



**horsescotland**  
enable develop excel  
the national organisation for all  
equestrian sports and activity in Scotland

## **COVID-19: PHASE THREE GUIDELINES –30<sup>th</sup> November 2020**

### **Introduction**

Scottish Government has introduced a new strategic framework document for managing COVID-19 which will become effective from 2 November 2020. This provides a 5-Level approach to restrictions with each local authority area (or sub-area) placed in a relevant protection level depending upon its COVID-19 status which will be reviewed weekly.

Member Bodies, Venues, clubs and participants should be aware of their local area protection level and associated restrictions which may be in place and should consider this as part of risk assessment planning. Broad guidance for sporting activity which should be followed within each Level is set out in Table A below.

The Government updated Strategic Framework can be found here  
<https://www.gov.scot/publications/covid-19-scotlands-strategic-framework/>

Your Local Authority Level can be found here

<https://www.gov.scot/publications/coronavirus-covid-19-protection-levels/>

Table A

		Level 0	Level 1	Level 2	Level 3	Level 4
<b>OUTDOOR SPORT</b> Organised outdoor sport, competition, events and Physical Activity (PA)	<b>Overview</b>	An outdoor sporting 'field of play bubble' can consist of a maximum of 30 people including coaches, officials and other support staff at any one time. Multiple bubbles, each with up to 30 people, can be used in training, competition or small-scale sporting events if all guidance is followed (200 max per day unless with exemption).				
	Children & Young people (u18 years)	Contact & non-contact sport & PA permitted	Contact & non-contact sport & PA permitted	Contact & non-contact sport & PA permitted	Contact & non-contact sport & PA permitted	<b>Non-contact sport &amp; PA permitted</b>  <b>Contact sport &amp; PA prohibited</b>  Exemptions available for professional /performance sport (ALL Levels)
	Adults (18+ years)				Non-contact sport & PA permitted <b>Contact sport &amp; PA prohibited</b>	
<b>INDOOR SPORT</b> Organised indoor sport, competition, events and Physical Activity (PA)	<b>Overview</b>	The number of participants allowed to take part in organised indoor sport or physical activity should follow Scottish Government <a href="#">guidance on the opening of sport and leisure facilities</a> and sport specific <a href="#">SGB Guidance</a> . <b>'Group' activity</b> refers to adults, from more than 2 households (6 members) who take part in organised sport or physical activity. 'Individual exercise' refers to organised sport or physical activity within household rules i.e. 1:1 coaching. For further information see definitions within this guidance.				
	Children & Young people (u18 years)	Contact & non-contact sport & PA permitted	Contact & non-contact sport & PA permitted	Contact & non-contact sport & PA permitted	Contact & non-contact sport & PA permitted	<b>Indoor sport &amp; PA prohibited:</b> <b>Leisure Centres, gyms and other indoor sports facilities closed.</b>  Exemptions available for professional /performance sport (ALL Levels)
	Adults (18+ years)		Non-contact sport & PA permitted <b>Contact sport &amp; PA prohibited</b>	Non-contact sport & PA permitted <b>Contact sport &amp; PA prohibited</b>	Indoor <u>individual exercise only</u> <b>No contact or non-contact group activity</b>	

