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Royal Highland Showcase 2021 Covid Guidance Handbook



ROYAL
HIGHLAND
SHOWCASE
14-20 JUNE 2021

Please check with the Showcase Planning Team that you have the very latest version of the Covid Guidance Handbook

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Introduction

This is the first version of the Royal Highland Showcase (The Showcase) Covid Guidance Handbook.

Broadly speaking, The Showcase looks to capture the essence of the Royal Highland Show through holding many of the food and agricultural competitions over an extended period and delivering them to the world-wide public and agricultural community through a series of internet and televised events during the week beginning 14 June 2021.

It is intended that the smaller of the competitions, such as food and technology, will be pre-recorded but the larger agricultural competitions such as cattle, sheep, forestry and show jumping will be 'live-competitions' held at the Royal Highland Centre. None of the competitions will be open to the public and the concept is for competitors to arrive-compete-depart.

This Handbook broadly identifies the measures that will be put in place to mitigate the risks from Covid during the Showcase. The mitigation measures are based on legislation, advice and guidance from the Scottish Government, the local authority and other organisations across the UK. That being said it is also recognised there will need to be a degree of common sense applied to situations that will, inevitably, not feature in that legislation or guidance.

The Handbook will be regularly revised and sent out by email with a restricted number of hard-copies being available at the venue.

It is imperative that anyone using this Handbook checks it is the most up to date. There will be a version number shown on the front and subsequent pages. To ensure the most up to date Handbook is being used please check The Showcase website or contact the Showcase Covid Manager / Public Safety Manager through the usual channels.

Finally it is important to say that the safety of everyone at the Showcase relies on absolutely everyone playing their part, not only according with the guidelines but also feeling confident enough to highlight any potential issues. Anyone at the Showcase, a member of staff or a member of the production team or a competitor is hereby empowered to do just that so the issues can be resolved or assurance provided.

Mark Currie,
Director of Operations

Broad Concept of Covid Risk Mitigation

The Showcase is a competitor only event with no public invited. The concept is Arrive – Compete – Depart.



The Showcase is held in the Royal Highland Showground, in the open air, with only livestock being stored inside two large buildings that are open on both side with free flow of air.



The Showground will be divided into self contained Arenas and each competition will be held in its own Arena with no cross-over.



A Covid Risk Mitigation Plan has been created for the Showcase with all of the key Covid Risk Mitigation contained therein.



Scottish Government and City of Edinburgh Council have examined the plan, suggested amendment and given it outline approval.

Key parts of the Covid Risk Mitigation Plan will be reproduced in a Covid Guidance Handbook and in a Covid Briefing Video.



Everyone attending the Showcase will be provided with the Handbook and Video online and in advance. They will need to acknowledge they have received and read the Handbook and watched the video to be accredited.



Everyone attending the Showcase will be required to make an online Covid Health Declaration before attending the Showcase.



Everyone attending the Showcase will have their temperature taken before entering the Showground or any of the Arenas.



Certain people attending the Showcase will be required to undergo a Lateral Flow Test before entering the Showground or any of its Arenas. This is most likely to be staff and members of the production team. They will be informed well in advance.



A team of Covid Marshals will be patrolling the Arenas educating, encouraging and enforcing the Covid Code of Conduct, Covid Competition Guidelines and Covid Risk Mitigation Plan.

Covid Code of Conduct

The following is the generic Covid Code of Conduct. Please combine it with the Competition Guidelines shown in the Covid Guidance Handbook



Remember the **FACTS**:

F: Wear a face covering

A: Avoid crowds

C: Clean your hands regularly

T: Two-metre distance

S: Self isolate and book a test if you have symptoms (Do not attend the Showcase)



The **wearing of face coverings is mandatory**:

- When **queueing**
- **Indoors**
- In **certain areas outdoors**
- In competition, exercise and collecting rings as well as when going to and from them. There are a few exceptions to this shown in the Competition Section of the Covid Guidance Handbook.



Please download **NHS Scotland's Test and Protect - Protect Scotland App** before you come along.



