

BEDFORDSHIRE AND LUTON FIRE AND RESCUE SERVICE

SERVICE ORDER

VOLUME 5: OCCUPATIONAL HEALTH

V5 3 PHYSICAL FITNESS

1 Policy Statement

The Combined Fire Authority recognises that operational personnel are required to maintain a high level of physical fitness, strength and stamina in order to fulfil their role and meet the physical demands of the service.

The Combined Fire Authority embraces and seeks to achieve the recommendations made in the Home Office Document 'Fit for Duty? Seeking a healthier fire service' February 2000 with regard to physical fitness and its assessment within the Service. The Authority seeks to follow the standards set by the guidance of the 'Fitness for Fire and Rescue Standards, Protocols and Policy' document created by the FireFit Steering group (July 2007).

It must be acknowledged that an optimum level of physical fitness can play an important role in reducing ill health, injuries and accidents. The standard of fitness recommended in this policy is the minimum to assure the safety of Firefighters ('Fitness for Fire and Rescue. Standards, Protocols and Policy' by Stevenson, Wilsher and Sykes). The safety of our personnel is paramount and the aim of this policy is impart the Duty of Care which the Service is legally bound to do under the Health and Safety at Work act 1974.

The Service will take the following measures to assist all personnel in achieving, maintaining and improving their level of physical fitness:

A safe environment for training in compliance with statutory instruments and best practice.

- Provision of a qualified Fitness Adviser to oversee the training of Physical Training Instructors (PTI) and implement individual fitness programmes;
- Provision of appropriately trained PTIs to supervise **operational** personnel in group exercise and advise operational and non-operational staff on fitness training issues;
- Inclusion of fitness training periods within work routines for **operational** personnel;
- Compulsory annual fitness assessments for all **operational** personnel and voluntary assessment for non-operational personnel;
- Provision of an Occupational Health and Fitness Service to provide advice on all aspects of health and fitness, especially where rehabilitation is required following illness or injury.

Whilst this policy details at length the procedures for fitness testing of operational staff and the duties of Service PTIs, it is emphasised that the use of Service gym facilities and the availability of health and lifestyle advice and voluntary fitness assessments through the Service Fitness Adviser apply equally to all non uniformed staff.

Signed:
Chief Fire Officer

Date: 15 May 2008

2 Management of Fitness Training

- 2.1 The necessary finance and resources to achieve this Policy will be provided, including:
- Provision of appropriate gymnasium and physical training equipment facilities
 - Provision of suitable clothing and footwear to operational personnel via the uniform points scheme
- 2.2 All aspects of this Policy will be reviewed at regular intervals.
- 2.3 Fitness training will be regularly monitored in respect of its effectiveness, supervision, and safe conduct in accordance with this policy.
- 2.4 All fitness activities will be managed and supervised by a suitably trained/competent person.
- 2.5 All Fitness training activities will be subject to a suitable and sufficient risk assessment prior to its introduction in accordance with Service Policy.
- 2.6 Accurate records will be kept of all fitness training undertaken using [Form FIT1](#) and maintained available for inspection. These records will be kept on station with a copy sent to the Service Fitness Advisor (SFA).
- 2.7 All fitness training accidents will be recorded and investigated in accordance with Service policy.
- Functional Command Team
- Functional Command Team
Station Commander
- SFA/PTI
- SFA/PTI
- Station Commander
/ PTI
- Station Commander/
relevant manager

3 Provision for Fitness Training

- 3.1 Provision for fitness training periods (inclusive of warm up/cool down) must be made as follows:
- Whole time stations**
Two 40-minute periods per shift cycle.
- Day crewing stations**
Two 40-minute periods within the working week.
- Day duty and Flexible duty personnel**
Two 40-minute periods within the working week.
- Retained personnel**
Access to equipped gymnasiums on all stations.
- Non-uniformed personnel**
Access to fitness classes utilising flexible working agreements.
- 3.2 Individuals on modified duties and expectant mothers (uniformed) will be assessed by the Service Medical Advisor (SMA) with regard to the level of training that they are allowed to undertake. Non-uniformed expectant mothers are to seek
- Relevant line managers
- SMA/OHA/SFA

this advice from their midwife/GP. All personnel should seek advice from the SFA before partaking in physical activity on Bedfordshire and Luton Fire and Rescue Service premises.

4 Role of the Service Fitness Advisor (SFA)

4.1 The Service Fitness Advisor (SFA) is to: SFA

- Advise management on policy matters concerning fitness related issues and produce documentation as required;
- Assist the OHA in the dissemination of health related information;
- Co-ordinate, monitor and administer the Physical Fitness Assessment Programme in accordance with Service policy;
- Provide soft tissue massage and remedial treatment (e.g. specific exercise programs) to operational and non operational personnel;
- Liaise with the SMA, OHA, contracted physiotherapists and PTIs on the treatment and rehabilitation of personnel;
- Design and deliver fitness/health promotion presentations and material;
- Make referrals, as appropriate, to the OHA/SMA;
- Provide advice, in conjunction, with the SMA/OHA/PTI on remedial/training programmes within confines of professional competence;
- Monitor individuals who are on remedial training programmes;
- Co-ordinate and manage all aspects of PTI training;
- Provide advice on procurement of fitness equipment;
- Provide advice on fitness related issues to all staff as requested;
- Provide statistical reports and analysis on the results of fitness assessments;
- Assist in the delivery and structuring of Manual Handling training for all personnel;
- To complete adequate risk assessments with regards to fitness equipment and fitness sessions, in accordance with service policy;
- Monitor and evaluate the overall quality and effectiveness of the Service Physical Fitness Policy;

