the form, this should then be passed to reception for processing the gym induction subscription and filing**

## FITNESS ROOM INDUCTION GUIDELINES - Cardiovascular machines

NAME	AREA	MUSCLE(S)	SILENT DEMO	EXPLANATION	TECHNIQUE
Rower	C.V (+back)	Heart/ lungs/ respiratory system  (Latissimus dorsi, Biceps, abs, erector spinae Quads/ Hamstrings/Gluts/Gastrocnemius)	Demonstrate perfect execution of exercise, ensuring correct posture at all times.	<ul style="list-style-type: none"> <li>Resistance is 1-10, easy - difficult. (4 to demo with)</li> <li>For quick start just pull on bar and it switches on.</li> <li>Various programmes with set times and distances are available in “menu” option.</li> </ul>	<ul style="list-style-type: none"> <li>Strap over bottom laces area, tight.</li> <li>Hands apart on the bar so your arms are outside of the legs.</li> <li>Back straight. Movement –               <ol style="list-style-type: none"> <li>Extend legs</li> <li>Pull arms back</li> <li>Push arms away</li> <li>Slide and bring legs forward.</li> </ol> </li> <li>Good posture, look forward, back straight.</li> </ul>

Treadmill	C.V (Legs)	Heart/ lungs/ respiratory system  (Quads/ Hamstrings/Gluts/Gastrocnemius)	Demonstrate perfect execution of exercise, ensuring correct posture at all times.	<ul style="list-style-type: none"> <li>• For quick start – press green start button on screen.</li> <li>• Use the + &amp; - speed button on touch screen or right-hand lever to increase or decrease speed.</li> <li>• Use the + &amp; - gradient button on touch screen or left-hand lever to increase or decrease gradient.</li> <li>• Heart rate monitors located on handlebars.</li> <li>• The time of exercise will be displayed along with speed (min/km, km/hr &amp; distance in Km).</li> <li>• Press pause/stop followed by stop when you have exercised for your desired time.</li> <li>• Post workout will be displayed on screen for up to 30 seconds</li> <li>• Emergency stop button on handle if you need to stop quickly</li> </ul>	<ul style="list-style-type: none"> <li>• Press start while standing on the pad, increase to desired speed slowly and be carefully.</li> <li>• At the end, same but in reverse...slow down (i.e. to 1.0), step to sides before stopping entirely.</li> <li>• Good posture, look forward</li> </ul>
Vario	C.V (arms shoulders, legs)	Heart/ lungs/ respiratory system  (Depending on resistance used: soleus, Gastronemius, quads, traps, deltoids, biceps, triceps)	Demonstrate perfect execution of exercise, ensuring correct posture at all times. Demonstrate the various actions which can be performed.	<ul style="list-style-type: none"> <li>• Step on to the Vario and start the desired movement.</li> <li>• For quick start – press green start button on screen.</li> <li>• Use the + &amp; - resistance button on touch screen or on the handles to increase or decrease resistance.</li> <li>• Heart rate monitors located on movable and static handlebars.</li> <li>• Hold onto handles and carry on exercising.</li> <li>• The time of exercise will be displayed along with speed (min/km, km/hr &amp; distance in Km).</li> <li>• Press pause/stop followed by stop when you have exercised for your desired time.</li> <li>• Post workout will be displayed on screen for up to 30 seconds</li> <li>• Emergency stop button on handle if you need to stop quickly</li> </ul>	<ul style="list-style-type: none"> <li>• Heels to be kept down/ foot secure on footplate.</li> <li>• The more resistance you add the further up the body it will bring the work out.</li> <li>• Good posture, straight back, looking forward.</li> </ul>

