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the national organisation for all
equestrian sports and activity in Scotland

horsescotland COVID-19 Guidance: – 31st March 2021

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.

From the 2nd April 2021, the First Minister has further relaxed the Level 4 'stay at home' restrictions which is welcomed by Equestrian community.

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

[Coronavirus \(COVID-19\): Strategic Framework update - February 2021 - gov.scot \(www.gov.scot\)](https://www.gov.scot/Topics/healthandcare/coronavirus/covid-19/strategic-framework)

Your Local Authority Level can be found here

[Coronavirus \(COVID-19\): local protection levels - gov.scot \(www.gov.scot\)](https://www.gov.scot/Topics/healthandcare/coronavirus/covid-19/local-protection-levels)

Table A: Sport & Physical Activity Protection Levels

		Level 0	Level 1	Level 2	Level 3	Level 4
OUTDOOR SPORT Organised outdoor sport, competition, events and Physical Activity (PA)	Overview An outdoor sporting ‘field of play bubble’ may consist of participants including coaches, officials and other support staff with maximum numbers allowed in each level noted below. Multiple bubbles can be used for training and SGB competition if appropriate guidance, set out within this document, is followed. Indoor and outdoor stadium, or equivalent events/competitions, involving spectators are subject to relevant Scottish Government guidance and approval. Other outdoor participation events are permitted subject to further Scottish Government clarification on numbers.					Local training/competition only. U12s: max 30 including coaches. Over 12s/adults max 15 including coaches.
		* Subject to SG Confirmation	* Subject to SG confirmation	*Subject to SG confirmation	Maximum of 30 participants.	
	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	U12s: Contact sport permitted 12-17 years: Contact sport temporarily permitted up until the 25 April 2021. Non-contact only at Level 4 from 26 April 2021.
Adults (18+ years)				Non-contact sport & PA permitted Contact sport & PA prohibited	Non-contact sport & PA permitted Contact sport & PA prohibited	
INDOOR SPORT Organised indoor sport, competition, events and Physical Activity (PA)	Overview The number of participants allowed to take part in organised indoor sport or physical activity should follow Scottish Government guidance on the opening of sport and leisure facilities and sport specific SGB Guidance . ‘Group’ activity refers to adults, who take part in organised sport or physical activity, where the number of participants is larger than allowed under normal household rules. ‘Individual exercise’ refers to organised sport or physical activity which takes place 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	Indoor sport & PA prohibited: Leisure Centres, gyms and other indoor sports facilities closed.
	Adults (18+ years)	Contact & non-contact sport & PA permitted	Non-contact sport & PA permitted Contact sport & PA prohibited	Non-contact sport & PA permitted Contact sport & PA prohibited	Indoor <u>individual exercise only</u> No contact or non-contact group activity	

COACHING	Overview	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 Getting Coaches Ready for Sport provides a 4-stage approach/checklist to further support coaches to plan and deliver safe sessions.	
	Indoor & Outdoor coaching	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.	
PERFORMANCE SPORT	Professional & Performance	Professional & performance sports with Resumption of Performance Sport guidance in place and approved by Scottish Government or sportscotland is permitted at all Levels.	
TRAVEL	Indoor / Outdoor Sport & Physical Activity	For further information please refer to Travel Guidance within this document.	
HOSPITALITY & RETAIL	Clubs & Sports Facilities	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 Coronavirus (COVID-19): tourism and hospitality sector guidance . 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 Retail Sector Guidance .	
TOILETS, CHANGING & SHOWER ROOMS	Clubs & Sports Facilities	Where changing rooms and showering facilities are to be used specific guidance relating to use of 'Changing and Showers' is available at Getting Your Facilities Fit for Sport. This is applicable at all levels where facilities remain open.	Indoor sports facilities closed. Changing rooms closed.
		Operators may open public toilets if they follow the guidelines outlined on the Scottish Government website Opening Public Toilets Guidelines	Public Toilets open.
WORKFORCE	Contractors & Staff	Sports facility operators must ensure that Scottish Government guidance on workforce planning in sport & leisure facilities 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.	
	Meeting Rooms	Although gym and leisure facilities can open up to Level 3, 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, Scottish Government guidance for general workplaces must be followed and a risk assessment should be completed.	