5 Role of the Physical Training Instructor (PTI)

5.1 The Physical Training Instructor is to: PTI

- Assist the SFA with annual fitness assessments in accordance with the policy.
- Complete basic risk assessments prior to conducting fitness sessions in accordance with service policy.
- Provide instruction on the safe and effective use of physical training equipment.
- Provide a Health and Safety brief and assess an individual's fitness to partake in training using Form FIT7 and refer individuals as appropriate, in confidence, using [Form FIT2](#) to the OHA in the case of a medical condition or to the SFA in the case of a physical fitness issue.
- Ensure that prior to any fitness assessment each individual completes a Pre-Exercise Readiness Questionnaire [Form FIT 7](#) to confirm their health is at a suitable level to undergo a maximal or sub maximal fitness test. A copy of the form should be sent to SFA, with the original kept on Station in accordance with the Data Protection Act of 1998 and the Service Data Handling Policy.
- Supervise the safe and effective conduct of group fitness training sessions.
- Advise Watch/Station Manager and other managers on fitness training issues within the scope of their expertise.
- Provide advice on individual and group fitness training programmes.
- Attend professional development / refresher training as required.

6 Role of the Occupational Health Advisor (OHA)

6.1 The OHA is to: OHA

- Provide advice to management on all health aspects of physical fitness.
- Liaise with the SFA with regard to the referral of individuals who do not meet the minimum fitness standard.
- To refer personnel to the SFA for diet and exercise programme and body composition analysis if their body mass index (BMI) is 30 or above.
- Make referrals, as appropriate, to the SMA / SFA / GP/ Physiotherapist.
- Provide advice, in conjunction, with the SMA / SFA on remedial / training programmes.

7 Entry Fitness Testing for Operational Personnel.

- | | | |
|-----|---|---------------------------|
| 7.1 | Wholetime and Retained Trainee Firefighters are required to achieve a pass in all areas of the National Fire Fighter Selection tests. | Recruitment |
| 7.2 | The trainee will then be required to pass a medical and pass a further fitness test. (See Appendix A: Flow Chart). | OHA/SMA/SFA |
| 7.3 | The Trainee's fitness test will be comprised of either a Chester Treadmill Walking Test or a gas analysis ramp protocol maximal fitness test. The Recruit must complete the test to achieve a pass mark equivalent to 42mls/O ₂ /kg/min. | SFA |
| 7.4 | If the Trainee fails the test they will be referred back to the Recruitment Officer. | SFA/ Recruitment Officer. |
| 7.5 | Should the potential Trainee pass the fitness test they will be given a programme to follow to maintain their fitness and strength. | SFA/OHA/SMA |

They will be informed that they must maintain this level for acceptance on the course and will be re-tested in the week prior to the beginning of their formal training.

This final fitness test is to assure all that the recruit is physically able for the rigours of training. This is a control measure, under the Health and Safety at Work Act 1974. If they fail this test they would be referred to see the OHA/SMA/Recruitment Advisor.

Fitness tests should only be carried out by the SFA or a suitably trained PTI.

8 Fitness Assessment of Operational Personnel

- | | | |
|-----|---|----------------------|
| 8.1 | All operational personnel (with the exception of control staff) will undergo an annual fitness assessment carried out by SFA or a suitably trained PTI where appropriate. | Station Manager /PTI |
| 8.2 | Individuals who have been on long term absence (6 weeks); maternity leave or modified duties must be assessed by the SMA as medically fit to undergo a fitness assessment. | SMA |
| 8.3 | Individuals who have been on long term absence (6 weeks); maternity leave or modified A or B duties must pass a fitness assessment before returning to modified C or full operational duties. | SMA/OHA
SFA |
| 8.4 | This return to work test will consist of either a Chester Walking Test, Ramp protocol Gas analyser test or Functional Fitness Test (see section 10). This will be decided upon by the OHA/SFA/SMA depending on the nature of the absence. | SFA/OHA/SMA |
| 8.5 | Any individual who believes that they are not physically or medically fit to undergo a fitness assessment will be referred by the PTI/SFA, in confidence, to the SMA/OHA using Form FIT2. | SFA/PTI |