Cross-over	C.V (legs)	Heart/ lungs/ respiratory system  (Quads/Glutes/Gastrocnemius/Adductors/Abductors)	Demonstrate perfect execution of exercise, ensuring correct posture at all times.	<ul style="list-style-type: none"> <li>• Climb onto machine and start movement.</li> <li>• For quick start – press green start button on screen.</li> <li>• Use the + &amp; - resistance button on touch screen or on the handles to increase or decrease resistance.</li> <li>• Heart rate monitors located on movable and static handlebars.</li> <li>• Hold onto handles and carry on exercising.</li> <li>• Choice of handles to include an upper body workout</li> <li>• The time of exercise will be displayed along with speed (min/km, km/hr &amp; distance in Km).</li> <li>• Press pause/stop followed by stop when you have exercised for your desired time.</li> <li>• Post workout will be displayed on screen for up to 30 seconds</li> </ul>	<ul style="list-style-type: none"> <li>• Good posture, straight back, looking forward</li> <li>• Feet stay flat on the plate.</li> <li>• Handles can be use in a push/pull action to increase upper body workout.</li> </ul>
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Top Hand Bike	C.V (upper body)	Heart/ lungs/ respiratory system  (Bicep, tricep, delts pecs, traps, lats rhomboids)	Demonstrate perfect execution of exercise, ensuring correct posture at all times.	<ul style="list-style-type: none"> <li>• Adjustments for seated, standing, wheelchair and hand positioning.</li> <li>• Adjustment for crank/console height.</li> <li>• Adjustment for crank lever length.</li> <li>• Handles rotate for various grip positions.</li> <li>• For quick start – press green start button on screen.</li> <li>• Use the + &amp; - resistance button on touch screen to increase or decrease resistance (cycling action will have to be stopped to safely reach the buttons).</li> <li>• The time of exercise will be displayed along with speed (min/km, km/hr &amp; distance in Km).</li> <li>• Press pause/stop followed by stop when you have exercised for your desired time.</li> </ul>	<ul style="list-style-type: none"> <li>• Good posture – look forward, shoulders back.</li> <li>• Demo push/pull techniques.</li> </ul>
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				<ul style="list-style-type: none"> <li>• Post workout will be displayed on screen for up to 30 seconds</li> </ul>	
Upright Bike	C.V (legs)	Heart/ lungs/ respiratory system  (Quads/ Gastrocnemius)	Demonstrate perfect execution of exercise, ensuring correct posture at all times.	<ul style="list-style-type: none"> <li>• Adjust seat using yellow paddle lever under rear of seat.</li> <li>• Check, slight angle when the leg is extended.</li> <li>• Start pedalling and press green start button on screen</li> <li>• Use the + &amp; - resistance buttons on touch screen or on the handles to increase or decrease resistance.</li> <li>• Heart rate monitors located on handlebars.</li> <li>• Hold onto handles and carry on exercising.</li> <li>• The time of exercise will be displayed along with speed (min/km, km/hr &amp; distance in Km).</li> <li>• Press pause/stop followed by stop when you have exercised for your desired time.</li> <li>• Post workout will be displayed on screen for up to 30 seconds.</li> <li>• Pedal straps tighten using the yellow ratchet strap</li> </ul>	<ul style="list-style-type: none"> <li>• Rough adjustment to seat is to bring it in line with the hip.</li> <li>• Make sure back is straight with whatever hand/ arm position you are in.</li> <li>• Always look forward.</li> <li>• Careful dismount.</li> </ul>
Recline Bike	C.V (legs)	Heart/ lungs/ respiratory system  (Quads/Glutes/ Gastrocnemius)	Demonstrate perfect execution of exercise, ensuring correct posture at all times.	<ul style="list-style-type: none"> <li>• Adjust seat using yellow lever on right side of seat.</li> <li>• Check, slight angle when the leg is extended.</li> <li>• Start pedalling and press green start button on screen</li> <li>• Use the + &amp; - resistance buttons on touch screen or on the handles to increase or decrease resistance.</li> <li>• Heart rate monitors located on handlebars.</li> <li>• Hold onto handles and carry on exercising.</li> <li>• The time of exercise will be displayed along with speed (min/km, km/hr &amp; distance in Km).</li> <li>• Press pause/stop followed by stop when you have exercised for your desired time.</li> <li>• Post workout will be displayed on screen for up to 30 seconds.</li> <li>• Pedal straps tighten using the yellow ratchet strap</li> </ul>	<ul style="list-style-type: none"> <li>• Rough adjustment to seat is to bring it in line with the hip.</li> <li>• Make sure back is straight with whatever hand/ arm position you are in.</li> <li>• Always look forward.</li> <li>• Careful dismount.</li> </ul>

Lateral Trainer	CV (Legs)	<p>Heart/lungs/respiratory system</p> <p>Quads/glutes/hamstrings/calves/hip flexors</p>	<p>Demonstrate perfect execution of exercise, ensuring correct posture at all times</p>	<ul style="list-style-type: none"> <li>• Hold onto handles</li> <li>• Step onto foot plates</li> <li>• Put card into card reader</li> <li>• Start moving to start the machine</li> <li>• Keep moving during start up</li> <li>• Press green quick start or choose programme to start</li> <li>• Press yellow + or – button to change effort level</li> <li>• Press red stop button to complete exercise</li> <li>• Hold handles to dismount,</li> <li>• Dismount off the back of the machine</li> </ul>	<ul style="list-style-type: none"> <li>• Keep feet flat inside foot plates</li> <li>• Keep hips in line with body (don't twist)</li> <li>• Ensure good posture</li> <li>• Slow down to stop</li> <li>• Use different handle positions to engage different muscle groups</li> </ul>
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## FITNESS ROOM INDUCTION GUIDELINES – Resistance Machines

Name	Area	Muscles	Silent Demo	Explanation	Technique
Shoulder Press	Shoulders and arms	Traps, Rhomboids, Delts & Triceps	Demonstrate perfect execution of form and breathing using a low weight.	<ul style="list-style-type: none"> <li>Adjust seat position so the shoulders are under the hand grips.</li> <li>Seat can be rotated out of the way for wheelchair access</li> <li>Check weights to ensure it is suitable.</li> <li>Straight back with shoulders against the back pad, Grasp desired handles.</li> <li>Each side moves independently.</li> </ul>	<ul style="list-style-type: none"> <li>Using desired grips and controlled movements, push bar to full overhead position without locking out the elbows and lower the bar back to starting position in a controlled manner.</li> </ul>
Leg Press	Front & back of thighs	Quads, Glutes & Gastrocnemius	Demonstrate perfect execution of form and breathing using a low weight.	<ul style="list-style-type: none"> <li>Adjust seat position so the knees are bent to approx. 90 degrees by using yellow levers below seat on each side.</li> <li>Place feet onto the platform approx. shoulder width apart with feet turned out slightly.</li> <li>Ensure back is fully against cushion especially lower back/top of buttocks. Use handles to support position.</li> </ul>	<ul style="list-style-type: none"> <li>Press with legs in a controlled manner until they are extended fully without locking out the knees then return to start position in a controlled manner.</li> </ul>
Dual Adjustable Pulley	Various muscle groups depending on exercise being performed		Demonstrate perfect execution of form and breathing using a low weight.	<ul style="list-style-type: none"> <li>Set the height of the pulleys using the adjustment handles.</li> <li>Select Power Mode button if doing fast repetitive movements to stop the cable jumping and jerking.</li> <li>Various bar and handle attachments.</li> </ul>	
Leg Curl	Back of upper legs	Hamstrings & Glutes	Demonstrate perfect execution of form and	<ul style="list-style-type: none"> <li>Adjustments for seating and starting positions for hip, knee and ankle. (range of motion) and to</li> </ul>	<ul style="list-style-type: none"> <li>Feet and knees apart.</li> <li>Keep hips, knees and ankles in line.</li> </ul>