<b>COACHING</b>	<b>Overview</b>	General guidance is available within this document for coaches, leaders, personal trainers, deliverers and instructors, <i>herein referred to as coach/es</i> . In addition <a href="#">Getting Coaches Ready for Sport</a> provides a 4-stage approach/checklist to further support coaches to plan and deliver safe sessions.	
	<b>Indoor &amp; Outdoor coaching</b>	The local protection level in place for sport and physical activity will dictate what activity can be coached, indoors and outdoors and to whom in that area. See indoor / outdoor above for further information. Coaches can take multiple sessions per day, however the numbers allowed in each session will depend upon the protection level in place.	
<b>PERFORMANCE SPORT</b>	<b>Professional &amp; Performance</b>	Professional & performance sports with <a href="#">Resumption of Performance Sport</a> guidance in place and approved by Scottish Government or <b>sportscotland</b> is permitted at all Levels.	
<b>TRAVEL</b>	<b>Indoor / Outdoor Sport &amp; Physical Activity</b>	For further information please refer to <a href="#">Travel Guidance</a> within this document.	
<b>HOSPITALITY &amp; RETAIL</b>	<b>Clubs &amp; Sports Facilities</b>	Clubhouses and sports facilities which provide catering and bar services, can operate providing they adhere to Scottish Government guidance appropriate to the protection level in which they are operating. Further information is available at <a href="#">Coronavirus (COVID-19): tourism and hospitality sector guidance</a> .	
		Retail units operated by sports facility operators may reopen provided all specific Scottish Government guidance for retailers appropriate to the protection level in which they are operating is in place and adhered to. Further information from the Scottish Government is available at <a href="#">Retail Sector Guidance</a> .	
<b>TOILETS, CHANGING &amp; SHOWER ROOMS</b>	<b>Clubs &amp; Sports Facilities</b>	Where changing rooms and showering facilities are to be used specific guidance relating to use of 'Changing and Showers' is available at <a href="#">Getting Your Facilities Fit for Sport. This is applicable at all levels where facilities remain open.</a>	<b>Indoor sports facilities closed. Changing rooms closed.</b>
		Operators may open public toilets if they follow the guidelines outlined on the Scottish Government website <a href="#">Opening Public Toilets Guidelines</a>	<b>Public Toilets open.</b>
<b>WORKFORCE</b>	<b>Contractors &amp; Staff</b>	Sports facility operators must ensure that Scottish Government guidance on <a href="#">workforce planning in sport &amp; leisure facilities</a> 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.	
	<b>Meeting Rooms</b>	Although gym and leisure facilities can open, we would encourage providers to consider whether 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, <a href="#">Scottish Government guidance for general workplaces</a> must be followed and a risk assessment should be completed.	

Those who were in the shielding group have not been asked to return to shielding but are being advised to take extra care, the rise in cases.

With this in mind we would encourage all partners to promote the Protect Scotland App, which is designed to help us protect each other, reduce the spread of Coronavirus and avoid further lockdowns further information can be found here <https://www.protect.scot/>

The Government updated Strategic Framework can be found here  
<https://www.gov.scot/publications/covid-19-scotlands-strategic-framework/>

Your Local Authority Level can be found here

<https://www.gov.scot/publications/coronavirus-covid-19-protection-levels/>

**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)

We must not rule out the reintroduction of restrictions for sport by moving up the levels, 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, venues/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.

A free e-learning module for COVID officers is available at

[https://rise.articulate.com/share/LIEWUj-o23H\\_4gC1AF002jdxdrCucQC0#/](https://rise.articulate.com/share/LIEWUj-o23H_4gC1AF002jdxdrCucQC0#/)

- Adult outdoor non 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 or throughout the day as long as the groups don't mix.
- Indoor sport facilities (the use of equestrian indoor arena's are classed as outdoor facilities where the meet the "Covered Arena Report" [https://636111c1-f1f1-431d-9255-cd6a540ac892.filesusr.com/ugd/6c7920\\_aa6999955ec548dc8fc630dd634dfd46.pdf](https://636111c1-f1f1-431d-9255-cd6a540ac892.filesusr.com/ugd/6c7920_aa6999955ec548dc8fc630dd634dfd46.pdf)) and leisure facilities are able to open if the Scottish Government guidance is fully implemented, this guidance can be found here <https://www.gov.scot/publications/coronavirus-covid-19-guidance-on-sport-andleisure-facilities/> full risk assessments must be carried out by the sports facility operator following Scottish Government Coronavirus (COVID-19): guidance on the opening of indoor and outdoor sport and leisure facilities can be found here <https://www.gov.scot/publications/coronavirus-covid-19-guidance-on-sport-andleisure-facilities/> and sport specific <https://www.horsescotland.org/equestrianphaseguidance>
- Track and Protect measures should be implemented for all activities to assist NHS Scotland in the event of a virus outbreak. Further info can be found within this document
- 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. **Please note the restrictions are in place from your home local authority, not where you keep your horse. Although you can travel to your horse on animal welfare grounds.**

