



Fitness Centers

Recreational activities are pillars of summer/winter camp, summer school, and recreational center experiences. They provide an opportunity for socialization and learning in a fun setting. These activities also provide an increased liability and potential for staff and/or participant injury. The safety of participants and staff should be standard operating procedure. It should be completed to the highest professional standards and in line with federal, state, local, and accrediting agency guidelines. The following checklist template provides a high level oversight to assist with your activity structure. Your organization is responsible for the development of your own written program guidelines and policies for the oversight of your activities. Through consistent management and preventative programs, exposures can be reduced to help ensure a safe recreational experience.

Participant Screening, Orientation, Education and Supervision:

- Resident, Member and Guest intake applications (health, existing conditions, emergency contact info, liability waiver, etc.) are used for everyone.
- New orientation is conducted prior to equipment use through Certified Personal Trainers, along with education about appropriate fitness activities based on each individual's intake application information.
- Rules for safety and etiquette are developed and posted—dress code, child age requirements, no horseplay, wiping down equipment after use, putting weights/equipment back after use, locker room rules (no cell phone zone/no cameras), notifying management of any concerns, etc. Consequences for breaking rules; termination of memberships.
- Qualified staff always available in activity areas to assist, support and respond to members and guests.
- Front Desk checks in all members and guests. Obtains ID from visitors/guests, reviews rules, has guest review and sign rules and liability waiver.
- Other visitors (vendors, outside service contractors) must check in at front desk and be supervised while on site.
- A policy is in place to verify vendors and contractors have adequate general liability and workers compensation insurance limits.

Management and Staffing Requirements:

- Professional Fitness Designations - ACE, APFA & ACSM-Certified Personal Trainers and Group Exercise instructor certs are required for both payroll staff and independent contractors.
- Management personnel are well experienced in fitness center controls.
- Staff orientation and training are provided—CPR, AED, First Aid, accidents and incident reporting, fire drills, emergency evacuations, active shooter.
- Operating Procedures are in place for each department (front desk, security, gym, group exercise, hours, opening & closing).
- Daily and planned Inspections are conducted and documented (Walk throughs of locker rooms, restrooms, gym, group ex rooms, parking lots, sidewalks, lighting).

Facility Design, Maintenance, and Safety:

- Design of workout areas-adequate clearances are available around fitness equipment and instructions are posted on each piece of equipment. (no pinch points or tight aisles between equipment).
- Group exercise rooms are kept locked when classes not in session.
- Regular maintenance and inspections of fitness equipment are completed. Records are maintained.
- Certified fitness trainers are on gym floor at all times to help/assist members and guests as related to safe use of equipment or if equipment breaks during use.
- Security cameras are in use in public areas.
- Fitness rules signs are posted throughout (gym, fitness rooms, locker rooms, etc.).
- Exit signs, and evac route maps are posted.
- Life safety features such as emergency lighting, fire alarms, smoke detectors are maintained.

Additional Resources:

[American College of Sports Medicine's Health/Fitness Facility Standards and Guidelines](#)

[American Council on Exercise \(ACE\)](#)

[American Physical Fitness Association \(APFA\)](#)

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