			breathing using a low weight.	<p>ensure the knee joint is in line with the pivot point.</p> <ul style="list-style-type: none"> <li>• Check weights to ensure it is suitable.</li> </ul>	<ul style="list-style-type: none"> <li>• Back straight and fully supported onto back cushion.</li> <li>• With controlled movement, curl the legs down and back.</li> <li>• Return legs to start position in a controlled movement.</li> </ul>
Leg Extension	Front of upper leg	Quadriceps	Demonstrate perfect execution of form and breathing using a low weight.	<ul style="list-style-type: none"> <li>• Adjust seating and leg positions to ensure knee is in line with the pivot point and fully supported.</li> <li>• Select starting position (range of motion)</li> <li>• Check weight to ensure it is suitable.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure head, shoulders, back and legs are in line and fully supported by the cushioned supports.</li> <li>• Extend the legs out fully against the resistance but keeping the knee joint soft.</li> <li>• Return the legs to start position in a controlled movement</li> </ul>
Chest Press	Chest and arms	Pectorals, Triceps	Demonstrate perfect execution of form and breathing using a low weight.	<ul style="list-style-type: none"> <li>• Adjust seat position to align the hand grips to mid-chest height.</li> <li>• Use overhand grip</li> <li>• It's recommended the grips should be a few inches away from the chest.</li> <li>• Check weight to ensure it is suitable.</li> <li>• Foot bar allows hand grips to move forward into a more accessible position.</li> <li>• Handlebars moves in an arc</li> <li>• Choice of grips i.e. wide chest press and narrow palms turned in tricep press.</li> <li>• Each side moves independently.</li> </ul>	<ul style="list-style-type: none"> <li>• Feet flat on floor.</li> <li>• Shoulder and back against support cushions.</li> <li>• Press foot down on foot bar to allow hand grips to rotate round and allow ease to grip.</li> <li>• Head looking forward and back against head support (if Comfortable)</li> <li>• With controlled movement press the grips out until arms are near fully extended while keeping shoulder back against the support cushion.</li> <li>• Return the arms to the start position in a controlled movement and press down on the foot bar to release tension and return handles back.</li> </ul>
Vertical Traction	Back and Arms	Lats and biceps	Demonstrate perfect execution of form and breathing using a low weight.	<ul style="list-style-type: none"> <li>• Adjust seat to be able to reach hand grip.</li> <li>• Select weight to be used.</li> <li>• Tighten lap belt so you remain seated during pulling action.</li> <li>• Bars move down and out to the sides in an arc movement</li> </ul>	<ul style="list-style-type: none"> <li>• Feet flat on floor.</li> <li>• Shoulder and back against support cushions.</li> <li>• Press foot down on foot bar to allow hand grips to lower down and allow ease to grip.</li> </ul>



					<ul style="list-style-type: none"> <li>• Head looking forward and back against head support (if Comfortable)</li> <li>• With controlled movement, pull the bars down to just above shoulder level.</li> <li>• Return the arms to the start position in a controlled movement and press down on the foot bar to release tension and return handles back.</li> </ul>
Lat Machine	Back and arms	Lats & Biceps	Demonstrate perfect execution of form and breathing using a low weight.	<ul style="list-style-type: none"> <li>• Adjust support cushion to ensure it sits onto of thighs to keep bottom in seated position while performing the exercise.</li> <li>• Check weight to ensure it is suitable.</li> <li>• May have to stand to grasp bar in a wide overhand grip.</li> <li>• Hands should be equally placed apart to ensure an even pull on the bar.</li> <li>• Maintain a good posture, keeping feet flat on floor.</li> </ul>	<ul style="list-style-type: none"> <li>• Pull bar down to align with collarbone, ensuring elbows are below shoulders.</li> <li>• Keeping shoulders back and chest forward to feel a squeeze between the shoulder blades.</li> <li>• Keep the head up and back straight and slightly leaning back.</li> <li>• Return the bar back to start with a controlled movement, do not lock out elbows on return up.</li> <li>• Lifter must remain seated throughout the whole movement.</li> </ul>
Anterior Flexibility	Back and core	Anterior (nearest the front) muscles of the spine and core i.e. Hip flexors, iliopsoas, and the rectus femoris.	Demonstrate perfect execution of form and breathing using a low weight.	<ul style="list-style-type: none"> <li>• Adjust the rolling cart to one of the three different stretching angles - 0°, 20°, 45° - to expand the range of exercises and increase the lengthening of thigh muscles by lifting yellow lever under the lower leg cushion</li> <li>• Front cushion with curved handle to support upper body</li> <li>• Yellow brake release lever behind curved handlebars</li> <li>• Pull to release brake and release lever to stop/hold the stretch.</li> </ul>	<ul style="list-style-type: none"> <li>• Hold on to handles and place one leg over front cushion with foot flat on the foot plate</li> <li>• Place other leg onto lower cushion</li> <li>• Place forearms on top front cushion and grip the handles.</li> <li>• When in position pull in yellow brake lever and with a controlled movement push the rear leg back until you feel the stretch.</li> <li>• Release the brake handle to hold the stretch.</li> <li>• Flexibility level will be displayed on console between forearms.</li> <li>• Release the stretch and return to the start by pulling in the yellow brake lever.</li> <li>• Repeat stretch or change legs and repeat.</li> </ul>