- 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](http://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.
- Where a disabled participant requires functional support to help them participate coaches or carers can provide this without maintaining physical distancing. In such circumstance the responsible 'Covid Officer' 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.

Guidelines will be updated as we progress through the different phases of the Scottish Government route map. Please ensure to check [www.horsescotland.org](http://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

Face coverings

- It is mandatory for participants and visitors to indoor sports facilities to wear face coverings before and after activity or when in non-playing areas of the facility. For example: reception, locker rooms and storage areas unless there is a reasonable excuse not to do so. For example, if you have a health condition or you are disabled, including hidden disabilities such as autism, dementia or a learning disability.
- If you are deaf and need to look at lips and facial expressions to help you communicate, you can ask staff to remove their face covering.
- Face coverings do not need to be worn when undertaking physical activity, exercise or showering.
- Face coverings must be worn in a sports facility hospitality environment other than when you are eating or drinking.
- Face coverings may not be required when using hospitality services such as café's, bars and restaurants. For further information refer to Scottish Government Coronavirus (COVID-19): tourism and hospitality sector guidance. <https://www.gov.scot/publications/coronavirus-covid-19-tourism-and-hospitality-sector-guidance/pages/hospitality-statutory-guidance/>
- The Coronavirus (COVID-19) Phase 3: staying safe and protecting others, face coverings provides guidance on general use and exemptions Guidance can be found here <https://www.gov.scot/publications/coronavirus-covid-19-phase-3-staying-safe-and-protecting-others/pages/face-coverings/>

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>



## Equality & Inclusion

- Covid-19 is affecting everyone. But the impact of the pandemic is not being felt equally. Before the pandemic certain groups were less likely to participate in sport and physical activity. These groups are also the most at risk of worsening inequalities due to Covid-19:
  - Older people
  - Disabled people
  - Ethnic minorities
  - Women
  - People from deprived communities
- It is more important than ever to consider inclusive guidance for people who need extra support to be active and sports facility operators should consider this as part of their work to encourage people to return.
- The evidence emerging has clear implications for how we design and deliver sport and physical activity. Some key areas for consideration include;
  - **Communication** – Digital exclusion is a key issue. With so many services and so much information moving online it risks worsening the health impacts of the pandemic. We have to think innovatively about the range of ways we can provide information to people about sport and physical activity.
  - **Accessibility** – Accessibility of our environments is another key issue emerging from the pandemic. As clubs and leisure centres re-open it's important to build understanding of people's specific accessibility needs around things like hygiene, physical distancing and face coverings so we can provide the best possible support to people to take part in sport and physical activity.
  - **Anxiety, mental health and wellbeing** – The pandemic is leading to an increased risk of anxiety and mental ill-health for people who share all characteristics. We know that sport and physical activity can have significant benefits for people's mental health so it's vital that we continue to promote those benefits, so people are encouraged to get involved.
  - **Confidence** - Confidence to return to sport is a big issue across all groups. We know that some groups are at higher risk from Covid-19 than others (including some ethnic minorities, disabled people and households experiencing poverty). These groups may be even more nervous about returning to sport or starting to participate. They are also less likely to participate in sport in the first place, so we'll need to give extra attention to their needs to help build their confidence.

