



horsescotland
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the national organisation for all
equestrian sports and activity in Scotland

COVID-19: PHASE THREE GUIDELINES - 21st August 2020

Introduction

On 20th August 2020 the Scottish Government announced a move to the next stage of the Phase Three of their Route Map out of the lockdown restrictions which were implemented as a result of the COVID-19 pandemic. This phase allows further coaching activities to be undertaken, providing all activity is consistent with current Scottish Government guidance on health, physical distancing and hygiene. The Phase three Roadmap can be found here:

<https://www.gov.scot/collections/coronavirus-covid-19-scotlands-route-map/>

THIS GUIDANCE HAS BEEN APPROVED BY SPORTSCOTLAND.

We urge everyone to be respectful of these guidelines to help prevent the spread of Coronavirus (COVID-19)

The Scottish Government continues to monitor the situation closely and has reintroduced local restrictions so please be aware of any local restriction set by Government. We must not rule out the reintroduction of restrictions for sport, which could see activity suspended once again if public health measures dictate, or if the guidelines are not followed. It is therefore important that the equestrian community take the necessary steps outlined in this document prior to re-starting any activity and adhere to the guidelines, which could be subject to update or change at any time.

There may be a variance in guidelines and procedures throughout the UK and Scotland, and it is therefore important that riding schools, livery yards, outdoor facilities, coaches, competition organisers and participants in Scotland follow the guidance outlined by **horsescotland**, their Local Authority and other guidance prepared by Scottish Government. Scottish Government guidance on return to work, health, physical distancing and hygiene etc can be found here <https://www.gov.scot/coronavirus-covid-19/>

To manage a safe return to sport and leisure activities it is a mandatory requirement that all clubs, facility operators and deliverers put in place comprehensive Test & Protect procedures to help break chains of transmission of Coronavirus (COVID-19). Further information is available within this guidance and at <https://www.gov.scot/publications/coronavirus-covid-19-test-and-protect/>

People who are symptomatic should self-isolate for 10 days and household members for 14 days as per info on NHS guidance. No one who is self-isolating should attend a sports facility or activity.

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General Guidelines

- Within all Member bodies, Clubs, venues, competitions etc someone should take on the role as COVID-19 officer (Job role can be found here <https://sportscotland.org.uk/media/5950/sportscotland-covid-officer.pdf>) to ensure all appropriate management processes are in place so that they can

effectively oversee and maintain the implementation of measures outlined herein.

An e-learning module for COVID officers is available at https://rise.articulate.com/share/LIEWUj-o23H_4gC1AF002jdxdrCucQC0#/

- Adult outdoor contact sports training and competition in an organised setting can resume, ideally with a maximum of 30 people taking part in any one session. However multiple sessions can take place at any one time throughout the day as long as the groups don't mix.
- Outdoor group coaching for organised sports and leisure activities including aerobics and fitness classes can take place for a maximum of 30 people at any one time with multiple sessions per day as long as the groups don't mix.
- From the 31 August 2020 indoor sport (including the use of equestrian indoor arena's) and leisure facilities are able to open if Scottish Government Coronavirus (COVID-19): Guidance for the opening of indoor and outdoor facilities is fully implemented, this guidance can be found here <https://www.gov.scot/publications/coronavirus-covid-19-guidance-on-sport-andleisure-facilities/>

this includes the provision of indoor non-contact and contact sport training and competition activities for children up to and including 11 years of age and;

indoor non-contact sport training and competition for those 12 years of age and over where physical distancing can be maintained.

- Track and Protect measures should be implemented for all activities to assist NHS Scotland in the event of a virus outbreak.
- Travel guidance outlined by the Scottish Government should always be adhered to when travelling to/from and on arrival at any equestrian activity or competition. Information on the guidance can be found here <https://www.gov.scot/publications/coronavirus-covid-19-phase-3-staying-safe-and-protecting-others/pages/getting-around/>
- It is the responsibility of each sports facility operator, club committee and/or deliverer (herein referred to as sport facility operator) to undertake documented risk assessment, based on their local circumstances, prior to activity taking place. Consider safety first, particularly focusing on minimising the risk of infection/transmission. Appropriate measures must be put in place to ensure participants, staff and volunteers are always protected. Sample risk assessments should be available from your National Body, including BHS. www.bhs.org.uk/advice-and-information/coronavirus-covid-19/risk-assessment

