



EVENT BIOSECURITY PLAN

TEMPLATE/CHECKLIST

Name of event	
Address of the Venue	PIC of Venue
Date of First Arrivals and Last Departures	From / / To / /
Event Organiser & Phone Number	
Event Biosecurity Manager	

This Biosecurity Plan is a set of preventative control measures and actions aimed at reducing the risk and spread of an infectious diseases outbreak affecting people and horses on and off the venue. Every individual has a responsibility to abide by the Biosecurity measures and to follow the directions of the Organising Committee (OC) or risk expulsion from the event.

While this document is not specifically related to the Hendra virus and associated outbreaks, it is important to note that the vaccination of horses in relation to the Hendra virus is recognised as the single most effect means of controlling the spread of this virus.

Individuals must check with their relevant State/Territory Department regarding legislative requirements such as waybills, travel permits, fodder declarations, and cattle tick movement regulations.

For further information on Horse movements, Biosecurity concerns, Documentation requirements in Queensland – please visit this web site - http://www.daff.qld.gov.au/27_5857.htm

This template has been developed by the Queensland Horse Industry Alliance on advice from various State Government and Horse Industry organisations specifically for use by Queensland Event Organisers to be used in conjunction with Venue Biosecurity Plans that may already exist at some venues.

EMERGENCY CONTACT LIST

ORGANISATION	NAME	PHONE NUMBER	COMMENT
Emergency Animal Disease Watch Hotline		1800 675 888	
Biosecurity Queensland		13 25 23	
Event Biosecurity Manager			
Second in Charge			
Event Veterinarian			
Local Veterinarian 1			
Local Veterinarian 2			
Body Disposal Company			
Clinical waste Disposal – local council			
Venue Owner/Manager			
Neighbours with Horses			
Local Police			
Workplace Health Safety Queensland		1300 369 915	
Other			

CHECKLIST – EQUIPMENT TO HAVE ON SITE

(Items in red should be in your Biosecurity Equipment Box)

- Adequate hand sanitiser (alcohol based hand rub, wipes and/or liquid soap)
- Personal protective equipment (PPE) (disposable gloves, overalls, boots, P2 respirators, safety glasses). Ensure staff/volunteers are trained in the proper use of PPE.
- AVA's Suit Up training video may assist with this <http://www.ava.com.au/suit-up>.
- Decontamination equipment (buckets, spray bottles, scrubbing brush, foot bath – kitty litter tray works well, detergents and disinfectant)
- Paper hand towels
- Heavy duty garbage bags
- Clinical waste bags
- Large tarpaulin
- Hazard tape
- Star pickets or panel fencing
- Rolls of hessian for isolation area
- Microchip scanner or access to scanner
- Public address system
- Human first aid kit

Workplace health and safety requirements for Events/Venues

Safework Australia Volunteer Resource Kit: <http://www.safeworkaustralia.gov.au/sites/aws/model-whs-laws/guidelines/volunteers/pages/resource-kit>

Horse Industry associations that conduct a business or undertaking have duties under work health and safety legislation to ensure the health and safety of themselves, their workers and other persons so far as is reasonably practicable. Risks to health and safety must be eliminated so far as is reasonably practicable. If this is not reasonably practicable, the risks must be minimised so far as is reasonably practicable.

A horse event may be a workplace for some persons but not others. Events must:

- Provide and maintain a work environment without risks to health and safety,
- Provide and maintain safe plant and structures
- Provide and maintain safe systems of work
- Ensure the safe use, handling, and storage of plant, structures and substances.
- Provide adequate facilities (including hand hygiene and first aid facilities) for the welfare at work of workers including ensuring access to those facilities
- Provide any information, training, instruction or supervision that is necessary to protect all persons from risks to their health and safety

1. PREVENTION OF INTRODUCTION OF DISEASE ONTO GROUNDS

A. BIO-SECURITY RULES

All Horses/Livestock entering grounds must be from a property actively practising good Biosecurity principles within their management.