## Travel

- Participants can take part in organised sport and physical activity within their own local government area based on Level as detailed in [Table A](#). Such activity is subject to exemption from household rules as detailed within this guidance.
- When a participant travels out with their home local government area they should follow the travel guidance detailed below. Travel regulations are now legally enforceable. The legal text can be found here [The Health Protection \(Coronavirus\) \(Restrictions and Requirements\) \(Local Levels\) \(Scotland\) Amendment \(No. 3\) Regulations 2020 \(legislation.gov.uk\)](#)

- Participants should, where possible, avoid any unnecessary travel out of area and keep journeys within area to an absolute minimum.
- Children & Young People (17 years or under)
  - Participants aged **17 years or under** can travel to and from Level 0, 1, 2 and 3 areas (but not Level 4) to take part in organised sport, physical activity, training and competition.
  - Children and young people living in a Level 4 area should only travel locally (within their local government area) to take part in organised sport as outlined in [Table A](#).
- Children and young people living in a Level 4 area should only travel out with their local government area (up to 5 miles) to take part in informal exercise such as walking, running or cycling which starts and finishes at the same place. Such activity should follow Scottish Government 'meeting others outdoors' guidance. [www.gov.scot/publications/coronavirus-covid-19-protection-levels/page/protection-level-4/](http://www.gov.scot/publications/coronavirus-covid-19-protection-levels/page/protection-level-4/)
- Adults (18 years or over)
  - Participants aged **18 years or over** can travel to and from Level 0, 1 and 2 areas (but not Level 3 or 4) to take part in organised sport, physical activity, training and competition as outlined in [Table A](#).
    - ..1 Adults living in a Level 3 or Level 4 area should only travel locally (within their own local government area) to take part in organised sport or physical activity as outlined in [Table A](#).
  - Adults living in a Level 3 or Level 4 area should only travel out with their local government area (up to 5 miles) to take part in informal exercise such as walking, cycling or running that starts and finishes at the same place. Such activity should follow Scottish Government 'meeting others outdoors' guidance. [www.gov.scot/publications/coronavirus-covid-19-protection-levels/page/protection-level-4/](http://www.gov.scot/publications/coronavirus-covid-19-protection-levels/page/protection-level-4/)
    - ..2

**Table B: Travel Summary**

Age Group	Level 0	Level 1	Level 2	Level 3	Level 4
U18s	✓	✓	✓	✓	Local Travel Only
18+ (Adults)	✓	✓	✓	Local Travel Only	

Scottish Government travel guidance provides exemptions for travel into and out of Level 3 and Level 4 local authority areas. This includes 'Travel for work, or to provide voluntary or charitable services, but only where that cannot be done from your home'.

- Where paid/voluntary coaches or officials use the above exemption mitigating actions should be put in place to reduce risk to the coach, official and participants. This should be documented in the risk assessments.

### **Travelling around Scotland**

- If you live or work anywhere where there are protective measures in place – at whatever level – you should not travel to another area to avoid them.
- If you live in a Level 4 local authority area you should:
  - avoid *any* unnecessary travel out of the area
  - also keep journeys within the area to an absolute minimum
  - if you have to travel for essential purposes, follow the guidance on travelling safely below
- If you live in a Level 3 local authority area you should:
  - avoid *any* unnecessary travel out of the area
  - if you have to travel for essential purposes, follow the guidance on travelling safely below
- If you live in a Level 0, 1, or 2 area in Scotland, or are considering travel to Scotland from anywhere else, you should:
  - minimise unnecessary journeys between areas in different levels
  - and avoid *any* unnecessary travel to places in Level 3 or Level 4 areas
  - if you have to travel for essential purposes, follow the guidance on travelling safely below
- You can find out which parts of Scotland are in Levels 3 and 4 via the postcode checker which can be found here <https://www.gov.scot/check-local-covid-level/>