8.6	The fitness assessment will consist of the Chester Walking test (CWT), Chester Step Test or the Ramp Protocol Gas Analyser Bike Test.	SFA/PTI
8.7	All fitness assessments will be recorded using Form FIT3. If the test is completed by a PTI this data will be sent in confidence to SFA.	SFA/PTI
8.8	Operational Personnel (with the exception of control staff) are required to achieve a standard of 42ml/O ₂ /kg/min in either of the tests.	PTI / Station Manager
8.9	Any individual who is unable to complete or achieve the required standard in their annual fitness assessment will be referred by the PTI, in confidence, to the SFA using Form FIT4. The individual will then be assessed by the SFA and either re-tested as outlined in 8.10 or referred accordingly to either OHA/SMA.	PTI/SFA
8.10	If the individual has failed to complete the Chester Walking Test or Chester Step Test and hence achieve the standard indicated in 8.7, they will be re-tested using the Gas analyser to verify results. If the individual was initially tested using the gas analyser there will be no re-test at this stage.	SFA
8.11	Following the individuals re-test, the SFA will take the following action(s) based on professional judgement: <ul style="list-style-type: none"> • Where there are concerns with regards to the medical fitness of the individual, that individual will be referred to the OHA/SMA. • Where it is decided that the problem is one of physical fitness the SFA will meet with the individual and provide a remedial training programme. 	SFA SFA / OHA SFA / Individual
8.12	If the individual fails to achieve the required standard of 42mls/O ₂ /Kg/min, but achieves a fitness test score above 34mls/O ₂ /Kg/min, they will be given remedial fitness advice and support from the SFA and re-tested at 6 weekly intervals until they have achieved the standard outlined in section 8.7. If after 3 months the individual has achieved no significant improvement in their fitness or has not attained the required standard of 42mls/O ₂ /Kg/min they will be referred to the OHA/SMA to ensure that there is no medical reason for not attaining the required standard.	SFA SFA
8.13	If the individual fails to achieve a fitness test score above 35mls/O ₂ /kg/min, it will be deemed that they are of a standard too low to remain operational, and will be placed on to modified duties. They will be provided with advice and support from the SFA and re-tested at 6 weekly intervals.	SFA
8.14	The individual will also be given a functional fitness test to complete. This test will assess their fitness whilst carrying out basic firefighting tasks. (see section 9).	SFA/OHA

- 8.15 Once they achieve the standard of 35mls/o₂/kg/min they will return to full operational duties, but continue to receive a fitness plan from the SFA and be re-tested at 6 weekly intervals until they achieve a score equivalent to that outlined in section 8.7. SFA
- A functional test may be administered before the individual returns to full operational duties. (see section 9). SFA
- If, after 3 months, the individual has achieved no significant improvement in their fitness or has not attained the minimum standard of 35/mls/O₂/kg/min, the SFA will refer the individual to the OHA/SMA. SFA/OHA
- Should it be deemed that the individual has no medical reason for not improving to or attaining the required fitness, disciplinary proceedings may be commenced. This is due to the individual failing to maintain their operational fitness as stated in their individual role maps. OHA/SMA/Line manager
- 8.16 Voluntary fitness assessments are available to all other employees. SFA/PTI

9 Functional Fitness Testing

- 9.1 Functional Fitness Testing can be used either as part of the process for an employee to return to work following long term absence (6 weeks), or a prolonged period on modified duties, or as another means of testing following a failure by an individual to meet the required fitness standard outlined in Section 8. This test will be conducted from rest as a test of immediate response to an emergency call. SFA/OHA
- 9.2 Should an individual have failed to achieve the required standard and been taken off the run. The test will be utilised as a functional method for underpinning the original results of the testing outlined in section 8.
- 9.3 When used, the Functional Fitness Test will consist of the following elements over a 25 metre course using basic equipment from the fire appliance, the area to be used must be risk assessed and the assessment documented: Individual
- Run Hose reel out 25m and place on the ground (25m);
 - Run/Jog back to start and pick up a length of hose(25m);
 - Run out length of hose and then make it back up twice (100m);
 - Back at the start pick up length of hose and carry it walking 25m then place on the ground (25m);
 - Run or jog 3 lengths (75m);
 - Pick up the hard suction hose and basket/strainer and carry walking 4 lengths (100m);
 - Place them down on the floor and then run 4 lengths (100m);

- Pick up a 30kg barbell and carry walking 4 lengths (100m);
- Place down on the ground and finish.

The Test must be completed by the individual wearing full fire kit. (Flash hoods do not need to be worn).

SFA/OHA/Station

The equipment must be laid out prior to the test, and the length of the course should be marked out using small cones.

Individual

The individual must go round the cones at each end and not do shuttle run turns.

9.4 The Individual will be timed completing the test and be monitored by the OHA and SFA. They may have moral support from fellow personnel should they request it.

SFA/OHA

9.5 The individual should complete the test in a time not exceeding 7 minutes.

Individual

9.6 The individual's heart rate will be monitored to ensure that they do not go above 80% of their maximum heart rate. The individual's ability to communicate clearly and effectively will also be monitored throughout the test.

SFA/OHA

9.7 The individual will have been deemed to have failed the test if:

- The individual does not complete the test in a time of equal to or better than 7 minutes;
- The individual's Heart rate is above 80% for over 75% of the test; and
- The individual's ability to communicate is greatly affected whilst completing the tasks. e.g. unable to talk in complete unbroken sentences without visibly struggling.

SFA/OHA

9.8 Should an individual fail the test they will not be permitted to return to full operational duties until they have achieved the pass standard. If the individual does not achieve the standard purely for fitness reasons they will be allowed to return to Modified C duties to improve their fitness.

SFA/OHA

If an individual fails to achieve the required standard due to an existing injury, they will be kept on modified A or B duties and then given support from the SFA to rehabilitate the injured area.