Be aware that you will be asked a series of health related questions and your temperature will be taken before entry.



Arrive in good time to go through all the necessary entry procedures.



Observe **social distancing**.



If this isn't possible then wear a face covering and avoid face to face contact – **pass back to back**.



Make every effort to **use contactless payment**.



Only stop to spectate in a marked seating or standing area.



When in a marked seating or standing area **stay within your household / support bubble**.



Avoid touching things that others may have touched, this includes goods on display and livestock / animals.



Use the **hand sanitiser dispensers as often as possible** and particularly when entering and leaving.



Cover your mouth if needing to cough or sneeze and wash/clean your hands afterwards.



Do not hug, high five, shake hands or otherwise get in close contact with people who are not in your household / support bubble.



Please **do not shout or sing loudly**.

Competition Guidelines



Generic Guidance – All Competitions, Collecting, Warm-up and Exercise

1. Important to note that this Generic section is relevant to ALL competitions. More specific guidance which recognises the nuances of each competition is provided later in this Handbook.
2. The Showcase consists in a series of competitions. It is a competitor-only event. The concept is 'Arrive - Compete - Depart.'
3. All entry, registration and initial briefing processes will be carried out online.
4. Final allocation of accreditation will rely on, reading, watching and acknowledging, online, a series of briefings and a Covid Health Declaration.
5. Detailed guidance on staggered arrival times, arrival routes, drop off and departure will be provided well in advance.
6. All of those attending the Showcase will have their temperature taken prior to entering.
7. Some attending the Showcase may require to undergo additional Covid related testing. They will be informed well in advance and the additional testing will be carried out at the venue. Mention of those concerned is made in the more specific guidance later in this Handbook.
8. Accreditation as well as competitor numbers etc will be sent out prior to the event.
9. All of those attending the Showcase must accord with the content of this Covid Guidance Handbook. Everyone will be sent a copy.

10. All livestock accommodation, including preparation areas such as Cattle Wash, will be deep cleaned (Covid-compliant) before and between occupancy.
11. All touch points, for example taps and hay forks, will have appropriate disinfecting equipment nearby.
12. Competitors are asked to bring their own feed for livestock.
13. Showering and toilet facilities will be limited so competitors, particularly those who have arranged through the organisers to stay overnight, should be as self-sufficient as possible.
14. The Showcase is an outside event, and everyone involved should prepare for the vagaries of Scottish weather.
15. All vehicles will be directed to enter a series of Arrival Lanes when they arrive at the venue.
16. Accreditation and temperature checks will be carried out in the Arrival Lanes.
17. The Showground has been divided into Arenas.
18. Each competition will take place in its own, dedicated, Arena.
19. Competitions will be held in rings in the Arenas.
20. Competitors must not move between Arenas, remaining in the Arena set aside for the competition in which they are involved.
21. An Arena Office will be located in each Arena.
22. Arena Offices will be 'box-office' style and visitors should not enter, rather they should wait at the enquiries window.
23. A Competition Manager based at the Arena Office will administer all competitions.
24. An Arena Manager, based at the Arena Office will be responsible for Facilities, Public Safety and Health & Safety.
25. Each Arena Office will have its own computer and phone number and each Arena, its own radio channel. Email addresses, radio channel numbers and phone numbers will be circulated nearer the time.
26. Where at all possible, all communication should be by computer radio or phone.