### **Travel between Scotland and the rest of the UK**

- Restrictions and advice on what you can do and where you can travel are also in place within England, Wales and Northern Ireland.
- **The current Scottish Government guidance, given the state of the epidemic across the UK is that people avoid *any* unnecessary travel between Scotland and England, Wales, or Northern Ireland.**
- This applies to people who live in Scotland and to people who live elsewhere in the UK who are thinking of coming to Scotland.
- This may change as the virus spreads or is suppressed in different areas, and as the rules and guidance in place there change. Please check back here before starting any journey.
- If you have to travel for essential purposes, follow the guidance on travelling safely below.
- We will keep this advice updated as restrictions change across the UK.
- Check [gov.uk](https://www.gov.uk) to find out which restrictions are in place where.
- Check the latest rules and guidance in place in each country here:
  - Northern Ireland - <https://www.nidirect.gov.uk/campaigns/coronavirus-covid-19>
  - Wales - <https://gov.wales/coronavirus>
  - England - <https://www.gov.uk/coronavirus>

### **[Facilities, Venues and Riding Centres](#)**

- Ensure your facility management team has put in place appropriate mechanisms for overseeing operations and risk management, in alignment with the level for their Local Authority area as outlined in the [Introduction](#) of this document

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.

A free e-learning module for COVID officers is available at [https://rise.articulate.com/share/LIEWUj-o23H\\_4gC1AF002jdxdrCucQC0#/](https://rise.articulate.com/share/LIEWUj-o23H_4gC1AF002jdxdrCucQC0#/)

- **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> and the Scottish Government guidance can be found here <https://www.gov.scot/publications/coronavirus-covid-19-guidance-on-sport-and-leisure-facilities/>
- A limit on attendees attending a sports facility is 200 per day, in bubbles of a maximum of 30 which must not mix. However to support our Equestrian sector we have received the following agreement however this is to allow events to take place where all guidance is followed.

A permanent equestrian facility that is accessed regularly by equestrian clubs and the equestrian or general public for coaching, training or to hold competition either privately or affiliated to an equestrian body organisation.

Each facility and equestrian body/club must have in place a designated COVID Officer, appropriate risk assessments and public liability insurance. In addition, each facility must adhere to **horsescotland** approved Equestrian Guidance.

These facilities must be set up to ensure mitigating measures are in place to protect participants, officials, staff and the wider public. This may include operating separate activity zones, staggered time slots etc to ensure participation bubbles remain separate at all times. With the appropriate measures in place, permanent facilities may exceed the limit of 200 people per day.

Examples of permanent equestrian facilities include:

Riding schools, Livery yards, Grass, outdoor and covered arenas, Cross country courses and training courses, Riding tracks and designated hacking routes, Gallops and Permanent training obstacles for carriage driving and other equestrian disciplines

- Venues/ Facilities and Riding Centres should focus on providing sporting activity involving as few participants as possible, for the minimum amount of time, whilst still allowing the activity to run effectively. This may also require a change to game formats, numbers and/or rules to minimise risk to participants.
- **No spectating** should take place other than where a parent is supervising a child or vulnerable adult. Physical distancing guidance should always be followed.

## **Test and Protect**

- Test and Protect, is Scotland's way of putting into practice NHS Scotland's test, trace, isolate and support strategy. 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.
- The Coronavirus (COVID-19): Test and Protect information leaflet provides information on the Test and Protect service from NHS Scotland.

#### 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](http://www.ico.org.uk).

#### Protect Scotland App

- NHS Scotland has launched a free mobile app designed to help with contact tracing efforts and slow the spread of COVID-19. The app will alert users if they have been in close contact with another app user who tests positive for coronavirus.
- Supported by a dedicated Protect Scotland website, the app is an extra tool complementing existing person-to-person contact tracing which remains the main component of NHS Scotland’s Test and Protect system.
- Further information on the Protect Scotland app is available at [www.protect.scot](http://www.protect.scot).

