

Netherhall

COMMUNITY SPORTS CENTRE



Code of Practice: Sauna and Steam Room Use

Netherhall School, Maryport

1. Purpose

The purpose of this Code of Practice is to support the safe, responsible and hygienic operation of any sauna and/or steam room facilities provided at **Netherhall Community Sports Centre, Netherhall School**.

This document sets out the required standards for:

- Safe operation and supervision
- User health screening
- Cleaning and infection control
- Temperature monitoring
- Emergency procedures
- Maintenance and inspection
- Unmanned or extended-hours access arrangements

Netherhall Community Sports Centre is a community sports and fitness facility located at Netherhall Road, Maryport, and promotes a welcoming, professional and community-focused environment for members and visitors.

2. Scope

This Code of Practice applies to all sauna and steam room facilities operated by Netherhall Community Sports Centre.

It applies to:

- Centre management
- Reception staff
- Fitness and leisure staff
- Cleaning staff
- Maintenance staff

- Contractors
- Members
- Visitors
- Community users

This document should be read alongside the Centre's wider health and safety policy, risk assessments, safeguarding arrangements, emergency action plans, cleaning schedules, maintenance procedures and manufacturer guidance.

3. Definitions

Sauna

A sauna is an insulated heated enclosure, usually constructed from wood, with benches and heat-generating equipment. Saunas provide a dry heat and may operate at temperatures between **80°C and 100°C**.

Steam Room

A steam room is an enclosed room made from impervious materials and supplied by steam-generating equipment. Steam rooms provide humid heat and should not exceed **50°C**.

Cleaning

Cleaning is the physical removal of dirt, dust, sweat, body oils and other matter from surfaces. Cleaning is essential before disinfection and helps reduce the spread of germs in shared leisure environments.

Disinfection

Disinfection is the use of an appropriate product to reduce harmful bacteria and viruses on surfaces. Any disinfectant used must be prepared, diluted and applied in accordance with the manufacturer's instructions.

4. Staff Training and Competence

Netherhall Community Sports Centre must ensure that staff responsible for the supervision, operation or management of sauna and steam room facilities are appropriately trained and competent.

Staff should understand:

- Safe operating temperatures

- Health and safety risks associated with heat facilities
- Infection control procedures
- Cleaning requirements
- User health screening and contraindications
- Emergency action procedures
- Alarm response arrangements
- Fault reporting procedures
- Safe-use guidance for members and visitors

Where manufacturer-specific training is required for the sauna or steam room equipment, this training must be completed and recorded.

A responsible member of staff on duty should be able to demonstrate a clear understanding of the health and safety risks, infection control requirements, emergency arrangements and client consultation procedures associated with sauna and steam room use.

5. General Health and Safety Requirements

The sauna and steam room areas must be maintained in a safe, clean and serviceable condition.

The following requirements apply:

- Floors must be non-slip, impervious, easy to clean and arranged to allow suitable drainage.
- A thermometer should be provided inside sauna units.
- Steam room temperatures must be monitored, and where no internal thermometer is fitted, checks must be carried out and recorded at suitable intervals.
- Temperature controls must remain under the control of the Centre and must not be altered by users.
- Doors must allow safe access and exit, including an internal handle so users can leave at any time.
- A glazed panel or suitable visibility arrangement should be provided to support safe supervision.

- A non-verbal alarm system must be available where users may be left unattended.
 - The alarm system must continue to sound until manually reset or responded to.
 - Users must be made aware of how to summon help.
 - A clock or timer must be visible so users can monitor time spent inside the facility.
 - Clear safe-use notices must be displayed close to the sauna or steam room entrance.
 - Adequate lighting must be provided so that users can clearly see exits, signs and instructions.
 - Users should be advised to sit on a towel to reduce hygiene risks and risk of contact burns.
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6. Sauna-Specific Requirements

Where a sauna is provided:

- The sauna temperature must be maintained between **80°C and 100°C**.
 - Only sauna stones or coals recommended by the manufacturer may be used.
 - Stones or coals must be replaced at intervals recommended by the manufacturer.
 - The heater unit must be guarded to reduce the risk of burns.
 - Users must wear suitable swimwear or appropriate clothing.
 - Users should sit on a towel at all times for hygiene and comfort.
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7. Steam Room-Specific Requirements

Where a steam room is provided:

- The steam room temperature must not exceed **50°C**.
- Surfaces must be impervious and suitable for regular cleaning and disinfection.
- Drainage must be checked regularly to reduce slip risks.
- Users must be reminded that humid heat may not be suitable for everyone.

- Steam room surfaces must be cleaned and disinfected daily, or more frequently where usage levels require.

8. User Health Screening and Contraindications

Before first use, users must complete a health screening declaration or medical questionnaire.

Users should be advised not to use the sauna or steam room, or to seek medical advice first, if they:

- Are pregnant
- Have diabetes
- Have epilepsy or a history of seizures
- Have heart disease
- Have circulatory problems
- Have high or low blood pressure
- Have an infectious skin condition, sores or open wounds
- Have a condition affecting their ability to perspire
- Are taking medication that may affect heat tolerance
- Have consumed a heavy meal within the previous 90 minutes
- Suffer from migraines
- Feel unwell, dizzy, dehydrated or unsure whether heat facility use is suitable

Where a user identifies a relevant medical condition or concern, they should be advised to seek guidance from their GP or appropriate healthcare professional before using the facility.

9. Safe Use Guidance for Members and Visitors

The following guidance must be clearly displayed near the sauna and/or steam room.

Before Use

Users must:

- Shower before entering.

- Read the safety notice.
- Remove jewellery where appropriate, as metal can become hot.
- Avoid use if feeling unwell, dizzy or dehydrated.
- Avoid use after alcohol.
- Avoid use shortly after a heavy meal.
- Drink water before and after use.
- Follow all staff instructions.

During Use

Users must:

- Sit on a towel.
- Limit each session to the recommended time.
- Leave immediately if they feel dizzy, faint, uncomfortable or short of breath.
- Not interfere with controls, heaters, sensors, vents or alarms.
- Not pour liquids onto equipment unless this is expressly permitted by the Centre and manufacturer guidance.
- Report any fault, damage or concern to staff immediately.

After Use

Users should:

- Cool down gradually.
- Shower after use.
- Rehydrate.
- Rest before undertaking further exercise.
- Seek staff assistance if they feel unwell.

10. Supervision and Welfare Checks

Netherhall Community Sports Centre must have a procedure for regular checks of sauna and steam room areas.

Checks should include:

- Cleanliness

- Temperature
- Equipment condition
- Door operation
- Alarm availability
- Lighting
- Floor condition
- Slip hazards
- Drainage
- User welfare
- Signs of fainting, distress or unsafe behaviour

Checks should be completed at intervals appropriate to usage levels. As a minimum standard, checks should be undertaken at least every **30 minutes** when the sauna or steam room is in use.

A record of checks must be maintained.

11. Cleaning and Infection Control

The sauna and steam room must be cleaned and disinfected in accordance with manufacturer instructions and the Centre's cleaning schedule.

Cleaning must cover:

- Seating areas
- Floors
- Doors
- Handles
- Walls and surfaces
- Drainage areas
- High-touch points
- Any user-contact surfaces

Cleaning records must include:

- Date

- Time
- Area cleaned
- Product used
- Name or initials of staff member
- Any defects or concerns identified
- Action taken

The surfaces of sauna and steam room facilities must be cleaned and disinfected each day in accordance with manufacturer instructions and approved cleaning materials.

12. Emergency Procedures

Netherhall Community Sports Centre must maintain a written emergency procedure for sauna and steam room incidents.