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#

- Indoor sport facilities (NB - the use of equestrian 'indoor' arena's is classed as outdoor facilities where the meet the "Covered Arena Report" <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 guidance here <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
- 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 Covid-19 protection levels. Please ensure to check www.horsescotland.org on a regular basis to stay abreast of the latest guidelines.

Definitions - for the purposes of this guidance

- **'Organised sporting or physical activity'** refers to activities which are undertaken in a structured and managed way following specific rules and guidance of relevant SGBs, local authorities or businesses who in turn have fully applied related Scottish Government and **sportscotland/ horsescotland** guidance. All organised activity should be overseen by a Covid Officer with documented risk assessments undertaken and mitigating actions put in place to ensure the health, safety and welfare of participants, coaches and officials. However the Coach or Official maybe the COVID Officer.
- **Contact sport or activity** is defined as "a sport or activity in which the participants necessarily come into bodily contact or as a matter of course encroach within 2m of one another" during the activity

- **Non-contact sport or activity** is defined as “a sport or activity in which the participants are physically separated as such as to make it difficult for them to make physical contact during an activity.
- **Sports competition** refers to where participants or teams compete against different opponents as part of an organised event or competition.
- **Adult ‘group’ sport or activity** refers to adults, who take part in organised sport or physical activity, where the number of participants is larger than allowed under normal household rules.
- **Indoor individual exercise** refers to non-contact recreational sport or physical activity which follows household rule numbers. This includes gym use, 1:1 personal training and indoor activity where physical distancing can be maintained.

[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 Authority 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 Authority 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 \(legislation.gov.uk\)](https://www.legislation.gov.uk)
- Participants should, where possible, avoid any unnecessary travel out of an area and keep journeys within an area to a minimum.
- Children & Young People (17 years or under)
 - Participants aged **17 years or under** can travel to and from Level 0, 1 and 2 areas to take part in organised sport, training, and competition.
 - Children and young people can also travel to and from a Level 3 or 4 area, if for example, they belong to a club which is just outside their own local authority area. They should however travel no further than necessary to take part in the organised activity.
 - Children and young people living in a Level 3 or 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 'Stay Local' guidance](#).

- Adults (18 years or over)
 - Participants aged **18 years or over** can travel to and from a Level 0, 1 and 2 area to take part in organised sport, physical activity, training and competition. They should not travel to a Level 3 or 4 area.
 - Adults living in a Level 3 area should only travel locally or to another Level 3 area to take part in organised sport or physical activity as outlined in [Table A](#). (from 26 April 2021)
 - Adults living in a Level 4 area should only travel locally to take to take part in organised sport or physical activity.
 - 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, golf or running that starts and finishes at the same place. Such activity should follow [Scottish Government 'Stay Local' guidance](#).

- **Table B: Travel Summary**

Age Group	Level 0	Level 1	Level 2	Level 3	Level 4
U18s	✓	✓	✓	✓	✓
18+ (Adults)	✓	✓	✓	L3 Travel Only	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.
- Further details of exemptions can be found here [Coronavirus \(COVID-19\): guidance on travel and transport - gov.scot \(www.gov.scot\)](#)

Travel between Scotland and the rest of the UK, Ireland, the Channel Islands and the Isle of Man

Under current Scottish law, given the state of the epidemic, unless you have a reasonable excuse (see here for more information [Coronavirus \(COVID-19\): guidance on travel and transport - gov.scot \(www.gov.scot\)](#)) you must not travel between Scotland and:

- England
- Northern Ireland
- Wales
- Republic of Ireland
- Jersey
- Guernsey
- The Isle of Man

You should be aware that, if you travel for essential reasons, rules may apply in other countries or Crown Dependencies within the Common Travel Area that may restrict your ability to enter or travel within them, or which may require you to self-isolate for a period of time after your arrival. Please check any restrictions that may be in place in your destination before you travel

Facilities, Venues, Riding Centres and Activity

- See [Appendix 1 for detailed information on Level 4 \(Stay Local\)](#).
- 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#/

- **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/>

Outdoor sporting bubbles for training, competition, or small-scale participation events (Levels 0-3)