- Sports facility operators should check with their insurance company that correct and full insurance cover is in place and valid before any activity takes place.
- While reading this document please also consider that the Scottish Government guidance includes provision for participants with a disability who face significant functional challenges when returning to sport, as follows: “Where a participant with a disability requires functional support to enable their participation in physical activity and sport this can be provided without maintain physical distancing. This support can be provided by a coach or other individual. In such circumstance the responsible ‘Covid Officer’ (see above) should consider appropriate mitigating actions as part of the risk assessment. For instance, providing appropriate PPE, limiting the number of participants an individual provides functional support to, limiting the duration spent in close proximity, or a combination of actions.” It is important to consider the individual needs of athletes and participants with a disability when returning to sport and not to treat as a homogenous group.

Guidelines will be updated as we progress through the different phases of the Scottish Government route map. Please ensure to check www.horsescotland.org on a regular basis to stay abreast of the latest guidelines.

Health, Safety and Hygiene

Ensure usual access to first aid and emergency equipment is maintained. Please ensure the first aid equipment has been updated appropriately for the COVID pandemic and first aiders have been appropriately trained. In the event of first aid treatment being required it is recognised that a suitably qualified person, coach or supervising adult may require to attend to the injured participant. The ‘Covid Officer’ (see above) should consider processes for managing this as part of their risk assessment. This could include but not be limited to;

- Provision of suitable PPE
- Training of coaches/supervising adults
- Presence of one parent/guardian being required at the activity for children/vulnerable adults.
- Clear guidance and plans are needed for cleaning of facilities and equipment, and waste disposal. For instance, common touchpoint surfaces (gates, door handles, handrails etc) should where possible be left open but if not possible, regular cleaning with disposable gloves should be undertaken. Cleaning of equipment, hand and respiratory hygiene are core measures to be implemented and provision should be made for these.
- Make hand sanitisers or wipes available for use at entrance/exit to venue/facility where possible. Hand sanitiser should be at least 60% alcohol based and detergent wipes should be appropriate for the surface they are being used

on. Cleaning products should conform to EN14476 standard or any detergent is followed by chlorine releasing agent.

- Clean all common touchpoint surfaces (gates, door handles, handrails etc) regularly, wearing disposable gloves

A checklist of considerations and actions is available here: <https://sportscotland.org.uk/media/5723/getting-your-facilities-fit-for-sport.pdf>

Face Coverings

- Sports facility operators should ensure participants and visitors wear face coverings, if indoors, before and after activity or when in non-playing areas of the facility e.g. reception, locker rooms and storage areas. This is a mandatory requirement.
- Face coverings may not be required when using hospitality services such as café's, bars and restaurants. For further information refer to Scottish Government <https://www.gov.scot/publications/coronavirus-covid-19-tourism-and-hospitality-sector-guidance/pages/hospitality-statutory-guidance/>

Detailed guidance is also available at;

<https://www.hps.scot.nhs.uk/web-resources-container/covid-19-guidance-for-non-healthcare-settings/>

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

<https://www.hps.scot.nhs.uk/a-to-z-of-topics/hand-hygiene/>

<https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/>

<https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm>

Facilities, Venues and Riding Centres

Ensure your facility management team has put in place appropriate mechanisms for overseeing operations and risk management. More info can be found here [file:///C:/Users/fiona/Downloads/Covered%20Arena%20Best%20Practice%20Final%20\(1\).pdf](file:///C:/Users/fiona/Downloads/Covered%20Arena%20Best%20Practice%20Final%20(1).pdf)

A Covid officer should be put in place within each facility <https://sportscotland.org.uk/media/5950/sportscotland-covid-officer.pdf> to ensure all appropriate management processes are in place so that they can effectively oversee and maintain the implementation of measures outlined herein.