SFA/OHA

They will be retested every 4 – 6 weeks until they achieve the standard.

SFA/OHA

10 PTI Training

10.1 Any member of personnel who leads a PTI session must be a trained PTI.

SFA/PTI

10.2 To qualify as a PTI an individual must attend a 4 day course at Training centre, and complete both a practical and written assessment.

SFA/PTI

- 10.3 Each PTI must attend a 2 day refresher course every 3 years following initial completion of a 4 Day PTI course. SFA/PTI
- 10.4 Failure to attend a refresher course will cause the PTI qualification to be revoked. SFA

11 Confidentiality

- 11.1 All personal information obtained regarding employees or their guests will be sent, in confidence, in a sealed envelope to the SFA/OHA/SMA as appropriate. PTI/ Station Manager
- 11.2 Any personal information received by the SFA/OHA/SMA will be securely stored in the Occupational Health and Fitness Unit and treated in the strictest of confidence in accordance with the Service Data Handling Policy and Data Protection Act 1998. SFA/OHA/SMA
- 11.3 All New Service PTIs are to complete confidentiality [Form FIT5](#). PTI/Station Manager/SFA
- 11.4 All Existing Service PTIs are to complete confidentiality [Form FIT5](#). And return a copy to SFA. PTI/SFA

12 Group Fitness Training

- 12.1 Group fitness training may only be undertaken under the supervision of an appropriately trained PTI or SFA. Station Manager / PTI/SFA
- 12.2 The supervising PTI/SFA will confirm that all individuals taking part in the session are physically and medically fit to do so, by verbally screening for injuries/medical conditions/pregnancy prior to participation in the session. PTI
- 12.3 Group fitness training must always include appropriate warm up and cool down exercise periods. PTI
- 12.4 Group fitness training sessions will be planned taking account of individual's fitness and abilities, the climate/weather conditions and the training environment. The duration and intensity of training will be controlled to ensure individuals are not trained to exhaustion. PTI
- 12.5 The suitability of training venues must be risk assessed in advance by PTI/SFA. PTI/SFA
- 12.6 Immediately prior to each training session the venue will be inspected and checked for any potential safety issues, including the floor surface and condition and housekeeping. Where necessary remedial action will be taken such as tidying, sweeping /cleaning floors safe storage of equipment etc. PTI
- 12.7 Where appropriate, individuals will be briefed on hazards and precautions (e.g. safety rules, correct techniques etc) prior to commencing training. PTI
- 12.8 Group fitness training will be closely supervised and all health and safety standards will be adhered to. PTI

13 Prohibited Activities

- 13.1 The following activities are prohibited during training sessions due to the unacceptable risk of injury: Station Manager / PTI
- Volleyball
 - Team sports likely to involve uncontrolled physical contact for example, football, rugby, hockey, basketball and any other similar games / sports. The only versions of these games permitted are those outlined in Appendix B.
 - Team sports/games that do not have a non playing referee to officiate and ensure rules are adhered to at all times.
- 13.2 Where fitness training is conducted in appliance bays this is to be restricted to a static exercise e.g. circuit training and is not to involve any running activities. The bay floors are to be Risk assessed and cleaned of fuel spills/debris prior to the commencement of any training activities. Station Manager / PTI

14 Gymnasium Standards

- 14.1 Gymnasiums will be appropriately secured when not in use to prevent unauthorised access. Station Manager
- 14.2 Appropriate gymnasium layouts and equipment storage which allow safe and free circulation will be maintained. Station Manager
- 14.3 Appropriate safety rules are to be drawn up in consultation with the SFA and prominently displayed in the gymnasium. Station Manager
- 14.4 Gymnasiums will be provided with adequate lighting, ventilation, and means of heating and will be cleaned at suitable intervals. Station Manager
- 14.5 Gymnasiums and other areas used for the conduct of fitness training will be regularly inspected and kept free from potential injury hazards. Station Manager
- 14.6 A maximum occupancy for the gymnasium will be determined and recorded in the gymnasium safety rules. Station Manager / SFA
- 14.7 Names and locations of nearest first aiders must be displayed. Station Manager
- 14.8 An inventory of all approved and inspected equipment must be maintained on all premises where fitness equipment is used/stored. This inventory will contain maintenance schedules and certification as appropriate. Station Manager
- 14.9 An appropriate risk assessment will be carried out for each piece of gymnasium equipment as stated in policy V13 01/14. Station Manager/SFA/HSA