- 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 at Level 3 with a maximum of 200 participants per day (numbers are subject to further confirmation from Scottish Government for Level 0, 1 & 2). In exceptional circumstances, numbers may be increased, but only if approved directly by Scottish Government or where specific Scottish Governing Bodies of sport (SGBs) guidance and mitigating actions have been agreed by **sportscotland**.
- Multiple outdoor sporting bubbles can be used for SGB training and competition. In such cases operators and organisers should undertake comprehensive risk assessments to ensure that these bubbles do not mix at any time including before, during or after an activity. Once an individual has completed their activity, they should immediately vacate the 'field of play' and are then subject to household rules.
- Total participant numbers allowed to take part in small-scale events at Levels 0, 1, 2 & 3 are being reviewed by Scottish Government. Further information will be provided once available.
- Permanent outdoor sport (please see below), leisure and club facilities which are accessed on a regular basis by the general public and/or club members and have in place a designated

COVID officer should risk assess and identify mitigating measures 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.

- To support our equestrian sector we have received agreement to the following description of a permanent equestrian facility. However this is only to allow events to take place where all other guidance is followed.
- “A permanent equestrian facility 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.

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.

- Any further exemptions or variation to training, competition, or event participant numbers, including the addition of spectators, must be agreed directly with Scottish Government and may be subject to other relevant Scottish Government guidance.
- Where outdoor sports training, competition or events are planned and include multiple bubbles; operators and organisers should, as part of their risk assessment, consult with relevant local authorities, environmental health, the police, or other body responsible for the safety of the public. Agreement must be reached with these bodies before the training, event or competition takes place.
- Operators and organisers should note that the situation around COVID-19 is fluid and activities may need to be cancelled at short notice should there be a change in local or national restrictions. In such circumstance’s plans should be in place to notify participants of event cancellation and to ensure they do not attend the venue.
- SGBs and operators should introduce a period of training to familiarise participants with guidelines before running competitions.
- Outdoor group coaching for organised sport and physical activity including aerobics and fitness classes can take place with up to 30 people at any one time in Level 3, including the coach, if physical distancing is always maintained. Bubble numbers for Level 0, 1 & 2 are to be confirmed by Scottish Government.

Outdoor sporting bubbles for localised training and competition (Level 4)

- [See APPENDIX 1: Level 4 Guidance \(Stay Local\)](#)
- 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 activity 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.
- Activity participants should not be classed as spectators until such time as their active involvement has ceased. Physical distancing guidance should always be followed.

Indoor Sport & Physical Activity

- Indoor sport and leisure facilities can open if Scottish Government [Coronavirus \(COVID-19\): Guidance for the opening of indoor and outdoor sport and leisure facilities](#) is fully implemented.
- Appropriate risk assessments and mitigating measures must be put in place to reduce risk and protect participants. For instance, consider physically distanced training, reducing numbers taking part and changing game formats or rules.
- Participants should not congregate before or after an activity. Operators must ensure comprehensive mitigating actions are put in place and documented in their risk assessment to stop this happening. Consider staggering start/arrival times and any other relevant additional measures.
- The number of participants allowed to take part in indoor sport or physical activity must be risk assessed by the operator following Scottish Government [Coronavirus \(COVID-19\): guidance on the opening of indoor and outdoor sport and leisure facilities](#) and sport specific [SGB Guidance](#).
- Information relating to indoor sport and physical activity that can be undertaken by protection level and age group is available in [Table A](#).

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.

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

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 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](#)

- Please refer to [APPENDIX 1: Level 4 Guidance \(Stay Local\)](#) in addition to this general guidance.

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/>.

Equipment provision and use

- Please refer to [APPENDIX 1: Level 4 Guidance \(Stay Local\)](#) in addition to this general guidance.

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](#)

- Please refer to [APPENDIX 1: Level 4 Guidance \(Stay Local\)](#) in addition to this general guidance.
- 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/>

Coaching (Levels 0-3)

- Coaches can run organised outdoor group training sessions in protection Levels 0-3 in line with maximum bubble sizes outlined in [Table A](#) or as agreed through approved [horsescotland](#) Guidance and [Scottish Government \(COVID-19\): guidance on the opening of indoor and outdoor sport and leisure facilities](#). They should also ensure to follow specific guidance on [sporting bubbles](#) within this document.
- Appropriate risk assessments, physical distancing, Test & Protect (see above) and hygiene measures should be put in place to protect participants.

