



Queensland Horse Council Inc.

Horse Venue Biosecurity Workbook

A self-evaluation guide for managers of all horse venues

Including: racecourses, showgrounds, riding and pony club venues, agistment properties and horse events

Biosecurity can be described as the management practices that minimise and prevent the movement of disease on, off and within a venue.

A **venue** is a place frequented by horses includes private or public property, agistment stables, competition and racing stables, showgrounds, racecourses, event venues, pony and riding club grounds, tourism stays and riding centres.

A **disease carrying agent** is any person, animal, equipment, vehicle or object that can carry disease



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Horse venue biosecurity Action Plan template



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The need to develop a Horse Health Action Plan:

The normal business of a horse venue involves owners, staff or club members and animals moving on and off the property. This movement can raise the risk of harmful disease carrying agents coming onto, being circulated within, or leaving a venue. The risk is increased if your venue has people, equipment or vehicles, travelling from one venue to another as part of their normal duties. As a Manager, you have a responsibility to ensure that, through planning, your activities minimise the potential for disease carrying agents to enter, be transferred between horses within, or leave the venue.

Quick check to see if your venue has a horse health risk

High Risk Medium Risk Low Risk

Visitors go from venue to venue as part of job e.g. farriers, vets, horse dentists, trucks.
Occasionally you or visitors travel from venue to venue.
Casual visitors or you do not go from venue to venue.
Horses frequently race, compete, visit studs and are not uniquely identified.
No records kept.
Handlers also tend to other species.
Basic risk is recognised.
Horse Health (biosecurity) practices are in place, but inconsistent.
Horses rarely leave property, are uniquely identified and records are kept of all movements*.
Horses only are the only species kept.
Do not implement or advocate horse health (biosecurity) principles.
Aware of horse health practices (biosecurity), but not sure how to change practices and are not an advocate.
Understand practices and promote horse health (biosecurity) practices.

* Movements can apply within a property boundary, e.g. brood mare herds on larger studs.

Effective biosecurity practices are:

- Built into normal operational procedures
- Need not be costly
- Are easy to follow

Benefits of a developing a Horse Health Action Plan

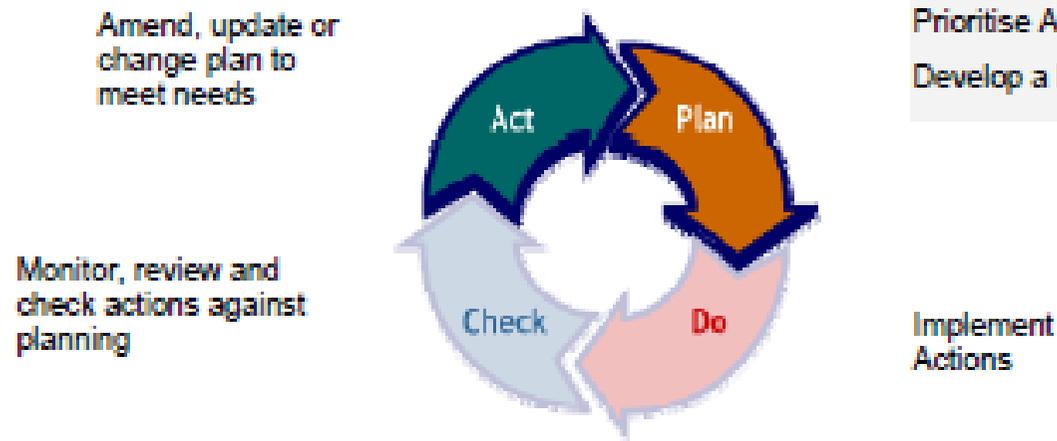
A venue that has undertaken an assessment of threats to horse health (either a self-assessment or using the services of a third-party) will be better able to recognise potential threats, and be in a better position to implement sound management practices to prevent disease spread. Good practices will not only help keep your horses healthy but also assist in the bigger picture of keeping all of Australia's livestock healthy.

Through completing this self-assessment and developing a Horse Health Action Plan you will be able to:

1. Prioritise your actions.
2. Help protect the broader Australian horse and livestock industries from disease.
3. Have documentation which may assist in tracing back origin of a disease or providing evidence of a disease free status.
4. Prepare your venue for progress towards voluntary/industry sector driven benchmarking and performance standards.

This Horse Health Action Plan uses the following model:

This Horse Health Action Plan uses the following model:



The focus of this document is on the **planning** phase.



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Getting ready to develop a Horse Venue Biosecurity Plan

This Self-Evaluation Checklist and Horse Venue Biosecurity Workbook has been designed to take horse venue Managers through a series of questions relating to how the venue is currently operating. A range of “tips” have been provided to assist with informed decision making.

There are also columns which ask you to consider additional potential threats in relation to entry and exit from the venue.

Before starting, it is easier to work through this resource if you can have:

1. an aerial map of the venue, showing roads, watercourses;
2. plastic overlay for the map (if it is not laminated) and non-permanent markers; and
3. any existing documentation relating to the operations of the venue.

If possible, it is really important to involve other family members, committee, club members, staff, agistees or frequent visitors in preparing the Horse Venue Biosecurity Plan. The Plan will have a high level of uptake if “ownership” can be shared amongst key people

How to use the Workbook

Step One: Getting started – set your goals with a **vision statement**. Then work through each section of this resource tool and for each topic, **select the statement** that best reflects *current* management practices.

Step Two: **Summarise** your results in the ‘Summary of Results Checklist’

Step Three: **Rank the ‘Actions’** to be taken to improve horse health practices on your venue. Those marked “haven’t thought about it” or “Just Beginning” should perhaps receive the most consideration.