An e-learning module for COVID officers is available at https://rise.articulate.com/share/LIEWUj-o23H_4gC1AF002jdxdrCucQC0#/

- Outdoor facilities can open (Covered Arena Approved 29th June) with Indoor sport facilities opening from the 31 August 2020 subject to Scottish Government guidance being followed as outlined at Government <https://www.gov.scot/publications/coronavirus-covid-19-guidance-on-sport-and-leisure-facilities/>
- **sportscotland** has also produced Getting your Facilities Fit for Sport resource to help sport facility operators prepare for reopening. The resource supports Scottish Government guidance by providing further detailed checklists for the reopening of a range of sport specific facilities. Which can be found here <https://sportscotland.org.uk/media/5723/getting-your-facilities-fit-for-sport.pdf>

Test and Protect

Test and Protect, is Scotland's way of putting into practice NHS Scotland's test, trace, isolate and support strategy. Details can be found here <https://www.gov.scot/publications/coronavirus-covid-19-test-and-protect/>

Containing outbreaks early is crucial to reduce the spread of COVID-19, protect the NHS and save lives, and avoid the reintroduction of social and economic lockdown. This will support the country to return to, and maintain, a more normal way of life.

Maintaining customer records - It is a mandatory requirement that sport facility operators collect the name, contact number, date of visit, time of arrival, and where possible the departure time of all those attending facilities or activities. Where attending as a small household group, the contact details for one member – a 'lead member' – will be sufficient. Sports facility operators should store information for 21 days and share it when requested to do so by public health officers.

A leaflet providing information on the Test and Protect service from NHS Scotland is also available here <https://www.gov.scot/publications/coronavirus-covid-19-test-and-protect-coronavirus-service/>

Registration with the Information Commissioner's Office - In order to gather and store customer information securely, sports facility operators may need to be registered with the Information Commissioner's Office (ICO). This will be the case if you are using an electronic system to gather and store data.

If you are unsure whether you need to register, please contact the ICO via their helpline on 0303 123 1113, or visit www.ico.org.uk.

Changing rooms, showers and toilets - Use of changing rooms and showering facilities should be avoided where possible, although from the 31 August 2020 they may be made available for participants with disabilities or special needs or where required after an activity such as swimming.

Sports facility operators may open toilets for public use if they follow the guidelines outlined on the Scottish Government website <https://www.gov.scot/publications/coronavirus-covid-19-public-and-customer-toilets-guidance/pages/overview/>

For detailed facility guidance including a checklist that covers use of changing rooms, showers and toilets visit Scottish Government <https://www.gov.scot/publications/coronavirus-covid-19-guidance-on-sport-and-leisure-facilities/>

Locker Rooms - From the 31 August 2020 access to indoor locker rooms and storage areas is permitted for the dropping off and collection of sports equipment or clothing. The sports facility operator should ensure mitigating actions are put in place to minimise the risk of virus transmission including physical distancing, hygiene and cleaning measures.

Meeting Rooms - Working from home and working flexibly, where possible, remain the default. The Scottish Government's Route map states that the date that non-essential offices and call centres can re-open is still under review. Although we appreciate gym and leisure facilities are able to reopen on 31 August, we would encourage providers to consider whether internal meetings and training must be completed in person. Or whether these can be completed online or via telephone. If it is essential that meetings and training takes place in person, Scottish Government guidance for general workplaces must be followed and a risk assessment should be completed. The guidance can be found here <https://www.gov.scot/publications/coronavirus-covid-19-general-guidance-for-safer-workplaces/>

Indoor and outdoor hospitality, including clubhouses and sports facilities which provide catering and bar services, can operate providing they adhere to Scottish Government guidance which is available at <https://www.gov.scot/publications/coronavirus-covid-19-tourism-and-hospitality-sector-guidance/pages/hospitality-statutory-guidance/>

Retail units operated by sports facility operators may reopen provided all specific Scottish Government guidance for retailers is in place and adhered to. Further information from the Scottish Government is available at <https://www.gov.scot/publications/coronavirus-covid-19-retail-sector-guidance/>.

No spectating should take place other than where a parent is supervising a child or vulnerable adult. Physical distancing guidance should always be followed.