- | | | |
|-------|---|--|
| 14.10 | Any new gymnasium equipment purchased must be 'CE' marked. Prior to bringing new equipment into service it must be inspected and risk assessed (as stated in policy V13 01/14), and tested by SFA. | Station
Manager/SFA/HSA |
| 14.11 | All physical training equipment will be installed, stored, used, inspected and maintained in accordance with manufacturer's instructions. User inspections will be carried out in accordance with manufacturers recommendations. | Station Manager |
| 14.12 | On the occasions that a contracted maintenance team is on site, a PTI or SFA must be present to receive any appropriate information. In their absence the watch commander on duty at the time should be present | Station Manager |
| 14.13 | Manufacturer's instruction/safety manuals will be maintained available for reference. | Station Manager |
| 14.14 | Instruction will be provided by an appropriately trained PTI or SFA to all personnel on the safe conduct of fitness training and use of physical training equipment, including written information and posters where appropriate. Records of induction training will be maintained. | Station
Manager/PTI/SFA |
| 14.15 | Equipment, which is unsuitable for unsupervised or lone use, will be identified and indicated accordingly. | Station Manager |
| 14.16 | Any individual who wishes to use the gym alone must inform the Station/Watch Manager. This is to ensure that a senior member of personnel knows where that individual is located should they be required. | Station/Watch
Manager/
Individuals |
| 14.17 | Defective equipment will be removed from possible use until repaired or replaced. The Defect must be logged with the SFA as soon as possible. | <i>Station Manager /
PTI</i> |
| 14.18 | The equipment will be serviced annually by Sportsafe Ltd whom will provide a service certificate upon completion of the site. The service certificate must be prominently displayed in each gymnasium. | SFA |
| 14.19 | The Gymnasium must be kept tidy and as free from controllable hazards as possible. Equipment must be wiped down after use, and fitness equipment must be tidied away, e.g. dumbbells stored on correct racks before an individual leaves the gym. | Station
Manager/Individual |

15 Personal Responsibilities

- | | | |
|------|---|--------------------------|
| 15.1 | All operational personnel are required to maintain a high level of personal physical fitness, strength and stamina to enable them to perform their duties, in accordance with the Fire Fighters National Occupational Standards . | Operational
personnel |
| 15.2 | Every individual must adhere to all instruction given on the safe conduct of fitness training and use of physical training equipment. | All |
| 15.3 | Individuals should seek authorisation from the relevant Station Commander if wishing to use a station gym that is | All |

	located away from where they are posted.	
15.4	Service Issue PT clothing and footwear must be worn for all physical fitness activities. Jewellery should be removed prior to training.	All
15.5	Individuals are not to use physical training equipment located on Service premises unless they have received appropriate instruction in its safe use from an appropriately trained PTI or SFA.	All
15.6	Individuals must avoid excessive exercise that would compromise their operational readiness.	Operational personnel
15.7	All individuals should remember to replace fluids lost by activity by taking sufficient appropriate drinks (e.g. water, isotonic drink) to ensure that they remain adequately hydrated.	All
15.8	Any individual who believes that they are not fit to participate in training/fitness assessment is to inform the supervising PTI. PTI should then refer individual to SFA/OHA/BMA for assessment.	All
16	<u>Lone and Out of Office Hours Training</u>	
16.1	Individual training whilst alone and unsupervised is permitted, provided that any equipment identified as unsuitable for lone training is not used.	All
16.2	A competent attentive spotter must be in place for any exercise where free weights are supported on the trunk or moved over the head/face.	All
17	<u>Use of Gymnasiums by Non-employees</u>	
17.1	Guests will be permitted to use Service facilities on condition that:	
	<ul style="list-style-type: none"> • Approval is granted by the Station Manager responsible for the gymnasium, and • At all times they are accompanied by a Service employee who will take responsibility for ensuring their compliance with safety rules, and • They receive appropriate induction training/instruction by an appropriately trained PTI/SFA prior to using any physical training equipment. • No persons below the Age 18 are permitted to use the service facilities. • They complete and sign an indemnity form using Form FIT5 prior to use of any piece of equipment, and • They do not restrict employees from the usage of any piece of equipment. 	<p>Station Manager / Host employee</p> <p>Host employee</p> <p>PTI / Host employee</p> <p>PTI / Host employee</p> <p>Host employee</p>

- 17.2 On completion of induction training of non-employees [Form FIT6](#) will be completed. These records are to be kept securely on Station in compliance with Service Data Handling Policy and Data Protection Act. A copy of the form is to be given to the individual and a further copy forwarded in confidence to the SFA.
- Station Manager /
PTI/ SFA

18 Welfare Provision

- 18.1 Facilities for changing, washing and accommodation of clothing will be provided.
- 18.2 Drinking water is to be provided within the vicinity of the training location. Personal issue water bottles are provided to operational personnel.
- Station Manager /
Property Manager
- Station Manager

