Procedure · FW-SOP-002 · Version 1.0 · Approved by the ASF Expert Committee

Supports: 30.5

At a glance

- Instructors are trained to recognise warning signs: pain beyond expected levels, swelling and abnormal movement compensation.
- When a sign appears, the activity is stopped or modified at once.
- The member is referred back to medical care when a sign persists or is severe.
- Each stop is recorded.
- Stop and get help straight away if: a member continues to exercise with sharp pain and no one stops them.

1. Purpose

To stop post-injury activity safely when warning signs appear (30.5).

2. Scope

Applies to	Clinical and support staff in the hospital
Locations	All wards, clinics and departments of the facility
When	Whenever the activity described is carried out
Does not apply to	Activities covered by another document listed in section 15

3. Definitions

Term	Meaning
Clinical lead	The doctor or nurse in charge of the area at the time

4. Background

Members sometimes push through pain that is a warning sign. Staff who recognise the warning signs and stop the exercise prevent a new injury.

5. Responsibilities

Role	Responsibility	Competence
Fitness service lead	Owns the stop protocol and training	Clinician or manager
Instructor	Recognises signs and stops the activity	Staff

6. Materials and equipment

Item	Requirement	Condition
Records and forms named in this document	Current version	Checked before use

7. Safety

- Stop and call for help if a patient is at immediate risk. Do not delay urgent care to complete paperwork.

8. Before you start

- Confirm the forms and equipment named in this document are available and current.

9. Procedure

Step 1. Watch.

- Observe each member for the warning signs during the session.

Key point: Observed.

Step 2. Stop or modify.

- Stop or modify the activity at once when a sign appears.

Key point: Stopped.

Step 3. Refer and record.

- Refer back to medical care if the sign persists, and record the stop.

Key point: Referred.

10. Decision points

- No decision points in this procedure.

11. Special situations

Situation	Action
Out of hours	Follow the same steps. Use the on-call contact on the wall of the area.

12. Escalation

- Any serious problem goes to the duty clinical lead at once and to the clinical director the same day.

13. Monitoring

Measure	Target	Frequency	Owner	If not met
Sessions with a recorded stop when a warning sign appears	100%	Monthly	Fitness service lead	Escalate to medical director

14. Records

Record	Kept in	Retention
Record named in this document	Patient record or the area file	the period set by the facility’s records policy years

15. Training

- Staff are trained in this document at induction and refreshed each year, with a recorded competency check.

16. Related documents

ID	Title	Use
INC-POL-001	Incident reporting and management (existing, reused)	Policy

17. Evidence

Reference	Note
E-009	Based on the WHO guidance on digital health and data protection, the American College of Sports Medicine Guidelines for Exercise Testing and Prescription (11th ed., 2021), and the American Heart Association guidelines for cardiopulmonary resuscitation and emergency cardiovascular care (2020).
E-006	ASF Policy Framework v1.2. Adapted.
E-009	ASF Expert Committee consensus.

18. Change history

Version	Date	What changed	Approval
1.0	the date of approval	First version	set Expert Committee approval

E-learning for this document

- Rehabilitation and Recovery Programs in Fitness and Wellness (FIT-10)

References

- Accréditation Sans Frontières (2026). ASF Policy Framework v1.2. (E-006)
- Accréditation Sans Frontières (2026). ASF Expert Committee consensus on Standard 1. (E-009)

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