Limits on the number of participants accessing sports facilities should be risk assessed to ensure physical distancing can be maintained. This should take into consideration Scottish Government guidance on physical distancing and any exceptions highlighted within this document where sporting 'bubbles' are created for the duration of an activity.

Equipment provision and use

Sports facility operators should, where possible, remove equipment including benches, scoreboards, tables and any other objects that are not essential for participation purposes.

Where the above is not possible appropriate cleaning measures, including provision of sanitiser and disposable gloves, should be put in place to reduce the risk of contamination.

Bins may be provided but should be regularly checked, cleaned/sanitised, emptied and disposed of using appropriate personal protective equipment.

All fixed equipment should be checked prior to use to avoid participants having to adjust or touch it.

Where shared equipment is necessary for an activity appropriate hygiene measures must be put in place to ensure the equipment is thoroughly cleaned before, during and after use.

Where Poles and jump cups etc are used in arenas a risk assessment should be undertaken to ensure measures are put in place to minimise uncovered body contact. Appropriate hygiene protocols should be undertaken including hand hygiene before, during and after exercise.

- Bookings and payment

Online bookings should be taken if possible. If not, alternative measures should be put in place including phone bookings.

Consider introducing buffer periods between sessions to stagger start times so that participants do not all arrive/leave at the same time.

Where possible use online or contactless payment options and avoid handling cash.

- Communication with members/customers

Sports facility operators should communicate clearly and regularly with members and participants setting out what they are doing to manage risk, and what advice they are giving to individuals before, during and after visits to the venue/activity.

Make them aware in advance of measures you are putting in place at your venue, and guidelines they are asked to follow.

Ideally sports facility operators should publish an action plan detailing their plans to re-open safely.

Communicate clearly opening times and how people can safely access a facility, if relevant, for example through a booking or queuing system.

It is more important than ever to consider inclusive guidance for people who need support to be active and sports facility operators should consider this as part of their work to encourage people to return.

Ensure signage on guidelines for participating safely and promoting hygiene measures are clearly displayed and up to date.

- Workforce

Sports facility operators must ensure that relevant workplace guidance is followed for contractors and staff and ensure existing health and safety advice is maintained and aligned. This should be detailed in the risk assessment.

Coaching and Instructing

Guidance for coaches, leaders, personal trainers, and instructors (herein referred to as coaches) is available at <https://sportscotland.org.uk/covid-19/getting-coaches-ready-for-sport/>

- Coaches can work outdoors with up to 30 people per session, there is no limit on the number of sessions per day however each session must not mix. Appropriate risk assessments, physical distancing, Test & Protect (see above) and hygiene measures should be put in place to protect participants.
- Coaches and instructors working with children should familiarise themselves with the additional considerations developed by **Children 1st**: <https://www.children1st.org.uk/help-for-families/safeguarding-in-sport/safeguarding-in-sport-resources/>
- Further information will follow on indoor coaching after 31st August 2020.

Organised Sporting Activity for Children and Adults

- Organised indoor (after 31st August) and outdoor (and Covered Arena's) sporting activity/competition for children and adults may be undertaken as outlined below and where appropriate **horsescotland** approved guidance is followed.
- All sport facility operators providing organised competitions must abide by relevant **horsescotland** guidance and have a named 'Covid Officer' (see above for details) who will be responsible for completing documented risk assessments and ensuring all appropriate mitigations are put in place.
- Definitions - for the purposes of this guidance;
 - Contact sport or activity is defined as “a sport or activity in which the participants necessarily come into bodily contact with one another”.
 - Non-contact sport or activity is defined as “a sport or activity in which the participants are physically separated by playing rules such as to make it difficult for them to make physical contact during the course of an activity.
 - Non-contact sports where participants would normally encroach within 2m should put in place measures to limit this risk. For instance, training only or competition with altered rules to maintain physical distancing.
 - Sports competition refers to where participants or teams compete against different opponents as part of an organised league or competition.
- Children and Young People
 - Outdoor contact and non-contact sport and competition can be undertaken by children and young people.
 - From the 31 August 2020 this will be extended to include all forms of indoor sports training, activity and competition for children up to and including the age of 11 years.
- Adults
 - Outdoor non-contact sporting activity and competition may be undertaken.
 - From the 24 August 2020 outdoor contact sport training, activity and competition in an organised setting may resume with a maximum of 30 people taking part in any one session, however multiple sessions can take place throughout the day. We would suggest that those

organising and officiating at any training, activity or competition create bubbles of up to 30 people to ensure the smooth running of the event. These bubbles must not mix with other bubbles and must remain socially distant from participant bubbles.