- No Horses with signs of illness are to be brought on the grounds.
- A Horse Health Declaration will accompany all horses entering the grounds. The property identification code (PIC) of the horse's origin must be provided on the HHD.
- Acceptance into the event will be refused if the required HHD isn't presented at point of entry or designated registration point.
- There is one entry point and one exit.
- A Venue/Site Map will accompany Plan
- Events incorporating other livestock eg cattle, should complete a Biosecurity Plan for that species as well.

B. EVENT BIOSECURITY MANAGER

_____ :- Ph. _____

Contact this person if there is a problem with horse health

This person is in charge should a Biosecurity Risk arise. While the Event Biosecurity Manager does not possess the legal powers necessary to quarantine or restrict movements of people, they should arrange to have the details of any person and/or animal leaving the grounds if they have been directed not to.

C. RECORD KEEPING

The Horse Health Declaration will be kept by the Event Biosecurity Manager for traceability for 6 months

In addition it is highly recommended that records of activities the club or organisation have undertaken in terms of volunteer/staff training as they relate to activities/roles individuals are expected to perform during events or in the advent of a biosecurity outbreak.

Reviews and updates any procedures you have in place or of your Biosecurity Plans should always be recorded with amendments being made and noted on all such documents as soon as the reviews are completed.

It would be prudent to lodge these documents on your club or organisation website for all to see, as well as during specific notice to them in newsletters, social media links or the like.

D. P.I.C (PROPERTY IDENTIFICATION CODE)

The P.I.C of Horse's origin must be on the Horse Health Declaration. For some time now it has been a legal requirement of all horse that you must apply to register your property with Biosecurity Queensland <http://www.daff.qld.gov.au/animal-industries/moving-selling-livestock/national-livestock-identification-system/property-registration/multiple-land-parcels>.

E. COMMUNICATION PLAN

Notification of all affected parties is a critical component for an effective infectious disease control plan. Development of a clear, concise and accurate message about a situation, the measures being taken and the procedures for event participants to follow is critical to prevent the spread of disease and panic among event participants and the general horse-owning public. Before the event, outline a communication plan notification scheme to notify event staff, participants, venue organisers, vendors and spectators/general public in the event of an incident.

Any communication plan should also address the following:

- The most appropriate means of communication biosecurity messages to club members;
- Biosecurity requirements, if any, for an event you may be conducting;
- Procedures that will be put in place should a horse become unwell at an event;
- Where you will place the communication and how you will notify members of the location and importance of the same.

2. PREVENTION OF SPREAD OF DISEASE ON GROUNDS

- Perhaps include a section on **Venue Design**. This could include content on issues such as:
 - Placement of hand washing facilities and sanitiser at strategic, prescribed areas e.g. near the toilet shower block, horse wash area, waste disposal area, isolation area, etc.
 - Having an isolation area for sick horses
 - Restricted entry/exit points for spectators and competitors
 - Restricted access to isolation areas
 - Location of food preparation and dining areas away from animal contact areas
 - Identifying trees on-site that are attractive to flying foxes and restricting access to these areas while the trees are flowering/fruitletting and attracting flying foxes
 - Covering feed and water troughs and not placing these under trees
 - Installing surfaces, equipment, fittings and materials that can be readily cleaned and disinfected
 - Good general ventilation

- Design of traffic management systems and vehicle parking and delivery points for spectators, competitors, vendors, tradespersons, and emergency vehicles
- Design of horse movement corridors within the facility
- Design of waste management points and waste water management
- Pest and vector control
- Placement of biosecurity signage

A. PEOPLE

- Signage will inform visitors and competitors of the importance of biosecurity at the event.
- Note specific biosecurity information on event entries for all entrants to see
- People should minimise (as much as practicable) contact with horses; **in particular other people's horses.**
- Horse carers should restrict public access to their horses as much as practicable.
Horse handlers are urged to use hand sanitiser on a regular basis. The use of a detergent/disinfectant when cleaning equipment is recommended. Hand hygiene signage should be visible at all times.
- All officials should wash hands or apply hand sanitiser between contacting different horses or between classes where practicable and ensure any organic matter present is cleaned off hands or equipment prior to sanitisation
- A **PPE KIT** with P2 respirators, gloves, overalls and safety eyewear will be held on the grounds. The PPE kit should include sufficient supplies and in various sizes for multiple examinations. Where possible people should not camp in close proximity to where the horses are stabled. Nor should the horse be in close proximity to where people are cooking and eating.