<p>Posterior Flexibility</p>	<p>Back and Legs</p>	<p>Posterior (nearest the back) chain muscles i.e. hamstring, glutes and spinal erectors etc.</p>	<p>Demonstrate perfect execution of form and breathing using a low weight.</p>	<ul style="list-style-type: none"> <li>• Adjustments for foot tension.</li> <li>• Brake release lever to start, hold and stop the stretch.</li> <li>• Curved handle grip to control rate and speed of stretch movements</li> <li>• Seat/back is angled to support correct alignment hip to centre pivot point.</li> <li>• Leg stays straight throughout movement.</li> </ul>	<ul style="list-style-type: none"> <li>• Sit on front portion of torso cushion so hip is in line with pivot point</li> <li>• Place leg to be stretched on to leg support cushion</li> <li>• Adjust foot bar by pulling yellow handle on right hand side until foot is in a comfortably position or toes are pulled up to increase the stretch on the calf.</li> <li>• Lie down with head back.</li> <li>• Start the stretch by pulling yellow brake lever on the left-hand side to release.</li> <li>• At the same time grip the curved hand grip on the right side and with a controlled movement pull the handle towards you to raise your leg until you feel the desired stretch.</li> <li>• Release the brake lever to hold the stretch.</li> <li>• Flexibility level will be displayed on the console on the right above your head.</li> <li>• Release the stretch and return to the start by pulling the yellow brake lever and control the rate of descent by gripping the curved hand grip and allowing it to lower the leg back down.</li> <li>• Repeat stretch or change legs and repeat.</li> </ul>
<p>Total Abdominal</p>	<p>Stomach</p>	<p>Rectos Abdominals and Hip Flexors</p>	<p>Demonstrate perfect execution of form and breathing using a low weight.</p>	<ul style="list-style-type: none"> <li>• Select the appropriate weight.</li> <li>• No adjustments required, One size fits all.</li> <li>• To avoid creating excessive load on your overall musculature, do not push with your feet and try not to bend past 90°</li> </ul>	<ul style="list-style-type: none"> <li>• Sit on seat with feet/ankles behind lower leg support cushion.</li> <li>• Take hold of hand grips and pull straps forward and down till tight over shoulders.</li> </ul>

				<ul style="list-style-type: none"> <li>Keep contact with head/shoulder &amp; lower back support cushions throughout the movement.</li> </ul>	<ul style="list-style-type: none"> <li>Pull forward and down against the straps, pivoting from the hips in a controlled movement.</li> <li>Seat will pivot back and at the same time the shoulder and back support cushions will pivot forward to maintain correct position and movement.</li> <li>To return to start by keeping the tension on the grips/straps and with controlled movement, return to start position.</li> </ul>
Ercolina Rehab	Dependant of exercise being performed	Default exercise – tricep press and lateral raise.	Demonstrate perfect execution of form and breathing using a low weight.	<ul style="list-style-type: none"> <li>Multi-functional station for performing a wide variety of exercises for the whole body.</li> <li>Adjust cable height dependant on exercise to be performed</li> <li>Select a suitable weight to be used.</li> <li>Attach accessory (handle, grip or collar) to be used.</li> <li>Only used controlled movements (do not release pulley under tension)</li> </ul>	<ul style="list-style-type: none"> <li>Tricep press – Adjust pulley height</li> <li>Attach tricep bar and select weight</li> <li>Stand feet shoulder width apart and knees soft.</li> <li>Grasp bar in overhand grip and engage core muscles.</li> <li>With bend arms pull bar down until elbows are into the side of your body.</li> <li>Keep elbows locked into place while pressing the bar down to straighten out arms (soft elbows) in a controlled movement.</li> <li>To return to start of next rep, keep elbows tucked in while using a controlled movement to allow the bar to return up by flexing the elbow joint.</li> <li>From this position you can repeat the exercise or you can finish your exercise by allowing the elbows to move away and up to allow the pulley/bar to return to its set position.</li> </ul>
Chrome and Urethane Dumbbells	Dependant of exercise being performed Default exercise – bicep curl	Biceps	Default exercise – bicep curl. Demonstrate Manual lifting technique and exercise using perfect execution	<ul style="list-style-type: none"> <li>Select a suitably light dumbbell and use of good lifting form.</li> </ul>	<ul style="list-style-type: none"> <li>With dumbbells in each hand and down by the side at arm's length.</li> <li>Feet shoulder width apart, knees soft and core muscles under light tension.</li> <li>Palms facing away/up.</li> <li>With a controlled movement and keeping elbows by the side, lift the</li> </ul>