- From the 31 August 2020 adult indoor non-contact sports training, leisure activity and competition may resume subject to appropriate physical distancing measures being put in place to limit the risk of participants encroaching within 2m.
- No adult indoor contact sport should be undertaken at this time.

All sports facility operators providing sport specific activities must abide by relevant SGB guidance and have an appointed 'Covid Officer' (see above for details) who will complete documented risk assessments and ensure appropriate mitigations are put in place before any sporting activity is undertaken.

Physical Distancing

Children aged 11 years and younger are not required to physically distance at any time, as set out in Scottish Government guidance.

For those over 12 years of age taking part in an organised outdoor activity, a 'field of play bubble' can be created whilst a sporting activity is taking place, in effect suspending physical distancing guidelines for the duration of the activity. Normal physical distancing guidelines will however apply before and after the activity takes place.

For those over 12 years of age taking part in indoor sporting (after the 31st August) or leisure activity normal physical distancing rules should be followed. Risk assessments should, where possible, consider mitigating actions to reduce the likelihood of participants encroaching within 2m of each other. For instance, sports facility operators may consider, where appropriate, different formats of competition, zoned participation areas or staggered starts.

No formal presentation ceremonies should take place during or after an activity or competition and the focus should be on reducing numbers in attendance at any one time.

Coaches and others supporting organised activity should attempt to keep physically distant where possible, but it is recognised that this will not always be possible. In such

circumstances the responsible 'Covid Officer' (see above) should consider appropriate mitigating actions as part of the risk assessment.

Specific consideration should be given to supervision of children under the age of 5 years as it is not appropriate for young children to maintain the models of physical distancing that are suitable for older children, either practically or in terms of child development. You may, for instance, ask a parent to be present.

Where an employee is providing an activity, relevant work placed risk assessments and consultation should take place in advance of any activity being undertaken. See the Businesses, workplaces and self-employed people section at <https://www.gov.scot/coronavirus-covid-19/>

Parents/guardians who are supervising their children should abide by Scottish Government physical distancing guidance and stay at least 2m away from those out with their own household. Groups of parents from different households should not congregate before, during or after the activity.

Participant numbers and duration of organised activity

A 'field of play bubble' can be created whilst a sporting activity is taking place, in effect suspending Scottish Government household number guidelines for the duration of the activity, if appropriate guidance is agreed with **sportscotland** as highlighted herein. Normal household guidelines will however apply before and after the activity takes place for those aged 12 years and over. **This horsescotland guidance has been approved by sportscotland.**

Where there is likely to be close contact between participants in an organised sporting activity, mitigation should be put in place to minimise risk and keep participants safe.

The focus should be on delivering the organised activity with as few participants as possible interacting with each other and for the minimum amount of time, whilst still allowing the activity to be run effectively.

Holiday camps or extended sports activity which would not normally come under the jurisdiction of an SGB should refer to the appropriate local authority, umbrella body or care commission guidance. Organisers of these activities may alternatively wish to use Scottish Government household, physical distancing and group size limits should be applied.

- Adult involvement and ratios;

All adults involved in coaching / actively engaging with children or vulnerable adults in an organised environment should have undertaken appropriate SGB safeguarding and, where available, Covid-19 training.

Sports organisations should always ensure appropriate ratios of coach/adult to child/vulnerable adult as per SGB guidance and follow all related safeguarding advice.

Health, safety and welfare policies should always be risk assessed and implemented.