B. VEHICLES

- Every effort is to be made to ensure the cleanliness of vehicles/floats entering the venue
- All local regulations en-route regarding the transport of plant material, seeds, weed control, etc are to be adhered to.

C. HORSES

- No communal water troughs will be supplied
- If horses are not returning to the Property (P.I.C stated on Horse Health Declaration), Horse Handlers will report this to the person in charge.
- Minimise contact with other horses and animals (as much as practicable) on the grounds and don't share water or feed containers or equipment. If this must happen, clean and disinfect gear between horse use.
- Where practicable stable horses that have been vaccinated for Hendra virus separate from horses that have not been vaccinated.

Manure

- Stables/yards are to be kept clean of manure and feed scraps on a regular basis during an event, clinic or training days. This must be drawn to the attention of all concerned.
- Where possible, efforts are to be made to pick up manure from communal walkways and exercise areas as soon as possible
- Manure is to be disposed of in designated 'Manure' sites around the grounds

D. DOGS

- Dogs are not a preferred option at the event
- Dogs must be kept on a lead at all times and are permitted in the camping areas only
- It is the owners responsibility to pick up and dispose of dog droppings

F. FODDER (for interstate competitors)

- Any feed brought into the venue from Interstate must comply with Department requirements and a fodder declaration must be completed if required – please refer to the following web site for further information - <http://www.daff.qld.gov.au/plants/moving-plants-and-plant-products/into-or-within-queensland/bringing-fodder-or-hay-into-queensland>
- Feed and water should be kept under cover and away from trees to prevent contamination from birds/flying foxes

3. MINIMISING THE EFFECT & SPREAD OF A DISEASE INCIDENT WITHIN THE GROUNDS

A. VETERINARIAN

- A Designated Veterinarian/Isolation Yard will be supplied
- A Veterinarian will be on the grounds at all time or on call
- A Disposal area to bury or burn deceased horses will be organised prior to event. This may be offsite. If this is the case a plan will need to be developed as to how the carcass will be transported to the burial site. (Ensure that you advise the horse disposal contractors of any potential human health risks if a horse is suspected, or confirmed to be infected, with a zoonotic disease).

It is suggested that you include more detailed information, including content about roles, responsibilities (horse owner, event organiser, veterinarian), risk management and risk communication, reporting, and notification to authorities. Perhaps also include information about requirements for isolating the horse from other horses, animals and people until assessed by a veterinarian, management of in-contact animals, entry and exit protocols, decontamination of the environment and equipment, signage (e.g. isolation area/restricted access), etc.