27. The Competitions Manager and Director Stewards are responsible for Health & Safety as well as promoting and enforcing Covid risk mitigation compliance within rings.
28. The Arena Manager, security staff and dedicated Covid Marshals are responsible for Health & Safety as well as promoting and enforcing Covid risk mitigation compliance everywhere else.
29. The default position for everyone in competition, exercise and collecting rings as well as when going to and from them, is to keep left, maintain social distancing of 2 metres and wear face coverings. Planning processes and consultation has identified where this may be an issue and additional risk mitigation has been put in place. Such is shown in the following guidelines that are specific to each competition.
30. Although, generic face coverings and other PPE will be available from the Arena Office, Judges, Stewards and Competitors are asked to provide their own, most particularly if there are unusual requirements.
31. Facilities for the disposal of PPE will be available at each Arena Office.
32. No equipment to be shared.
33. Equipment such as jumps to be handled by one person or same group of people where possible.
34. Gloves to be worn when handling equipment.
35. Only Competitors, Judges, Stewards and essential staff to be in rings.
36. One handler or rider per animal, except for Lead-Rein Riders and/or one assistant in a collecting ring.
37. Animals not to be left unattended unless in stables, stalls, pens or appropriate vehicles or trailers.
38. No competitor to move towards collecting or competition ring until Class called forward.
39. Call forward and other such announcements, will be made on a PA system.
40. Please return to stabling, stall, pens, vehicles or trailers when judging, competing or exercise is complete.



Specific Guidance - Judging and Stewarding

1. Judges and Stewards briefings will be delivered next to the Arena Office by the Competitions Manager, prior to the start of competitions.
 2. Where possible, judging assessments will be recorded digitally or manually and photographed and emailed to the Arena Office.
 3. Where this is not possible, all assessments in a ring will be recorded by one person only and passed to the Arena Office by that person.
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Specific Guidance - Results and Prize Giving

1. Results will be published on the Showcase website on a dedicated results page.
 2. There will not be any physical results boards.
 3. Each Arena will have a Prize Giving Area.
 4. Winners and runners up etc will be notified directly and invited to the Prize Giving Area at a specified time.
 5. Wearing of face coverings is mandatory during prize giving but face coverings may be removed, briefly, for photographs.
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Specific Guidance - Show Jumping

1. Horse Health and Flu declarations will be gathered at Arrival Lanes.
2. Riders will not be required to wear face coverings whilst competing.



Specific Guidance - Light Horse

1. Horse Health and Flu declarations will be gathered at Arrival Lanes.
 2. Riders will not be required to wear face coverings whilst competing.
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Specific Guidance - Heavy Horse

1. Horse Health and Flu declarations will be gathered at Arrival Lanes.
 2. Riders will not be required to wear face coverings whilst competing.
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Specific Guidance - Cattle

1. Cattle will be housed in the Highland Hall. All roller shutter and fire doors will be kept open which means, in practice, that the entirety of both sides of the Hall will be open to air.
2. Stall number and Highland Hall entry door number will be issued in advance.
3. Cattle Passport stickers will be sent out in advance.
4. Cattle movement is to be logged by owners / exhibitors.
5. One handler per animal, with the exception of Young Handlers Competitions when an adult may accompany the handler to but not in, the Competition Ring.

6. Risk Assessment and Safe System of Work for Milking Parlour, in the event of Dairy Cattle Competition taking place, will be produced by RHASS H&S in association with Fullwoodhead Dairies and their onsite Engineer.
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Specific Guidance - Sheep and Goats

1. Sheep Penning, Competition and Parking has been moved to the South of the Showground to provide extensive space in which to operate. It is imperative those involved follow the briefings and directions to, from and within the new Sheep and Goat area.
 2. Judges in the Sheep and Goat competitions will undergo additional Covid related testing.
 3. Pen number and layouts will be issued in advance.
 4. Medi Visna accreditation process will be carried out in the Arrival Lanes.
 5. One handler per animal will be allowed, with the exception of Young Handlers Competitions when an adult may accompany the handler to but not in, the Competition Ring.
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Specific Guidance - Bread, Handcrafts, and Dairy

1. These competitions will be judges-only with no competitors present. Items will be delivered to the Showground in advance.
2. A standardised Covid Risk Mitigation compliant system will be put in place for reception of postal and hand delivered items. Detailed information will be provided nearer the time.
3. Appropriate handling, storage and transfer facilities will be put in place to transfer items from reception point to judging area.