#### What should someone do if they have coronavirus symptoms?

- If a person has a continuous cough, high temperature, or loss or change in taste or smell, they should self-isolate and request a coronavirus test right away. Further information is available at [www.NHSinform.scot/test-and-protect](http://www.NHSinform.scot/test-and-protect) or by calling **0800 028 2816** if they cannot get online.
- The Coronavirus (COVID-19): Test and Protect information leaflet provides information on the Test and Protect service from NHS Scotland. <https://www.gov.scot/publications/coronavirus-covid-19-test-and-protect-coronavirus-service/>

#### [Local Outbreaks or Clusters of Coronavirus Cases](#)

- Scottish Government travel advice and guidance relating to local outbreaks or clusters of coronavirus cases is available at <https://www.gov.scot/publications/coronavirus-covid-19-local-measures/>

- Where a local outbreak has been reported, sports facility operators and deliverers within this locality should review Scottish Government 'local measures' guidance, their facility/operational risk assessment and consider if additional mitigating actions should be put in place to reduce risk. This may, for example, include; suspending activity, enhancing hygiene and physical distancing measures or introducing additional activity restrictions.

## **Changing rooms, Lockers and Meeting Rooms**

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-guidance-on-sport-and-leisure-facilities/>

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/>

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.

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/>.

## **Facilities within Level 4**

- Operators may open public toilets if they follow the guidelines outlined on the Scottish Government website Opening Public Toilets Guidelines <https://www.gov.scot/publications/coronavirus-covid-19-public-and-customer-toilets-guidance/pages/overview/>
- Access to indoor locker rooms and storage areas is permitted for dropping off and collecting sports equipment or clothing. The operator should ensure mitigating actions are put in place to minimise the risk of virus transmission including physical distancing, hygiene and cleaning measures.

## **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. However, be aware that a proportion of disabled people, people from low income households and older adults do not have access to the internet. Ensure you have alternative measures in place. For example, telephone 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 (including Covered Arena's) 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.
- Scottish Government travel guidance provides exemptions for travel into and out of Level 3 and Level 4 local authority areas. This includes 'Travel for work, or to provide voluntary or charitable services, but only where that cannot be done from your home'.



- Where paid/voluntary coaches or officials use the above exemption mitigating actions should be put in place to reduce risk to the coach, official and participants. This should be documented in the risk assessments.
- Indoors coaching sessions numbers should be limited depending on the risk assessed with physical distancing, size and ventilation of the arena and hygiene measures put in place to protect participants and coaches. More info can be found here <https://www.gov.scot/publications/coronavirus-covid-19-guidance-on-sport-and-leisure-facilities/>
- Coaches and instructors working with children should familiarise themselves with the additional considerations developed by **Children 1<sup>st</sup>**: <https://www.children1st.org.uk/help-for-families/safeguarding-in-sport/safeguarding-in-sport-resources/>

### Organised Sporting Activity/ Competitions for Children and Adults

- Organised indoor (Covered Arena) and outdoor 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.
- Total numbers taking part in training, competition or events, other than detailed below, should not exceed 200 people in any one day, including organisers, officials and participants. Once an individual has completed their activity, they should immediately vacate the 'field of play' and are then subject to normal household rules.
- Permanent outdoor sport, leisure and club facilities which are accessed on regular basis by the general public and/or club members and have in place a designated COVID officer and appropriate risk assessments may exceed the limit of 200 people, in a single day, if mitigating measures are put in place to protect participants and staff. This may for instance include operating separate activity zones, implementing staggered time slots and putting in place other measures to ensure participation bubbles remain separate including consideration of parking and access/egress.
- Organisations/Venues should focus on providing sporting activity involving as few participants as possible, for the minimum amount of time, whilst still allowing the activity to run effectively. This may also require a change to game formats, numbers and/or rules to minimise risk to participants.
- Level 0: All sporting activity permitted, with some general restrictions, such as the wearing of facemasks, physical distancing etc.
- Level 1: No adult (18+) indoor contact sport.
- Level 2: Same as level 1.
- Level 3: No adult (18+) indoor non-contact group sport / exercise or adult (18+) indoor contact sport. No outdoor adult (18+) contact sport.
- Level 4: Indoor sports facilities closed exception Covered Arenas and public toilets (see above). No outdoor contact sport allowed for any age.