The procedure must include actions to be taken if:

- A user activates the alarm
- A user feels faint, dizzy or unwell
- A user collapses
- A user suffers a burn or injury
- Equipment overheats or fails
- There is an electrical fault
- Fire alarm activation occurs
- Evacuation is required

Staff must know how to:

- Respond to alarms
- Summon first aid assistance
- Contact emergency services
- Isolate equipment where required
- Record incidents
- Escalate concerns to management

Where an alarm mechanism is provided, there must be a written policy detailing the action to be taken when it is used, and this must be communicated to relevant personnel.

13. Maintenance and Inspection

All sauna and steam room equipment must be maintained in safe working order.

The Centre must retain records for:

- Servicing
- Repairs
- Electrical inspections
- Temperature checks
- Alarm testing
- Cleaning
- Risk assessments
- Staff training
- Defect reports

Electrical safety, including earthing and insulation, should be examined periodically by a qualified engineer, with written records retained. Equipment must also be serviced in accordance with manufacturer instructions.

Any defective equipment must be taken out of use immediately until inspected, repaired and confirmed safe.

14. Risk Assessment

A suitable and sufficient risk assessment must be completed for sauna and steam room use.

The risk assessment must consider:

- Slips, trips and falls
- Burns
- Contact with hot surfaces
- Dehydration

- Heat exhaustion
- Fainting
- Medical episodes
- Pregnant users
- Users with pre-existing medical conditions
- Infection control
- Lone or unsupervised use
- Emergency access
- Cleaning chemicals
- Electrical safety
- Misuse of equipment
- Unmanned or extended-hours access

The risk assessment must be reviewed regularly and following any accident, incident, near miss, equipment change or change in operating procedure.

15. Unmanned / Extended-Hours Access

Netherhall Community Sports Centre may permit authorised members to access selected areas of the facility during unmanned or extended-hours periods.

Unmanned access must only be permitted where a suitable and sufficient risk assessment confirms that the facility, equipment, supervision arrangements and emergency procedures are appropriate for use without direct staff supervision.

Organisations in control of leisure premises have responsibilities to ensure, so far as reasonably practicable, the health and safety of users, visitors and others affected by their activities.

15.1 General Requirement

The Centre must identify which areas and activities are suitable for unmanned access.

The following must be considered before unmanned access is authorised:

- The type of equipment available
- The level of user risk

- Whether users may be alone in the building
- Emergency response arrangements
- Fire safety arrangements
- CCTV or remote monitoring
- Access control
- User induction
- Incident reporting
- Cleaning and inspection arrangements
- Whether sauna or steam room access is permitted

Unstaffed leisure facilities present additional challenges because there is limited direct supervision by fitness professionals, particularly around safe equipment use and maintaining facilities in a safe condition.

15.2 Access Control

A secure access control system must be in place during unmanned hours.

This should include:

- Individual member access by fob, card, PIN, app or other controlled method
- No shared access credentials
- Access restricted to authorised members only
- A clear rule prohibiting tailgating
- Access logs showing who entered and when
- The ability to suspend or remove access rights
- Clear signage confirming when the facility is unmanned
- A process for dealing with unauthorised access

CCTV and access monitoring may assist with identifying entry, exit, tailgating and incidents during unsupervised periods.

15.3 User Eligibility and Induction

Only members who have completed the required induction may use the Centre during unmanned access periods.

The induction must cover:

- Safe use of available equipment
- Areas available during unmanned hours
- Areas closed or restricted during unmanned hours
- Emergency procedures
- Fire evacuation arrangements
- How to summon help
- First aid arrangements
- Fault reporting
- Accident and incident reporting
- Rules on lone training
- Behaviour expectations
- Sauna and steam room restrictions, where applicable

Every user should complete an induction before using unsupervised facilities, including instructions on safe equipment use and safety protocols for unstaffed access.

15.4 Sauna and Steam Room Use During Unmanned Hours

The default position of Netherhall Community Sports Centre is:

Sauna and steam room facilities must remain closed during unmanned access periods unless a separate, specific risk assessment confirms that safe use can be achieved.

