**PHYSICAL TRAINING WING**

# Montgomery gymnasium will be closed throughout the recess period. Access to KHH will be via fob key only. Prior to recess, the SMI PT Wing will hand over a Duty Folder, including authority to draw keys for Montgomery gymnasium. Additionally, this Duty Folder will detail the additional responsibilities of the Guardroom personnel over throughout this period. The swimming pool opening timings will be as detailed by Mr Virgo (Pool Manager).

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# All personnel, including dependants, must have completed the PT Wing induction package prior to using any of the equipment within the KHH. A fob key can only be obtained from the main guardroom by exchanging a valid induction card or MOD 90 (NO CARD NO KEY). Personnel are required to sign in and out to record their usage. Under no circumstances are children under the age of 16 allowed to use any of the facilities. Any incidences that occur are to be reported to the guard room or in the case of an emergency via dialling 999. All users are reminded that CCTV is in operation and will be checked post Recess.