			of form and breathing using a low weight.		<p>weight up towards the chest/shoulder area by bending the elbow and feeling tension on the front of upper arm muscle as it contracts to raise the weight.</p> <ul style="list-style-type: none"> <li>Return weight down to starting position.</li> </ul>
Adjustable Bench	Used as a support training aid		Using good lifting manual handling to demo how the bench can be transported and adjusted for various exercises	<ul style="list-style-type: none"> <li>Adjustment of back and seat cushions.</li> <li>Transporting bench using wheels and handle grip.</li> </ul>	<ul style="list-style-type: none"> <li>Manual handling technique.</li> <li>Selection of desired seat and back angles.</li> </ul>
ARKE	Balance, coordination, stability, flexibility, speed, agility and strengthening a various muscle groups	Various muscle groups depending on exercise being performed	Demonstrate perfect execution of form and breathing for balance, weighted and un-weighted exercises.	<ul style="list-style-type: none"> <li>Optimum physical fitness, coordination, stability, balance, flexibility, strength, speed, agility, reaction time, cardiovascular and respiratory capacity.</li> <li>ARKE is made up of several innovative products including the Water 8 Ball, Pendulum and Twin Clubs. All tools are divided into four categories, each represented by a different colour and bearing the names of the four classical elements: air, earth, water and fire. Each category provides easy identification for the specific target exercise and provides progression from basic to advanced.</li> </ul>	<ul style="list-style-type: none"> <li>Manual handling techniques.</li> <li>Soft joints</li> <li>Correct postures.</li> <li>Body alignments.</li> <li>Range of motion.</li> <li>Selecting the correct equipment for the task.</li> <li>Guidance poster on exercises in place.</li> </ul>
Low Row	Back, Arms	Traps, Latissimus Dorsi, Rhomboids, Biceps, Triceps	Demonstrate perfect execution of form and breathing using a low weight	<ul style="list-style-type: none"> <li>Check weight to ensure it is suitable</li> <li>Feet on foot plates</li> <li>Lean forward and grab handles</li> <li>Pull handles until sitting upright with good posture</li> <li>Legs almost straight</li> <li>Return handle to start position upon completion of exercise</li> </ul>	<ul style="list-style-type: none"> <li>Hold handles and pull to body</li> <li>Controlled movement</li> <li>Squeeze shoulder blades together while pulling handle towards body</li> <li>Pull handles to rib cage</li> <li>Keep posture upright</li> <li>Move arms forward to full extension</li> </ul>

					<ul style="list-style-type: none"> <li>Do not allow posture to change, keep back straight no curved spine</li> </ul>
Seated lat pulldown	Back, arms	Traps, latissimus dorsi, rhomboids, biceps, triceps	Demonstrate perfect execution of form and breathing using a low weight	<ul style="list-style-type: none"> <li>Adjust seat position with handle</li> <li>feet flat on the floor</li> <li>Check weight stack before beginning</li> <li>Keep back against pad</li> <li>Take suitable handles above head</li> <li>Overhand grip</li> <li>Use seatbelt to stop lifting body off seat</li> </ul>	<ul style="list-style-type: none"> <li>Work full ROM without hyper-extension</li> <li>Controlled movements</li> <li>Controlled breathing</li> <li>Pull handles down to side of body</li> <li>Return to start position</li> </ul>
Pec Dec	Chest, Shoulders	Pectorals, Rear Deltoids	Demonstrate perfect execution of form and breathing using a low weight	<ul style="list-style-type: none"> <li>Adjust seat position</li> <li>Feet flat on floor</li> <li>Adjust ROM handles</li> <li>Elbows on pads</li> <li>Overhand grip</li> <li>Upper arms parallel to the floor</li> <li>Ensure weight stack is set correctly</li> </ul>	<ul style="list-style-type: none"> <li>Push arms together</li> <li>Controlled movements</li> <li>Full ROM</li> <li>Controlled breathing</li> <li>Return to start position</li> </ul>
Seated Lower back Extension	Lower back	Erector spinae	Demonstrate perfect execution of form and breathing using a low weight	<ul style="list-style-type: none"> <li>Feet on top of plates</li> <li>Adjust side handle to get into starting position</li> <li>Ensure Shoulder blades on the back pad</li> <li>Arms across the chest</li> <li>Ensure weight stack is set correctly</li> <li>Hip in line with axis of rotation</li> <li>Adjust side handle upon completion to leave the machine</li> </ul>	<ul style="list-style-type: none"> <li>Adjust side handle for individual ROM</li> <li>Push backwards for extension</li> <li>Control breathing</li> <li>Controlled movements</li> <li>Return to forward position to complete exercise</li> </ul>
Lower back (free weight)	Lower Back, back of legs	Erector spinae glutes, Hamstrings	Demonstrate perfect execution of form and breathing using a low weight	<ul style="list-style-type: none"> <li>Adjust silver starting position handle under machine</li> <li>SO starting position is top of the thighs pressed against the pads</li> <li>Feet firm on the foot plates</li> </ul>	<ul style="list-style-type: none"> <li>From leaning position lift body up to slight extension, past parallel</li> <li>Arms across the chest or behind the head</li> <li>Only work to individual ROM</li> <li>Feet stay firm on plates</li> </ul>