This is because sauna and steam room use carries increased risks, including:

- Fainting
- Dizziness
- Dehydration
- Burns
- Heat-related illness

- Medical episodes
- Delayed emergency response
- Users remaining inside too long
- Users becoming unwell while alone

Where sauna or steam room access is **not permitted** during unmanned hours, the facilities must be:

- Locked
- Isolated
- Switched off where appropriate
- Clearly signed as closed
- Controlled through access settings, timers or plant controls where possible
- Checked before unmanned operation begins to confirm no users remain inside

Where sauna or steam room access is **permitted** during unmanned hours, the Centre must ensure:

- A specific risk assessment has been completed.
- Access is restricted to authorised and inducted members only.
- Users have completed health screening.
- A non-verbal emergency alarm is available.
- The alarm links to an appropriate response point.
- Users are clearly told how to summon help.
- A written alarm response procedure is in place.
- A clock or timer is visible.
- Safe-use notices are displayed.
- Sauna temperature remains between **80°C and 100°C**.
- Steam room temperature does not exceed **50°C**.
- Emergency response arrangements are realistic and tested.
- CCTV or remote monitoring is considered where appropriate.
- Users are advised not to use heat facilities alone.

Where users may be left unattended, the original sauna and steam room guidance requires a non-verbal alarm system, user instruction on how to use it and a written procedure for responding to activation.

15.5 Emergency Assistance During Unmanned Hours

Users must have a reliable way to summon help quickly during unmanned access.

The Centre should provide:

- Emergency call points or panic alarms in key areas
- Clear emergency contact instructions
- Signage showing the site address:
Netherhall Community Sports Centre, Netherhall Road, Maryport, CA15 6NT
- Instructions on contacting emergency services
- A nominated responder, duty manager or security contact
- Tested alarm systems
- CCTV or remote monitoring where appropriate
- Fire evacuation instructions
- Clear incident reporting arrangements

Employers must manage risks for those working alone and ensure arrangements are in place for immediate help if someone is injured or becomes ill; this principle is also relevant when considering users accessing facilities without direct staff supervision.

15.6 CCTV and Remote Monitoring

CCTV should be considered for unmanned access areas, subject to data protection requirements.

CCTV may be used to:

- Monitor entry and exit
- Identify tailgating
- Support emergency response
- Review accidents or incidents
- Identify unsafe behaviour

- Monitor misuse of equipment
- Support investigations following complaints or incidents

CCTV must not replace proper risk assessment, induction, emergency arrangements, inspections or staff oversight. CCTV may support monitoring of entry points, emergencies, accidents, incidents and unsafe user behaviour in unsupervised gym environments.

15.7 Equipment Restrictions During Unmanned Hours

The Centre must decide which equipment is suitable for unmanned use.

Restrictions may be required for:

- Heavy free weights
- Equipment requiring a spotter
- Plate-loaded equipment
- Equipment with crush or entrapment risks
- Equipment without emergency stop controls
- Machines without range limiters or safety stops
- Specialist equipment requiring instruction
- Any faulty or damaged equipment
- Any area not suitable for unsupervised use

Where equipment is not suitable for unmanned access, it must be locked off, isolated, removed from use or clearly marked as unavailable.

Unsupervised gym guidance recommends reviewing whether free weights, machines without range limiters, equipment without emergency stops and other higher-risk equipment are appropriate for unstaffed access.

15.8 Daily Inspection and Pre-Unmanned Access Checks

Before unmanned access periods begin, the Centre must complete and record checks of the facility.

Checks should include:

- Access doors

- Fire exits
- Escape routes
- Lighting
- Emergency alarms
- Call points
- CCTV operation, where applicable
- Gym equipment condition
- Cleanliness
- Housekeeping
- Slip and trip hazards
- Toilets and changing areas, if available
- Restricted areas
- Sauna and steam room closure or isolation, where not available
- Sauna and steam room condition, alarm arrangements and temperature controls, where available

Faulty equipment is a common cause of accidents in gyms, and daily visual inspections, documented checks and a process for withdrawing faulty equipment from use are recommended controls.