OHA/AJ

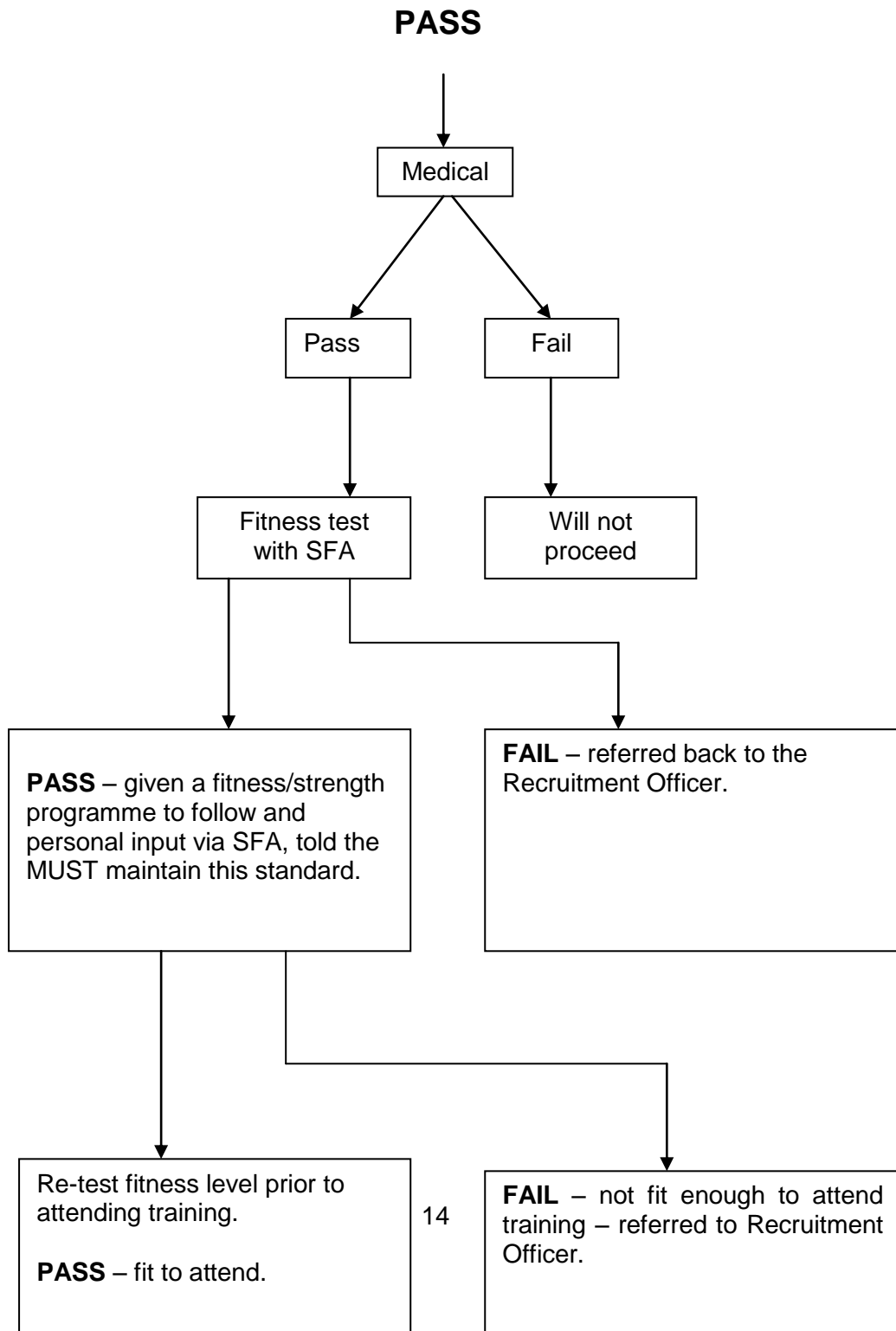
Instructions

1. Remove and destroy V5 3 dated 15.09.04 and file this revised version.
2. Insert title and issue date in VIndex.

FITNESS POLICY.

SELECTION PROCESS

**NATIONAL FIREFIGHTER SELECTION TESTS.
CANDIDATES MUST PASS ALL ELEMENTS**



PERMITTED GAMES

TOUCH RUGBY – Only Play inside

A game for 3 to 6 players in each team.

AREA – Indoor Sports Hall

EQUIPMENT - Rugby ball, whistle

OBJECT OF THE GAME:

The aim of the game is to score a try by grounding the ball on or behind the opponent's goal line, without the player carrying the ball being touched by the opposing team. The team not having the choice of ends starts the game at the centre of the field by passing the ball amongst them. All players must be in their own half at the start of the game and after every try scored.

RULES

1. Any player in possession of the ball if 'touched' by an opponent must immediately stop and restart with a 'chicken scratch' (where the touched player stops, places the ball on the ground, then rolls it back to a team mate using his foot).
2. A 'touch' is a tap on the person carrying the ball, not a push, a charge or a tackle.
3. The penalty for all infringements is an immediate change of possession to the opposing team, who restart play with a chicken scratch, the offending player must complete one minute of exercises in the "sin bin" allocated by the referee
4. Each team has a limit of Five 'touches' per team before change of possession.
5. The ball must not be hit or kicked. The ball must not be passed forward. If the ball hits the ground other than for a 'chicken scratch' possession is transferred to the opposing team.
6. Tackling, holding or loose scrums not allowed.
7. When the ball goes out of play and when a try is scored possession automatically transfers to the opposing team.

NOTE: One **NON PLAYING PTI/OIC MUST** be Referee of the game and "sin bin" which should be situated at the halfway point of the pitch.

STRICT REFEREEING IS CRUCIAL TO PREVENT INJURIES.

ANY NON CONFORMANCE TO THE RULES AND THE SESSION/GAME MUST BE STOPPED IMMEDIATELY BY THE REFEREE.

FAILURE TO FOLLOW THESE RULES WILL RESULT IN DISCIPLINARY ACTION PARTICULARLY IF AN ACCIDENT INVESTIGATION RESULTS IN A FINDING OF AN INDIVIDUAL(S) NEGLIGENCE

APPENDIX B (CONTINUED)

SKITTLE BALL/CONE BALL

A game for MAX 8 players in each team.