				<ul style="list-style-type: none"> <li>• Lower upper body over the pads</li> <li>• Upon completion one foot off at a time</li> </ul>	
Squat Rack	Full Body	Full Body	<p>Demonstrate perfect execution of form and breathing using a low weight</p> <p>Demonstrate 2/ different exercise to show versatility of equipment (squat, deadlift, bench press)</p>	<ul style="list-style-type: none"> <li>• Ensure bar is set at correct height to allow person to remove bar safely on shoulders (Squats, above waist height exercises etc)</li> <li>• Safety bars are in place, use a spotter as well if possible for additional safety support</li> <li>• Only work facing Queens Park to safely rack bar on Rack upon completion</li> <li>• No working backwards</li> <li>• Put heaviest weight disc on first</li> <li>• Ensure safety collars are in place to keep the weight secured before lifting</li> <li>• Rack bar when finished</li> <li>• Take all weight discs off</li> <li>• Exercises from below the waist, remove safety bars if required (exercise dependant)</li> </ul>	<ul style="list-style-type: none"> <li>• Correct technique at all times</li> <li>• Good posture</li> <li>• Controlled movements</li> <li>• Controlled breathing</li> <li>• Full ROM where possible</li> </ul>
Max Rack	Full body	Full body	<p>Demonstrate perfect execution of form and breathing using a low weight</p> <p>Demonstrate 2/ different exercise to show versatility of equipment (squat, deadlift , Shoulder Press)</p>	<ul style="list-style-type: none"> <li>• Ensure bar is set at correct height to allow person to remove bar safely on shoulders (Squats, above waist height exercises etc)</li> <li>• Safety bars are in place, use a spotter where possible for additional safety support</li> <li>• Can work facing either direction due to 2 different rack positions (front and back)</li> <li>• No working backwards, only rack way facing</li> <li>• Put heaviest weight disc on first</li> </ul>	<ul style="list-style-type: none"> <li>• Correct technique at all times</li> <li>• Good posture</li> <li>• Controlled movements</li> <li>• Controlled breathing</li> <li>• Full ROM where possible</li> <li>• Different pull up handles for different muscle groups, and different hand positions</li> </ul>



				<ul style="list-style-type: none"> <li>No requirement for safety collars as the bar is secured and will not tilt</li> <li>Rack bar when finished</li> <li>Take all weight discs off</li> </ul> <p>Exercises from below the waist, remove safety bars if required (exercise dependant)</p> <ul style="list-style-type: none"> <li>Use of additional Pull up Handles above machine</li> </ul>	
Bench Press	Upper body	Pectorals, Triceps	Demonstrate perfect execution of form and breathing using a low weight	<ul style="list-style-type: none"> <li>Different rack positions dependant on lever length</li> <li>Heaviest weight disc on inside</li> <li>Safety collars put on</li> <li>Use a spotter when possible</li> <li>Feet flat on floor</li> <li>Un-rack bar when finished</li> </ul>	<ul style="list-style-type: none"> <li>Lie down, head under the bar</li> <li>Over hand grip</li> <li>Controlled breathing</li> <li>Controlled movements</li> <li>Take bar off rack, starting position arms extended above chest</li> <li>Bring bar to chest</li> <li>Back to starting position, (no Hyper extension)</li> <li>Rack bar upon completion</li> </ul>
Seated Ab Machine	Abs	abdominals	Demonstrate perfect execution of form and breathing using a low weight	<ul style="list-style-type: none"> <li>Sit behind pads</li> <li>Adjust side handle for starting position based on individual ROM</li> <li>Check weight stack is correct</li> <li>Feet on foot plates</li> <li>Arm handles pulled down to sit on front of shoulders</li> <li>Adjust side handle until the back is line with the 2 axis of rotations</li> </ul>	<ul style="list-style-type: none"> <li>Full individual ROM</li> <li>Adjust side handle for ROM</li> <li>Push body forward keeping shoulders against pads</li> <li>Lightly hold arm handles, do not use arms to pull</li> <li>Controlled movements</li> <li>Controlled breathing</li> <li>Ensure good posture and spine alignment by not tucking head down,</li> </ul>
Assisted Chin/Dip	Upper Body – chest, back, arms	Pectorals, lats, delts, rhomboids, bicep, tricep	Demonstrate perfect execution of form and breathing using a suitable weight	<ul style="list-style-type: none"> <li>Chins –</li> <li>Pull out silver handle to adjust Knee pad position into horizontal</li> <li>Stand on foot plates</li> <li>Grab pull up handles</li> <li>Kneel on knee pads</li> </ul>	<ul style="list-style-type: none"> <li>Controlled movements</li> <li>Keep back straight</li> <li>Full ROM, no hyper-extension</li> <li>Controlled breathing</li> <li>DIPS – do not drop below shoulder height</li> </ul>