Competitions

- Organised Outdoor Contact Sport
 - Organised outdoor contact sport activity can be undertaken by children, young people and adults subject to following this **horsescotland** guidance as agreed with **sportscotland**.
 - Travel guidance outlined by the Scottish Government should always be adhered to when travelling to/from and whilst on site at any equestrian activity or competition. Information on the guidance can be found here <https://www.gov.scot/publications/coronavirus-covid-19-phase-3-staying-safe-and-protecting-others/pages/getting-around/>
 - All sports Governing bodies/organisations/venue operators providing such activity must abide by relevant **horsescotland** guidance and have a named 'Covid Officer'. A template job description for a 'Covid Officer' can be found here on the **sportscotland** website <https://sportscotland.org.uk/media/5950/sportscotland-covid-officer.pdf>

An e-learning module for COVID officers is available at https://rise.articulate.com/share/LIEWUj-o23H_4gC1AF002jdxdrCucQC0#/
 - Physical distancing;
 - Children aged 11 years and younger are not required to physically distance, as set out in Scottish Government guidance. This extends to organised sports activity and the field of play.
 - For 12-17 year old participants a 'field of play bubble' can be created during organised sports activity that allows contact whilst the activity is taking place, in effect suspending physical distancing guidelines for the duration of the activity. Normal physical distancing guidelines will however apply before and after the activity takes place.

- We suggest that those organising and officiating at the competition create bubbles of up to 30 people to ensure the smooth running of the event.
 - Specific consideration should be given to supervision of children under the age of 5 years as it is not appropriate for young children to maintain the models of physical distancing that are suitable for older children, either practically or in terms of child development. You may, for instance, ask a parent to be present.
 - Where an employee is providing an activity, relevant work placed risk assessments and consultation should take place in advance of any activity being undertaken. See the Businesses, workplaces and self-employed people section at <https://www.gov.scot/publications/coronavirus-covid-19-public-and-customer-toilets-guidance/pages/overview/>.
 - Parents/guardians who are supervising their children should abide by Scottish Government physical distancing guidance and stay at least 2m away from those out with their own household. Groups of parents from different households should not congregate before, during or after the activity.
- Health, safety & hygiene measures for all activity should be in line with guidance provided within this document.
 - In the event of first aid treatment being required it is recognised that a suitably qualified person, coach or supervising adult may require to attend to the injured participant. The sports organisation/venue 'Covid Officer' should consider processes for managing this as part of the risk assessment. This could include but not be limited to;
 - Provision of suitable PPE
 - Training of coaches/supervising adults
 - Presence of one parent/guardian being required at the activity for children/vulnerable adults.

A template job description for a 'Covid Officer' can be found here on the **sportscotland** website <https://sportscotland.org.uk/media/5950/sportscotland-covid-officer.pdf>

An e-learning module for COVID officers is available at https://rise.articulate.com/share/LIEWUj-o23H_4gC1AF002jdxdrCucQC0#/

- Participant numbers and duration of organised activity;
 - Where there is likely to be close contact between participants in an organised sporting activity, mitigation should be put in place to minimise risk and keep participants safe.

- The focus should be on delivering the organised activity with as few participants as possible interacting with each other and for the minimum amount of time, whilst still allowing the activity to be run effectively.
 - Holiday camps or extended sports activity which would not normally come under the jurisdiction of an SGB should refer to the appropriate local authority, umbrella body or care commission guidance. Organisers of these activities may wish to use relevant SGB guidance but if not applicable, Scottish Government household, physical distancing and group size limits should be applied.
- Outdoor Non-Contact Sport Competition
 - Organised non-contact sports competition for adults and organised contact competition for children can now take place where the following guidance is followed;
 - Travel guidance outlined by the Scottish Government should always be adhered to when travelling to/from and whilst on site at any equestrian activity or competition. Information on the guidance can be found here <https://www.gov.scot/publications/coronavirus-covid-19-phase-3-staying-safe-and-protecting-others/pages/getting-around/>
 - All sports Governing Bodies/ organisations/venue operators providing such competitions must abide by relevant SGB guidance and have a named 'Covid Officer'. A template job description for a 'Covid Officer' can be found here on the **sportscotland** website <https://sportscotland.org.uk/media/5950/sportscotland-covid-officer.pdf>

An e-learning module for COVID officers is available at https://rise.articulate.com/share/LIEWUj-o23H_4gC1AF002jdxdrCucQC0#/
 - All sports Governing Bodies/ organisations/venue will need to develop their guidance for the sport to resume in line with this **horsescotland** approved guidance Physical distancing;
 - Physical distancing in line with Scottish Government guidelines must be in place before and after a competition takes place with participants and support staff asked to immediately vacate the field of play after they have completed the competition.
 - During competition it is recognised that physical distancing may not always be possible however physical contact between adult participants should always be avoided and competition risk assessments should consider mitigating actions to limit the risk of participants encroaching within 2m of each other.