Coaching (Level 4)

- Coaches can run organised outdoor (and Covered Arena's where criteria is met) non-contact group training sessions in protection Level 4 for a maximum of 15 people aged 12 years or over (including the coach/es)
- Coaches can run organised outdoor (and Covered Arena's where criteria is met) contact and non-contact training sessions for up to 30 children (including the coach/es) aged under 12 years.
- Appropriate risk assessments, physical distancing, Test & Protect (see above) and hygiene measures should be put in place to protect participants.
- Coaches can take multiple outdoor (and Covered Arena's where criteria is met) sessions (where protection levels allow) per day, however the number of participants allowed in each session will depend upon the protection Level restrictions in place in the given location. .
- 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.
- Outdoor 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 1st**: <https://www.children1st.org.uk/help-for-families/safeguarding-in-sport/safeguarding-in-sport-resources/>
- No spectating should take place where possible, where spectators need to support Children, they should do so socially distant in the household group of a maximum of four adults from two households.

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. .

This horsescotland guidance ([including APPENDIX 1](#)) 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

- Please refer to [APPENDIX 1: Level 4 Guidance \(Stay Local\)](#) in addition to this general guidance.
- Other equine professionals can attend your horse where this is on a welfare basis or travelling for work
- 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

Please refer to [APPENDIX 1: Level 4 Guidance \(Stay Local\)](#) in addition to this general guidance.

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 socially for equestrian activity, they must do so within the Government guidance around social gatherings

- Revised social gathering rules: Only a single household group, or a group containing no more than 4 people from 2 different households can meet outdoors for sport, exercise or recreation purposes. Children under the age of 12 from these households do not count towards this number but where separate households are participating 2m physical distancing should be maintained at all times."Guidance on meeting up outdoors can be found here 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

Name of Local Authority	Email address
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	trading.standards@dundeecity.gov.uk
East Ayrshire	tradingstandards@east-ayrshire.gov.uk
East Dunbartonshire	trading.standards@eastdunbarton.gov.uk
East Lothian	tradingstandards@eastlothian.gov.uk
East Renfrewshire	tradingstandards@eastrenfrewshire.gov.uk
City of Edinburgh	trading.standards@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	trading.standards@shetland.gov.uk
South Ayrshire	cabac@south-ayrshire.gov.uk

South Lanarkshire	Business.enquiries@southlanarkshire.gov.uk
Stirling	tradingstandards@clacks.gov.uk
The Highlands	envhealth@highland.gov.uk https://www.highland.gov.uk/info/1211/animal_welfare_and_pest_control/65/animal_health_and_welfare
West Dunbarton	trading.standards@west-dunbarton.gov.uk
West Lothian	tradingstandards@westlothian.gov.uk

APPENDIX 1: Level 4 Guidance – Stay Local

Introduction

- .1 The guidance within this appendix is applicable to sport and physical activity facilities and activities where Scottish Government have identified the requirement for **Level 4 ‘Stay Local’** restrictions to be applied.
- .2 This guidance is not applicable to professional or performance sports activity which is approved through the [Resumption of Performance Sport](#) process by Scottish Government or **sportscotland**.
- .3 The information outlined below should be used in conjunction with, and where appropriate supersede, the [‘Return to sport and physical activity guidance’](#) to inform the development of sport specific information which will be shared with participants, clubs, local authorities/trusts, third sector and other sports facility operators within Level 4 areas.
- .4 It is the responsibility of the relevant facility operator/COVID officer to ensure that full risk assessments, processes and mitigating actions are in place before any sport or leisure activity takes place and to check if the activity is in an area which is subject to additional Scottish Government localised measures and restrictions.
- .5 Where a local outbreak has been reported, sports facility operators and deliverers should review 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.
- .6 Scottish Government may update or change Levels and restrictions at any time, including the local areas subject to them. Therefore COVID officers should regularly check [Coronavirus \(COVID-19\): Local Protection Levels](#).

Travel Restrictions in Level 4 areas

7. Those living in a Level 4 local authority area can travel within that area (or up to 5 miles from its boundary) to undertake informal outdoor sport, exercise and recreation including walking,

cycling, golf or running that starts and finishes at the same place, as long as they abide by the rules on meeting other households.