				<ul style="list-style-type: none"> <li>• Ensure weight stack is correct – REMEMBER – heavier weight is easier, Lower weight is harder, machine assists your movement</li> <li>• Step down one knee at time, control movement of knee pad back to start</li> <li>• Dips –</li> <li>• As above</li> <li>• Hold handles beside knee pads</li> </ul>	
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## FITNESS ROOM INDUCTION GUIDELINES – Strength Area

Name	Area	Muscles	Silent Demo	Explanation	Technique
Cable Crossover	Dependent on exercise being performed		Demonstrate perfect execution of form and breathing using a low weight.	<ul style="list-style-type: none"> <li>• Can be used for a variety of exercises.</li> <li>• High and low pulleys are non-height adjustable.</li> <li>• Check weight to ensure it is suitable</li> </ul>	<ul style="list-style-type: none"> <li>• For default exercise (pec flyes), attach appropriate grips.</li> <li>• Take hold of the grips on both sides and bring them into position in front of the chest.</li> <li>• Lean forward and extend the arms in front of the chest with hands turned in to face each other and elbows lightly bent to take the strain.</li> <li>• Maintaining bent arms (elbows) and hands turned in, using a controlled movement, allow the weight to stretch the arms out to the side (NO NOT OVER STRETCH)</li> <li>• Still maintaining the set arm position and with a controlled movement pull the grips back around in front of the chest to meet in at the start.</li> </ul>

					<ul style="list-style-type: none"> <li>When you have finished your repetitions, bring the grips into the chest and release the tension on the grips one at a time by extending each arm.</li> </ul>
Leg Press	Front & back of thighs	Quads, Glutes & Gastrocnemius	Demonstrate perfect execution of form and breathing using a low weight.	<ul style="list-style-type: none"> <li>Using appropriate manual handling techniques to select weight discs to be used and load the station in the correct manner.</li> <li>Place feet onto the platform approx. shoulder width apart with feet turned out slightly.</li> <li>Yellow handle each side of seat cushion to release platform and allow full leg press exercise</li> <li>Ensure back is fully against cushion especially lower back/top of buttocks. Use handles to support position.</li> </ul>	<ul style="list-style-type: none"> <li>Press with legs in a controlled manner until they are extended fully without locking out the knees then return to start position in a controlled manner.</li> <li>Use yellow levers to disengage platform stops.</li> <li>In a controlled movement, bend the knees and hips to lower the platform to lower down until you have approx. 90-degree bend on knee.</li> <li>Pause and then press out the legs in a controlled movement to return the platform up (soft knees) and repeat reps</li> <li>On last rep return stoppers under platform by pushing down the yellow lever and lower platform under control.</li> </ul>
Chest Press	Chest and arms	Pectorals, Triceps	Demonstrate perfect execution of form and breathing using a low weight.	<ul style="list-style-type: none"> <li>Using appropriate manual handling techniques to select weight discs to be used and load the station in the correct manner</li> <li>Adjust seat position to align the shoulder to the yellow tags on back cushion.</li> <li>Use overhand grip.</li> </ul>	<ul style="list-style-type: none"> <li>Feet flat on floor.</li> <li>Shoulder and back against support cushions.</li> <li>Head looking forward and back against head support (if comfortable)</li> <li>With controlled movement press the grips out until arms are near fully extended while keeping shoulder back against the support cushion.</li> <li>Return the arms to the start position in a controlled movement.</li> </ul>
Low Row	Back and arms	Traps, Lats & Biceps	Demonstrate perfect execution of form and breathing using a low weight.	<ul style="list-style-type: none"> <li>Using appropriate manual handling techniques, select weight discs to be used and load the station in the correct manner.</li> <li>Adjust seat position to ensure shoulders align with yellow tags on chest support cushion.</li> </ul>	<ul style="list-style-type: none"> <li>Take hold of grips to be used.</li> <li>Using a controlled movement, pull the handgrips in towards the chest</li> <li>Squeeze the shoulder blades together as you pull while keeping elbows into sides.</li> <li>Using a controlled movement return to the start position.</li> </ul>