AREA – An indoor sports hall or a risk assessed drill yard

EQUIPMENT –

Two skittles or cones, One rugby ball and two zones in front of the cones marked by a chalk line 1.5 metres from the cone.

OBJECT OF THE GAME

To pass the rugby ball amongst your team in any direction aiming to knock down your opponents' skittle. Each time the skittle is hit the team score 1 point.

RULES

1. No running with the ball or holding longer than 3 seconds.
2. No contact - a free pass is given to opposing team and the offending player is sent to the 'Sin Bin' for 1 minute of exercises.
3. A player must be behind the marked zone score a hit. Any violation receives a free throw by the opposing team
4. If the ball touches the floor at any time, then possession switches to the opposing team.
5. In the case of a held ball possession transfers to the defending side.
6. If a defender enters the circle a free throw is awarded to the attacking side from the point of the infringement.

NOTE: One **NON PLAYING PTI/OIC MUST** be Referee of the game and "sin bin" which should be situated at the halfway point of the pitch.

STRICT REFEREEING IS CRUCIAL TO PREVENT INJURIES.

ANY NON CONFORMANCE TO THE RULES AND THE SESSION/GAME MUST BE STOPPED IMMEDIATELY BY THE REFEREE.

FAILURE TO FOLLOW THESE RULES WILL RESULT IN DISCIPLINARY ACTION PARTICULARLY IF AN ACCIDENT INVESTIGATION RESULTS IN A FINDING OF AN INDIVIDUAL(S) NEGLIGENCE

APPENDIX B (CONTINUED)

BENCH BALL

A game for 4-8 players per team.

AREA – Indoor Sports Hall

EQUIPMENT -

2 x Benches , Netball/Basketball.

RULES

1. One member from each team stands on bench in opponent's half of the court.
2. Play is commenced by throwing ball up between two opposing players at the centre.
3. Goals are scored by throwing the ball to the player standing on the bench in the opposite court.
4. No running with the ball.
5. If the ball touches the floor at any time then possession changes to the opposing team.
6. No body contact. (Penalty 'Sin Bin' for 1 minutes of exercises)
7. No interfering with player on bench. (Penalty 'Sin Bin' for 1 minute of exercises)
8. To re-start the game after a goal has been scored, throw in from end line where goal has been scored.

VARIATION OF GAME

Play as above, but to score the ball must be thrown by the goalkeeper and headed back to their hands by the player who passed them the ball.

NOTE: One **NON PLAYING PTI/OIC MUST** be Referee of the game and "sin bin" which should be situated at the halfway point of the pitch.

STRICT REFEREEING IS CRUCIAL TO PREVENT INJURIES.

ANY NON CONFORMANCE TO THE RULES AND THE SESSION/GAME MUST BE STOPPED IMMEDIATELY BY THE REFEREE

FAILURE TO FOLLOW THESE RULES WILL RESULT IN DISCIPLINARY ACTION PARTICULARLY IF AN ACCIDENT INVESTIGATION RESULTS IN A FINDING OF AN INDIVIDUAL(S) NEGLIGENCE

APPENDIX B (CONTINUED)

NON STOP CRICKET

Number of Players

Can be played with any number per team, but the Ideal number is 5 - 8 a side.

AREA – Indoor sports hall

EQUIPMENT - Cricket stumps, tennis ball/sponge ball, bat, 2 x bases (cones).

RULES

1. The bowler bowls underarm from a base 6 yards in front of the wickets; the ball must reach the batter below waist height, otherwise it is a no ball and the batting team get 1 run.
2. The batter must attempt to strike every ball, no hitting behind wickets. If they connect they must run round the base situation to one side of the wickets, this counts as one run.
3. More than one run can be scored off a hit.
4. The fielding side aim to get the ball back to the bowler who can bowl again, irrespective of if the batter is back in position or not.
5. The only way the batter can be out is bowled or caught by their opponents.
6. As soon as one batter is out the next one must get in a position to bat as quickly as possible, as the bowler can continue to bowl, aiming to get the batter out before they are in position.
7. The batting side sit on a bench behind the wickets, away from the field of play.
8. Each member of the team has a turn at batting, total runs scored gives inning totals.
9. Fielders may not obstruct a running batter, a point will be added to the score.
10. Catches off the walls or ceiling must be one handed.
11. A batter kicking the ball while getting to the wicket to pick up the bat will be deemed as a hit and they must run.
12. The bat must be carried by the batter while running, failure to do so will result in a point being deducted.

If they strike their own wickets with the bat then they are given out.

If a ball passes through the wickets without disturbing them, the batter will NOT be out.

STRICT REFEREEING IS CRUCIAL TO PREVENT INJURIES.

ANY NON CONFORMANCE TO THE RULES AND THE SESSION/GAME MUST BE STOPPED IMMEDIATELY BY THE REFEREE.