4. SITE MAP

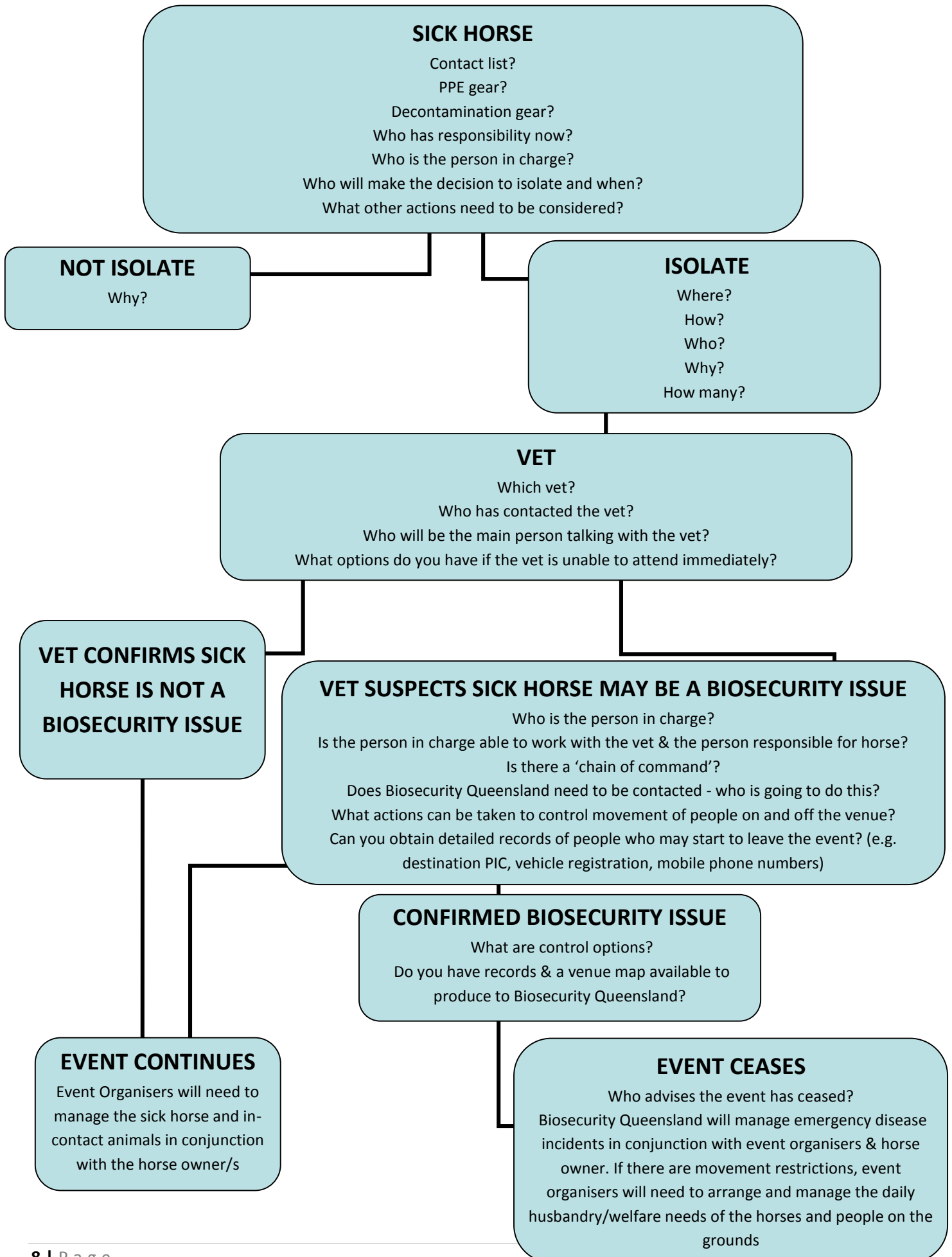
Attached site map should include:

- Entry and Exit Point
- Isolation area
- Stabling
- Public Access
- Public parking
- Participants parking
- Designated exercise/warm up area
- Event activities
- Manure disposal area
- Other waste areas (e.g. feed, soiled bedding, clinical waste including sharps)
- Location of cleaning agents, disinfectant
- Location of hand washing basins and hand sanitisers
- Location of first aid kits
- Location of PPE Kit
- Water sources
- Include a traffic flow/movement of people map (spectators, competitors and officials), vehicles, animals and emergency vehicles for safe exiting of the venue

5. HORSE HEALTH DECLARATION (see example attached)

As provided by your Event Organising Committee

BIOSECURITY CONTINGENCY PLAN FOR SUSPECT BIOSECURITY RISK



HORSE LISTING CONTINUED

	REGISTERED NAME	DESCRIPTION /SEX	MICROCHIP/BRAND	BREED	PIC OF ORIGIN IF DIFFERENT THEN ABOVE	HENDRA VIRUS VACCINATION Is It Current Yes/No
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						



WASH HANDS WHEN...