15.9 Rules for Users During Unmanned Hours

Users must follow the Centre's unmanned access rules.

Users must:

- Not allow anyone else into the building
- Not share access credentials
- Not use areas that are closed or restricted
- Not use equipment they have not been inducted on
- Not train if feeling unwell
- Not misuse equipment
- Not interfere with alarms, CCTV, doors or safety systems

- Report faults immediately
- Report accidents or incidents as soon as possible
- Leave the building immediately if instructed by alarm, signage or emergency services
- Not use sauna or steam room facilities unless they are clearly open and authorised for unmanned use
- Not use sauna or steam room facilities alone
- Not use sauna or steam room facilities after alcohol or a heavy meal
- Not use sauna or steam room facilities where medically unsuitable

Failure to follow unmanned access rules may result in withdrawal of unmanned access privileges.

16. Record Keeping

Netherhall Community Sports Centre must keep appropriate records to demonstrate safe management of sauna, steam room and unmanned access arrangements.

Records should include:

- Risk assessments
- Sauna and steam room risk assessments
- Unmanned access risk assessments
- User health screening forms or declarations
- Induction records
- Cleaning logs
- Temperature logs
- Maintenance records
- Electrical inspection reports
- Alarm testing records
- CCTV checks, where applicable
- Access control logs
- Incident and accident reports

- Staff training records
- Emergency procedure reviews

Risk assessments, consultation records and servicing records should be retained and made available for inspection where required.

17. Review

This Code of Practice must be reviewed regularly by Netherhall Community Sports Centre management.

It must also be reviewed following:

- Any accident
 - Any near miss
 - Any alarm activation
 - Any equipment fault
 - Any change in equipment
 - Any change in opening hours
 - Any change to unmanned access arrangements
 - Updated manufacturer guidance
 - Updated legal or industry guidance
 - Any concern raised by staff, users or contractors
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Appendix A: Sauna / Steam Room Safety Notice

Sauna / Steam Room Safety Notice

For your safety and comfort, please follow these rules:

- Shower before use.
- Sit on a towel.
- Limit your time inside.
- Leave immediately if you feel dizzy, faint or unwell.
- Do not use if you have a medical condition that may be affected by heat.
- Do not use after alcohol.

- Do not use shortly after a heavy meal.
 - Keep hydrated.
 - Do not interfere with equipment or controls.
 - Report faults or concerns to staff immediately.
 - In an emergency, use the alarm or contact reception.
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Appendix B: Unmanned Access Policy Statement

Netherhall Community Sports Centre may permit authorised members to access selected areas of the facility during unmanned or extended-hours periods.

Access will only be granted to members who have completed the required induction, accepted the unmanned access rules and demonstrated that they understand the emergency procedures.

The Centre will determine which facilities and equipment are available during unmanned hours. Some areas may be restricted or unavailable.

Sauna and steam room facilities will remain closed during unmanned access unless a specific risk assessment confirms that suitable controls, monitoring, emergency assistance and user safeguards are in place.

Any member who misuses the facility, allows unauthorised access, ignores safety instructions or enters restricted areas may have their unmanned access withdrawn.

Appendix C: Unmanned Access User Rules

During unmanned access, users must:

- Use only authorised areas.
- Not allow anyone else into the building.
- Not share access credentials.
- Follow all safety instructions.
- Report faults, damage or concerns.
- Use emergency alarms only in genuine emergencies.
- Leave immediately if the fire alarm sounds.
- Not use equipment they have not been inducted on.

- Not use restricted equipment or closed areas.
- Not use sauna or steam room facilities unless clearly authorised.
- Not train or use heat facilities if feeling unwell.
- Respect the facility, other users and the local community.