8. Children and young people may travel to and from a Level 4 area, if for example, they belong to a club which is just outside their own local authority area.
 - 8.1 They should however travel no further than necessary and only participate in activities they are permitted to undertake in a Level 4 area. For instance, 12-17year olds living in a Level 4 area are restricted to participating in groups of no more than 15 people.
9. Adults living in a Level 4 local authority area may travel within, but not outwith, that area to take part in organised sport.
10. Travel exemptions are applicable for essential animal welfare reasons, such as exercising or feeding a horse or going to a vet.
11. When taking part in sport, exercise or recreation participants should at all times follow [Scottish Government 'Stay Local' guidance](#)

Outdoor Sport & Leisure Activity

12. Operators in Level 4 areas may continue to open outdoor sports areas, courts, pitches and facilities (with the exception of ski centres/resorts) if documented risk assessments are undertaken and all appropriate mitigating actions including the guidance herein is put in place to ensure the safety of participants, staff and volunteers. Please also refer to additional guidance produced by **sportscotland** at: [Getting Your Facilities Fit for Sport](#).
13. Restrictions on participants taking part in outdoor organised sport, exercise and recreation in Level 4 is as follows.
14. Children (aged up to 11 years)
 - 14.1 Children can take part in outdoor contact and non-contact organised sport including training, group exercise and competition within their usual club or facility environment. Inter club competition should not take place.
 - 14.2 An outdoor sporting 'field of play bubble' can consist of up to 30 children, coaches, and officials at any one time.
15. Young People (aged 12-17 years)
 - 15.1 Young people can take part in outdoor contact and non-contact organised sport including training, group exercise and competition within their usual club or facility environment up to and including the 25th April 2021. Thereafter only non-contact sport or physical activity should take place at Level 4. Inter club competition should not take place.
 - 15.2 An outdoor sporting 'field of play bubble' can consist of up to 15 young people, coaches, and officials at any one time.
16. Adults (aged 18 years or over)
 - 16.1 Adults can take part in outdoor non-contact organised sport including training, group exercise, aerobics, fitness classes and competition within their normal club or facility environment.

16.2 An outdoor sporting 'field of play bubble' for adults can consist of up to 15 people, including coaches, and officials at any one time. Physical distancing should always be maintained.

17. Where there are multiple bubbles operating at the same venue these must be risk assessed to ensure there can be no mixing of participants before, during or after the activity. Specific mitigations could include staggered start times, limiting car parking or controlling access / egress points.

Indoor Sport & Leisure Facilities

18. Indoor sport and leisure facilities including club houses, changing rooms and activity areas should remain closed at Level 4. Exemptions are noted below.

19. Public Toilets

19.1 Operators may open indoor toilets for public use if they follow Scottish Government [Opening Public Toilets Guidelines](#).

19.2 Public toilets are defined as any toilets accessible to the public. The opening of toilets should be accompanied by local risk assessment, and control measures should be proactively monitored by operators.

19.3 All appropriate cleaning procedures and equipment/disinfectant should be provided as per Health Protection Scotland guidance.

20. Storage Areas & Lockers

20.1 One off access to storage areas and locker rooms is permitted to retrieve personal equipment which is essential for an activity to be undertaken. Personal equipment should not be returned to these areas.

20.2 Where equipment cannot reasonably be taken home and is stored on site, such as kayaks, boats etc, access to retrieve and return such equipment to storage areas is allowed if appropriate risk assessments are undertaken.

20.3 Risk assessments should include mitigating actions to reduce the risk of virus transmission such as individual access, booking slots and cleaning/hygiene protocols.

21. Access to outdoor facilities

Where external access to outdoor sports facilities is not possible, access through an indoor area can be provided if suitable risk assessments and safety measures are put in place. These should include restricting access to one person at a time, ideally with a one-way system in operation, and no contact with hard surfaces such as door handles. Persons moving through the area should not stop or congregate at any time.

Hospitality

22. Additional restrictions are in place for hospitality businesses with Level 4 areas subject to bar and café closures. Sports facility operators providing catering or bar services should refer to Scottish Government guidance for applicable guidance including takeaway services. [Coronavirus \(COVID-19\): tourism and hospitality sector guidance](#).

Retail

23. Retail units operated by sports facility operators in Level 4 areas should follow Scottish Government [Retail Sector Guidance](#).

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