- Your Local Authority Level can be found here

<https://www.gov.scot/publications/coronavirus-covid-19-protection-levels/>

- Traveling to Equestrian Activity and Competition should follow the travel guidance above in the [travel section](#)

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

For those over 12 years of age taking part in Outdoor/Indoor sporting 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.

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.**

**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/coronavirus-covid-19/>

Those accessing the Scottish Countryside should do so responsibly, you should consider reviewing the British Horse Society Scotland's Resources on Equestrian Access which can be found here <https://www.bhs.org.uk/bhs-in-your-area/scotland/resources/scottish-access-resources>

Where riders/ Drivers arrange to meet social for Equestrian activity must do so within the Government guidance around social gathering

- **Revised social gathering rules: 6 people from up to 2 households can meet socially Outdoors. (Under 12s from the 2 households are not counted within this limit). Guidance on meeting up outdoors can be found here [www.gov.scot/publications/coronavirus-covid-19-protection-levels/page/protection-level-4/](http://www.gov.scot/publications/coronavirus-covid-19-protection-levels/page/protection-level-4/)**

### **Local Authority Contacts**

The list below of all the Local Authority contacts was compiled by Scottish Government in association with BHS Scotland

<b>Name of Local Authority</b>	<b>Email address</b>
Aberdeen City	tradingstandards@aberdeencity.gov.uk
Aberdeenshire	environmental@aberdeenshire.gov.uk
Angus	ldp@angus.gov.uk
Argyle and Bute	tradingstandards@argyll-bute.gov.uk

Clackmannanshire	tradingstandards@clacks.gov.uk
Comhairie Nan Eilean Siar	enquiries@cne-siar.gov.uk
Dumfries and Galloway	tradingstandards@dumgal.gov.uk contact@dumgal.gov.uk
Dundee City	tradingstandards@dundeecity.gov.uk
East Ayrshire	tradingstandards@east-ayrshire.gov.uk
East Dunbartonshire	tradingstandards@eastdunbarton.gov.uk
East Lothian	tradingstandards@eastlothian.gov.uk
East Renfrewshire	tradingstandards@eastrenfrewshire.gov.uk
City of Edinburgh	tradingstandards@edinburgh.gov.uk
Falkirk	publichealth@falkirk.gov.uk
Fife	Covid19.Enforcement@fife.gov.uk
Glasgow City	ts.enquiries@glasgow.gov.uk
Grampian	environmental@aberdeenshire.gov.uk
Inverclyde	customerservice@inverclyde.gov.uk
Midlothian	contactcentre@midlothian.gov.uk
Moray	environmentalhealth@moray.gov.uk
North Ayrshire	tradingstandards@north-ayrshire.gov.uk
North Lanarkshire	tradingStandards@northlan.gov.uk
Orkney	env.health@orkney.gov.uk
Perth and Kinross	TradingStandards@pkc.gov.uk
Renfrewshire	ts.es@renfrewshire.gov.uk
Scottish Borders	customeradvice@scotborders.gov.uk
Shetlands	tradingstandards@shetland.gov.uk
South Ayrshire	cabac@south-ayrshire.gov.uk
South Lanarkshire	Business.enquiries@southlanarkshire.gov.uk
Stirling	tradingstandards@clacks.gov.uk
The Highlands	

	<p>envhealth@highland.gov.uk</p> <p><a href="https://www.highland.gov.uk/info/1211/animal_welfare_and_pest_control/65/animal_health_and_welfare">https://www.highland.gov.uk/info/1211/animal_welfare_and_pest_control/65/animal_health_and_welfare</a></p>
West Dunbarton	tradingstandards@west-dunbarton.gov.uk
West Lothian	tradingstandards@westlothian.gov.uk

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