4. A Covid Risk Mitigation compliant system will be put in place for judging.
 5. Similarly, a safe system will be put in place for the return of items.
 6. More detailed information will be available in due course.
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Specific Guidance - Forestry

1. Some of those involved in the Forestry competitions, for example those directly involved in potentially close-quarters H&S support, will undergo additional Covid related testing. Those concerned will be informed directly.
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Specific Guidance - Sheep Shearing

1. Sheep Handlers and Sheep Shearers will undergo additional Covid related testing.
 2. Sheep Shearers will not be required to wear face coverings at the time they are competing.
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Specific Guidance - Poultry

1. The Poultry competition will take place in the Central Hall.
2. All roller shutter and fire doors will be kept open which means, in practice, that the entirety of both sides of the Hall will be open to air.

3. Competitors will be directed to deliver Poultry on the day of the competition. They will undergo accreditation checks and temperate testing in the Arrival Lanes and then directed to park near to the Central Hall, deliver their Poultry for judging and depart the Hall.
 4. The poultry will be judged without competitors present.
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Specific Guidance - Technical Innovation

1. This is an online competition only with submissions, judging, results and presentations all online.

Construction and Maintenance Contractors

ALL Construction and Maintenance Contractors (and Sub-Contractors) working at the Royal Highland Show, as well as during the Build and Break for the Show must

Obtain and carry a copy of the Royal Highland Show Induction Handbook and follow the general construction guidance in it.

Follow Scottish Government Covid-19 Construction Sector Guidance which includes:

- Carry out bespoke Covid-19 **Risk Assessment**.
- Manage **social distancing**.
- Provide and use PPE, including **face coverings**.
- Maximise **ventilation in working spaces**.
- Ensure effective **hand and respiratory hygiene**.
- Put in place **other mitigation** to suit risk assessment.

The following internet links may assist Construction and Maintenance Contractors in carrying out their Covid-19 risk assessments and putting in place appropriate mitigation measures.

Construction Sector Guidance:

<https://www.gov.scot/publications/coronavirus-covid-19-construction-sector-guidance/>

Working on site during the COVID-19 pandemic:

<https://www.cs-ic.org/library/working-on-site-during-the-covid-19-pandemic-construction-guidance/>

HSE Guidance Coronavirus (COVID-19): working safely:

<https://www.hse.gov.uk/coronavirus/index.htm>

Catering and Retail

Throughout the Showcase there will be catering available from food outlets and socially distanced rest and refreshment areas will be in place. The following guidance is for the operators of these catering outlets:

Operators of catering establishments will be required to:

- Complete a bespoke Covid-19 risk assessment for their operation (irrespective of the size of operation or number of employees) and submit this to the Planning Team along with their regular risk assessments; and
- Put in place a series of mitigation measures suited to the risks identified and guidelines provided by the Scottish Government for the type of operation.

The Planning Team will scrutinise these risk assessments and, along with the Local Authority, quality assure the mitigation measures put in place by **Operators** during the Build, Showcase and Break.

However, as a form of independent verification and accreditation, **Operators** will also be required to take part in the Scottish Governments 'We're Good To Go' scheme, submit evidence of successful completion to the Planning Team before the Build and display the 'We're Good To Go' mark in their area or premises at the Showcase 2021.

'Visit Scotland has worked with Tourism Northern Ireland, Visit England and Visit Wales to develop a new UK-wide industry standard and consumer mark to provide confidence for visitors, communities and tourism businesses alike – as the sector works towards reopening.

The 'We're Good To Go' industry standard and supporting mark mean businesses across all sectors of the tourism industry in Scotland can demonstrate that they're adhering to the respective government and public health guidance, and have carried out a COVID-19 risk assessment to check they have the required processes and protocols in place.

The free scheme complements and signposts the guidance issued by Scottish Government. 'We're Good To Go' is a UK wide self-certification scheme that will enable businesses to demonstrate that they are ready to reopen and give much needed confidence to visitors and communities.

On successful completion of the scheme, operators will receive certification and access to the 'We're Good To Go' mark for display in their premises and online. Businesses across the UK will be assessed according to their respective national guidance once published, including the physical distancing and cleanliness protocols that must be in place.