FAILURE TO FOLLOW THESE RULES WILL RESULT IN DISCIPLINARY ACTION PARTICULARLY IF AN ACCIDENT INVESTIGATION RESULTS IN A FINDING OF AN INDIVIDUAL(S) NEGLIGENCE

APPENDIX B (CONTINUED)

CRAB FOOTBALL

Number of Players

4 - 8 on each team

AREA – Indoor Sports Hall

EQUIPMENT -

2 benches for goals face inwards. 1 x football

RULES

1. Teams line up as for football with their own goal behind them. As no advantage is allowed for any player saving a goal, a goalkeeper need not be nominated.
2. All players must stay in the crab position while playing the ball, any player who is sitting or resting or handles the ball will cause the ball to be dead and a free kick awarded to the opposition.
3. Only the feet may be used to propel the ball, the ball may be played in any direction, a goal is scored when the ball strikes the face of the bench.
4. Any breach of the rules that prevented a goal from being scored will result in a point being added to the opponents score.

NOTE: One **NON PLAYING PTI/OIC MUST** be Referee of the game and "sin bin" which should be situated at the halfway point of the pitch.

STRICT REFEREEING IS CRUCIAL TO PREVENT INJURIES.

ANY NON CONFORMANCE TO THE RULES AND THE SESSION/GAME MUST BE STOPPED IMMEDIATELY BY THE REFEREE.

FAILURE TO FOLLOW THESE RULES WILL RESULT IN DISCIPLINARY ACTION PARTICULARLY IF AN ACCIDENT INVESTIGATION RESULTS IN A FINDING OF AN INDIVIDUAL(S) NEGLIGENCE

APPENDIX B (CONTINUED)

TWO TOUCH NON CONTACT FOOTBALL

NUMBER OF PARTICIPANTS –

No more than 6 players to a team

AREA

The game must be played in an indoor sports hall.

EQUIPMENT

1 x football, 2 football goals or benches.

RULES

1. Players line up as they would in a normal football game with their goal behind them. Each team must nominate one goalkeeper who is then rotated after each goal is conceded or 5 minutes of play.
2. Each player is limited to 2 touches, one to control the ball and one to either pass or shoot.
3. The ball will not pass above the smallest person's head height.
4. The ball will only be passed side-footed.
5. No tackling of players is allowed. Players are only allowed to play the passing lanes and must at no point attempt to tackle an individual who has the ball.
6. Participants must stay on their feet throughout the game
7. No shooting outside a five yard zone. (chalking an area would help)
8. If the ball goes out of play, then possession transfers to the opposing team from the sideline.

NOTE: One **NON PLAYING PTI/OIC MUST** be Referee of the game and "sin bin" which should be situated at the halfway point of the pitch.

STRICT REFEREEING IS CRUCIAL TO PREVENT INJURIES.

ANY NON CONFORMANCE TO THE RULES AND THE SESSION/GAME MUST BE STOPPED IMMEDIATELY BY THE REFEREE

FAILURE TO FOLLOW THESE RULES WILL RESULT IN DISCIPLINARY ACTION PARTICULARLY IF AN ACCIDENT INVESTIGATION RESULTS IN A FINDING OF AN INDIVIDUAL(S) NEGLIGENCE

APPENDIX B (CONTINUED)

3 BOUNCE BASKETBALL

NUMBER OF PARTICIPANTS

2 – 5 players on each team

AREA

Indoor Sports Hall

EQUIPMENT

1 or 2 x basketball hoops, 1 x basketball.

RULES

1. Players must aim to get the ball into the hoop, each basket is worth two points.
2. Basketball is a non contact sport, any contact will result in a free pass/shot to a team in possession of the ball.
3. Each player may move with the ball as long as they are bouncing it. Each player is allowed a maximum of three bounces before they must pass or shoot.
4. Defending players must not attempt to play the ball whilst an attacking player is in the act of dribbling.
5. If the ball goes out of bounds, possession is transferred to the defending team who must pass the ball in from the sideline.
6. If playing with one hoop only, one team is defending the hoop the other is attacking. The attacking team is allowed one shot, if they miss or score then possession is transferred to the other team.

NOTE: One **NON PLAYING PTI/OIC MUST** be Referee of the game and "sin bin" which should be situated at the halfway point of the pitch.

STRICT REFEREEING IS CRUCIAL TO PREVENT INJURIES.

ANY NON CONFORMANCE TO THE RULES AND THE SESSION/GAME MUST BE STOPPED IMMEDIATELY BY THE REFEREE.

FAILURE TO FOLLOW THESE RULES WILL RESULT IN DISCIPLINARY ACTION, PARTICULARLY IF AN ACCIDENT INVESTIGATION RESULTS IN A FINDING OF AN INDIVIDUAL(S) NEGLIGENCE

Instructions

1. Remove and destroy V5 3 dated 15.09.04 and file this revised version.
2. Insert title and issue date in VIndex.

Instructions

1. Remove and destroy V5 3 dated 15.09.04 and file this revised version.
2. Insert title and issue date in VIndex.

Instructions

1. Remove and destroy V5 3 dated 15.09.04 and file this revised version.
2. Insert title and issue date in VIndex.

Instructions

1. Remove and destroy V5 3 dated 15.09.04 and file this revised version.
2. Insert title and issue date in VIndex.

Instructions

1. Remove and destroy V5 3 dated 15.09.04 and file this revised version.
2. Insert title and issue date in VIndex.

Instructions

1. Remove and destroy V5 3 dated 15.09.04 and file this revised version.
2. Insert title and issue date in VIndex.