Shoulder Press	Shoulders and Arms	Traps, Rhomboids, Delts & Triceps	Demonstrate perfect execution of form and breathing using a low weight.	<ul style="list-style-type: none"> <li>Using appropriate manual handling techniques, select weight discs to be used and load the station in the correct manner.</li> <li>Adjust seat position so the shoulders are aligned with yellow tags on back support cushion.</li> <li>Straight back with shoulders against the back pad, Grasp desired handles.</li> </ul>	<ul style="list-style-type: none"> <li>Using desired grips and controlled movements, push bar to full overhead position without locking out the elbows and lower the bar back to starting position in a controlled manner.</li> </ul>
Multipower	Dependent on exercise being performed		Demonstrate perfect execution of form and breathing using a low weight.	<ul style="list-style-type: none"> <li>Can be used to assist with chest press variations and Squat variations.</li> <li>Bar stops should be set to appropriate height to prevent a crush injury.</li> <li>Bar releases from catches by lifting bar and rotating the bar by turning wrists back.</li> </ul>	<ul style="list-style-type: none"> <li>Chest press – using adjustable bench, bar should be in-line with the chest, take a wide grip and press bar up to release hooks by rotating bar. Lower the bar towards the chest until the elbows are below the chest line and then push up in a controlled movement to the start.</li> <li>Once you have completed your set number of reps, rotate bar back round to reengage the hooks onto the catches.</li> </ul>
Olympic Half Rack	Dependent on exercise being performed		Demonstrate perfect execution of form and breathing using a low weight.	<ul style="list-style-type: none"> <li>Can be used for Squats, bench press, chins, dips, shoulder press etc.</li> <li>Best used with a workout partner as a spotter.</li> <li>Spotter stands can be flipped down and support brackets put in place.</li> <li>Load bar with discs using manual handling technique and secure collar onto bar to prevent movement of weight on bar.</li> <li>Catches can be set on both sides to appropriate height for exercise being performed.</li> </ul>	<ul style="list-style-type: none"> <li>Chest press – using adjustable bench, bar should be in-line with the chest, take a wide grip and press bar up to release hooks by lifting bar. Lower the bar towards the chest until the elbows are below the chest line and then push up in a controlled movement to the start.</li> <li>Once you have completed your set number of reps, lower bar back onto the hooks when reps have been completed.</li> <li>Back squat - Grab the bar with a medium grip. Put your feet directly under the bar, get under it and put it between your traps and rear shoulder muscles. Chest up, upper-back tight.</li> <li>Unrack the bar by squatting up. Take one step back with one leg, one with your other</li> </ul>

				<ul style="list-style-type: none"> <li>Dip handles can be attached to catches.</li> </ul>	<p>leg. Stand straight with your knees and hips locked for maximum stability. Keep your upper-back tight. Take a big breath, hold it and Squat. Do this by pushing your knees to the side and your hips back and down. Squat until you break parallel – your hip crease must go below the top of your knee. Hold your breath at the bottom.</p> <ul style="list-style-type: none"> <li>Don't stop but quickly reverse the movement by driving your hips straight up. Keep your knees out, your chest up and your upper-back tight. Lock your hips and knees at the top. Exhale and rest a second. Then take a big breath, hold it and Squat your next rep.</li> <li>After your reps, rack the weight by stepping forward.</li> </ul>
Adjustable Bench	Used as a support training aid		Using good lifting manual handling to demo how the bench can be transported and adjusted for various exercises	<ul style="list-style-type: none"> <li>Adjustment of back and seat cushions.</li> <li>Transporting bench using wheels and handle grip.</li> </ul>	<ul style="list-style-type: none"> <li>Manual handling technique.</li> <li>Selection of desired seat and back angles.</li> </ul>
Olympic Flat Bench	Chest and arms	Pectorals and Triceps	Demonstrate perfect execution of form and breathing using a low weight.	<ul style="list-style-type: none"> <li>Using appropriate manual handling techniques to select weight discs to be used and load the bar in the correct manner and using the retaining clips to secure the discs on the bar.</li> <li>Use an overhand wide grip with the thumb around the bar from opposite direction to give a secure grip.</li> <li>A spotter/workout partner is recommended.</li> <li>Foot plates can be flipped down to add extra support by keeping feet flat down</li> </ul>	<ul style="list-style-type: none"> <li>Feet flat on floor.</li> <li>Lie flat with shoulders and back on support cushions.</li> <li>Eyes looking up and head kept down on the cushion throughout entire movement.</li> <li>Take a wide grip of the bar</li> <li>With controlled movement, remove the bar from the rests.</li> <li>Lower the bar to the start position, an inch or two above chest height.</li> <li>Press the bar up until arms are near fully extended while keeping shoulder back against the support cushion.</li> <li>Return the bar to the start position in a controlled movement.</li> <li><b>You must have a spotter in place when using this machine</b></li> </ul>

Urethane Dumbbells	Dependent of exercise being performed Default exercise – bicep curl	Biceps (Upper front of the arms)	Default exercise – bicep curl. Demonstrate Manual lifting technique and exercise using perfect execution of form and breathing using a low weight.	<ul style="list-style-type: none"> <li>Select a suitably light dumbbell and use of good lifting form.</li> </ul>	<ul style="list-style-type: none"> <li>With dumbbells in each hand and down by the side at arm's length.</li> <li>Feet shoulder width apart, knees soft and core muscles under light tension.</li> <li>Palms facing away/up.</li> <li>With a controlled movement and keeping elbows by the side, lift the weight up towards the chest/shoulder area by bending the elbow and feeling tension on the front of upper arm muscle as it contracts to raise the weight.</li> <li>Return weight down to starting position.</li> </ul>
Plate Rack			Using good manual handling techniques to remove and replace weight discs, demonstrate perfect execution of form and breathing using a low weight.		<ul style="list-style-type: none"> <li>Head up, back flat use the legs to lift and lower weight onto and off of the Rack.</li> </ul>

## Version history

Version	Title	Status*	Date	Notes
1	Fitness Room Induction Guidance	Updated	November 2016	Updated
2	Fitness Room Induction Guidance	Updated	November 2018	Updated
3	Fitness Room Induction Guidance	Updated	May 2019	Updated
4	Fitness Room Induction Guidance	Updated	February 2022	Reformatted, change from HS18-G03 to G02
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6				

### \*Status Key

Created = a new policy

Updated = previous version retained with amendments/additions

Reviewed = existing version considered to need no amendments/additions

Archived = No longer required