An 'alert' system ensures that businesses signed up to the standard are notified if there are changes to the official guidance. A 'We're Good To Go' call-handling service, provided by the Scottish Government, provides support and advice and will also carry-out random business support calls to ensure businesses are understanding and adhering to the guidance.

The 'We're Good To Go' self-assessment process links to specific guidelines for sectors including accommodation, visitor attractions, restaurants and pubs, business conference and events venues, and tour and coach operators, with signposting to further industry and trade association guidance as required.



The following gives some indication as to the mitigation measures that might be required by those operating catering outlets at the Showcase:

- Bespoke risk assessment by operators.
- Queue management.
- Maximise ventilation.
- Hand sanitiser and signage.
- Enhanced cleaning.
- Social Distancing Markers.
- Use screens to create physical barriers.
- One-way in and out.
- Minimise cash transactions.
- Consumption of food at tables only.

The following internet links may assist Operators in carrying out their risk assessments and putting in place appropriate mitigation measures.

For information on the Scottish Governments '**We're Good To Go**' scheme click on the link below:

<https://www.visitscotland.org/news/2020/launch-of-were-good-to-go>

For the latest Scottish Government guidance to **Food Business Operators** click on the link below:

<https://www.foodstandards.gov.scot/publications-and-research/publications/covid-19-guidance-for-food-businessoperators-and-their-employees>

For the latest guidance for **retailers preparing food** follow the link below:

<https://www.foodstandards.gov.scot/publications-and-research/publications/covid-19-guidance-for-food-businessoperators-and-their-employees>

For the latest Foods Standards Scotland Risk Assessment Tool for **Food Business Operators** click on the link below:

https://www.foodstandards.gov.scot/downloads/COVID-19_-_Risk_Assessment_Tool_for_Food_Business_Operations_During_COVID-19_%282_Nov_2020%29.pdf

For the latest Scottish Government guidance to **Other Sector Groups** click on the link below:

<https://www.visitscotland.org/supporting-your-business/advice/coronavirus/business-recovery/preparing-to-open#SECT>

For the latest Scottish Government guidance on collection of customer contact details in support of Coronavirus (Covid-19) **Test and Protect** click on the link below:

<https://www.gov.scot/publications/test-protect-multi-sector-guidance-collection-customer-visitor-contact-detailsjuly-2020/>

Accommodation

In the event those taking part in the Showcase require to travel long distances they are encouraged to use local hotel accommodation.

The Showcase Accommodation Manager has pre-booked a number of rooms in local hotels and can assist in the process of booking.

Very limited caravan / camping **and space for live-in vehicle or trailer**, will be made available around the Showground. Anyone requiring such will only be able to book for the evening before the competition in which they are involved.

There will be limited showering and take-away catering facilities available so anyone booking caravan / camping or live-in vehicle or trailer space must be self-sufficient.

The Showcase Accommodation Manager will manage all caravan / camping / live-in vehicle or trailer space bookings.

There will be no evening entertainment provided at the Showcase and it is imperative that those staying overnight accord with the Scottish Government Local Protection Measures in place at that time, including social distancing and indoor / outdoor mixing limitations, for example.

The Showcase Accommodation Manager can be contacted at rsvp@rhass.org.uk

Frequently Asked Questions

The Planning Team is developing a list of Frequently Asked Questions and these will be circulated and placed on the Showcase website regularly.

Please send any questions to the following email address:
competitions@rhass.org.uk

The Covid Guidelines contained within this Handbook are an extension of the normal Royal Highland Centre Ground Rules. Both the Covid Guidelines and the Ground Rules will be circulated to those taking part in the Showcase and displayed at entry points to the Showground. The decision of the Royal Highland Centre, in regard to compliance with the Covid Guidelines and Ground Rules is final.

The Royal Highland Centre may refuse entry to an individual contravening the Covid Guidelines or Ground Rule or remove them from the Centre.

Members of RHASS in contravention of the above will be in breach of the RHASS Behaviour Policy and may be reported to the Board of Directors.

Please see our Privacy Notice on www.rhass.org.uk for details on how we treat personal data.