- For instance, competition organisers may consider, where appropriate, different formats of competition or staggered starts.
 - Coaches, officials and others involved in the running of the competition should physically distance at all times.
 - Where an employee is involved in running the competition, relevant work placed risk assessments and consultation should take place in advance of any activity being undertaken. See the Businesses, workplaces and self-employed people section at <https://www.gov.scot/publications/coronavirus-covid-19-public-and-customer-toilets-guidance/pages/overview/>.
 - Parents/guardians who are supervising their children should abide by Scottish Government physical distancing guidance and stay at least 2m away from those out with their own household. Groups of parents from different households should not congregate before, during or after the activity.
- Health, safety & hygiene measures for all activity should be in line with guidance provided within this document.
- In the event of first aid treatment being required it is recognised that a suitably qualified person, coach or supervising adult may require to attend to the injured participant. The sports organisation/venue 'Covid Officer' should consider processes for managing this as part of the risk assessment. A template job description for a 'Covid Officer' can be found here on the **sportscotland** website.
<https://sportscotland.org.uk/media/5950/sportscotland-covid-officer.pdf>
An e-learning module for COVID officers is available at https://rise.articulate.com/share/LIEWUj-o23H_4gC1AF002jdxdrCucQC0#/
- Participant numbers and duration of non-contact competition;
- For adults (maximum of 30 people) can combine to essentially create a 'competition bubble' as long as physical distancing measures are maintained, however there is no limit on the number of 'bubbles' created. Competition organisers should ensure no two 'bubbles' come into contact with each other at any time throughout the day. This may be achieved with staggered starts etc. We suggest that those organising and officiating at the competition create bubbles of up to 30 people to ensure the smooth running of the event.
 - While children 17 and under are exempt from physical distancing rules during sporting activity, competition organisers should still

seek to reduce risk by minimising the numbers of children taking part in competition where possible

- The focus should be on delivering the competition with as few participants as possible in attendance at any given time, whilst still allowing the activity to run effectively.
- No formal presentation ceremonies should take place during or after an event and the focus should be on reducing numbers in attendance at any one time.
- Spectating, other than by a parent/guardian or coach should not be permitted.

Equestrian competitions which do not follow approved horsescotland guidance should not take place at this time, unless direct Scottish Government approval has been granted.

Guidance for other Equine Professionals

- Other equine professionals can attend your horse.
- Where third party premises are utilised, prior agreement should be sought from the facility owner.
- Any professional support network member that is in any doubt should seek clarification from their insurance provider and/or registered body.
- Online bookings should be taken if possible. If not, alternative measures should be put in place to avoid physical contact.

Guidance for Riders/Carriage Drivers

Riders and Carriage Drivers should read these guidelines in conjunction with the updated Scottish Government guidance on health, physical distancing, and hygiene. Participants should be aware of and adapt to changes in guidance at short notice. Information on Scottish Governments approach to managing COVID-19 is available at:

<https://www.gov.scot/publications/covid-19-framework-decision-making-scotlands-route-map-through-out-crisis-phase-3-update-20-august-2020/>

Those accessing the Scottish Countryside should do so responsibly, you should consider reviewing the British Horse Society Scotland's Resources on Equestrian

Assess which can be found here <https://www.bhs.org.uk/bhs-in-your-area/scotland/resources/scottish-access-resources>

Furloughed staff

- It is for each employer to decide when it is the appropriate time to return staff to work from the Coronavirus Government Job Retention Scheme, changes were made to the Job Retention Scheme on the 1st August to remain update follow this link <https://www.gov.uk/government/collections/coronavirus-job-retention-scheme>.
- A furloughed employee can take part in volunteer work if they do not provide services to, or generate revenue linked to your business.