WHO

Everyone, especially young children, older individuals, and people with weakened immune systems



WHEN

Always Wash Hands:



After touching horses or their living area



After leaving the animal area



After taking off dirty clothes or shoes



After going to the bathroom



Before preparing foods, eating or drinking



HOW



Use facilities provided by event organisers, either soap or hand sanitiser.

Facilities can be found on the site map.



Ensure you dry hands using a clean paper towel or air dry them.

DO NOT dry hands on clothing.

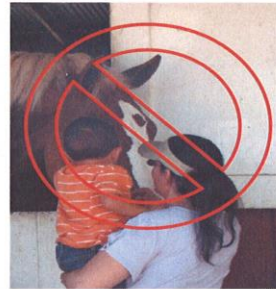
TOP TIPS TO KEEPING YOUR HORSE HEALTHY AT HORSE SHOWS

- 1. Avoid direct horse-to-horse contact.**



- 2. Monitor your horse for clinical signs of disease and report a temperature over 38.5 to a veterinarian.**

- 3. Avoid horse-to-human-horse contact.**



- 4. Avoid sharing equipment unless thoroughly cleaned and disinfected between uses.**

- 5. Avoid use of communal water sources.**





VOLUNTEER INDUCTION CHECKLIST

This checklist is designed to ensure all volunteers at events are given consistent information regarding the roles they are expected to fulfill. It is a legal requirement to provide training and information to volunteers.

The table at the bottom of the page must be filled out and signed by the volunteer and the training provider.

Volunteer Information

- Q Horse events would not be able to operate without volunteers, they are crucial for the success of the industry.
- Q Volunteers over the age of 18 years **may** need to undergo criminal history screening. Please check Commission for Children & Young People and Child Guardian (www.ccydpcg.qld.gov.au)
 - Q Housekeeping Information –Conduct property tour if possible.
 - Q Location of toilets
 - Q Drink facilities
 - Q Parking
 - Q Where to leave personal belongings
 - Q Evacuation Plan
 - Q List of emergency phone numbers (vet, police, fire, ambulance etc)
 - Q Location of First Aid Kit/s
 - Q Complaint handling
- Q Names of Event Officers:
 - Q Event Manager
 - Q First Aid Officer
 - Q Horse/Animal Welfare Officer
 - Q Biosecurity Officer
- Q All volunteers are expected to dress safely & with sun exposure in mind - i.e. closed –in shoes/boots, sleeved shirt, hat, sunglasses and sunscreen.
- Q Times of arrival and departure must be signed in the Attendance Register
- Q Volunteers are insured for personal accident while completing designated tasks safely.
- Q Workplace Health & Safety requirements apply to volunteers:
 - o Lifting to be completed with a straight back and bent knees
 - o If you feel you cannot lift a heavy item please seek assistance
 - o Volunteers are not expected to complete tasks in which they have no/limited experience or confidence. Discuss with Event Manager/Supervisor if you are uncomfortable completing **any** tasks.
 - o Observe high hygiene standards – wash hands regularly particularly after contact with animals.
- Q Hazards are a part of all horse activities - information provided regarding some specific venue hazards and management of said hazards.
- Q Risk Management & Safety is everyone’s responsibility – there is an obligation for all volunteers to report any concerns to the Event Manager
- Q Describe the Emergency Evacuation Plan including exit points, assembly areas and responsible officers
- Q In the event of a sick horse/suspected biosecurity threat, Biosecurity Officer to be advised and venue command given to them if necessary. Volunteers need to know the following:
 - Q Location of PPE
 - Q Designated isolation area
- Q Outline the Event smoking policy – show designated smoking areas.
- Q All event premises must allow Guide Dogs on the property.
- Q Privacy and confidentiality is important, care must be taken to handle all sensitive information professionally.
- Q All gates to be kept closed unless otherwise signed.
- Q Ensure venue speed limits are observed.

Signature

Name

Date