Step Four: **Develop your ‘Action Plan’** to assist you to better manage and control health threats to your horse venue. Look for ideas relating to implementation on the facing Information sheets for each section. An Action Plan template, including examples, is included in the back of this document as a guide.



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Tips for a successful Horse Venue Biosecurity Plan

1. **Involve the key people** linked to the horse venue in the planning, implementation, monitoring and review of the Plan.
2. **Promote the Plan** at every opportunity. This could be through staff and volunteer training or information sessions, placing the Plan on the club, committee or staff noticeboard/newsletter/website; using property gate signage; signs which prompt or remind people for key tasks; reviewing Standard Operating Procedures (SOPs); and administrative checks.
3. **Revisit the Plan** often. This could be as an agenda item on each committee meeting; acting on the results of a monitoring program; an annual business review; or a continuous improvement model as feedback from staff, clients or club members is provided.
4. **Reward and recognise achievement.** Industry bodies or clubs can recognise members, employers can recognise staff, contractor who has good working practices can be thanked and recognised. Competitors can be thanked on the Public Address System.



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DOCUMENT ICONS EXPLAINED



Horses and other livestock



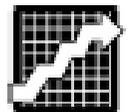
Vehicles, equipment, feed and bedding



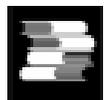
People



Venue design



Venue management



Record keeping



Training of venue staff and volunteers



Information



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Develop a 'Vision Statement' in relation to horse health and your venue.

This is a statement that will guide your goals in relation to biosecurity practices on your venue.

It can be an addition or extension to an existing statement you may have already had in your business plan or organisational strategy.

HORSES AND OTHER LIVESTOCK

Tips - General

- Consider any horse that is returning to a property from an event including racing, showing or breeding a potential disease risk.
- New, returning, or visiting horses should be separated (quarantined) from resident horses for at least 10 days and have their temperature checked every day. A minimum of ten days separation is ideal.
- If horses entering the property show obvious signs of disease, either do not permit them to offload or immediately separate them and start strict hygiene procedures.
- Ensure animal health practices are applied to other species e.g. cattle
- When moving horses within the venue, minimise contact with other horses.
- Sick or suspect horses should be handled last, or by a separate person allocated to the task, and must not be moved without veterinary advice

Tips - Event Organisers

- Make sure all horses entering the event grounds are known/recorded (including visiting horses, lead ponies, non-competitors)
- Horse event venues should have stables, yards or paddocks as separation areas, isolated away from any resident horses.
- Observe horses (preferably on arrival) to confirm identification, check travel records and for general signs of good health.
- Horse events should have enforceable (and enforced) rules about bringing unhealthy horses to the venue/competition.
- Ensure other animals entering the venue e.g. sheep, cattle, goats, alpacas have animal health practices (biosecurity) principles applied to their management – this could include working closely with other show/event section co-coordinators at showgrounds/events.

Tips – General for Travel

- To reduce the stress of travel, ensure the horse is in good natural condition, fed and watered.
- If a horse is suspected to be unwell, or has come into contact with a sick horse, separate (quarantined) the horse and delay or modify travel plans until the horse is fit to travel.
- Promote to staff and competitors the guideline of horse and hooves being free of visible dirt, weed seeds and other contaminants prior to entering or exiting the venue.
- Avoid mixing species of animals during transport, especially from different points of origin
- Engage a transport company that has a quality assurance program in place

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	<p style="text-align: center;">Guidelines <i>for horses and other livestock</i></p>	<p style="text-align: center;">Additional threats from horses entering the venue</p>	<p style="text-align: center;">Potential risks of disease transfer from horses leaving the venue</p>	<p style="text-align: center;">Where are you now?</p>
<ol style="list-style-type: none"> 1. The health status of horses is known 2. Horse movement is managed to minimise transfer of disease (on/off and within the venue) 3. Horses are prepared for travel 4. The health status of other livestock is considered 5. Sick or suspect horses are separated 				
<p>1. How do you currently manage horse health?</p> <hr/> <p>2. What steps can you take to improve horse health management?</p> <hr/>		<p>E.g. Out of date administrative processes?</p> <p>E.g. Multiple entry points to venue?</p> <p>Notes:</p>	<p>Notes:</p>	<p><input type="checkbox"/> Ideal</p> <p><input type="checkbox"/> Nearly there</p> <p><input type="checkbox"/> Just beginning</p> <p><input type="checkbox"/> Haven't thought about it</p>



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VEHICLES, EQUIPMENT, FEED AND BEDDING

Tips - General

- Designate a specific parking area for visitors and contractors and encourage them to report to one area. Have a bell or other device they can use to call your attention. (This area becomes the “control point”).
- Avoid placing vehicle parking areas within horse traffic areas (tyres should not come into contact with manure or feed which then is dropped elsewhere on the property, roadside or another venue).
- Ensure deliveries are made close to the venue boundary or have designated travel routes within the venue (some properties designate delivery entry points). Some venues may consider having a guideline for feed brought onto the site by clients or visitors.
- Feed and bedding entering or leaving the venue should be checked for contaminants
- Staff ideally should have dedicated boots and clothing to work on the venue (so that diseases are not transferred from their own horses at home or from friends at another stable).
- Aisles in stables areas should be kept clean. No manure, bedding or urine should be present in traffic or drainage areas.
- Clean and disinfect equipment such as tooth rasps, twitches, stomach tubes and endoscopes between groups of horses or horses from different venues. Consider separate handling equipment, especially for visiting horses and between age groups.
- Promote to staff and competitors the guideline of vehicles & equipment being free of visible dirt, weed seeds and other contaminants prior to entering or exiting the venue
- Select contractors and suppliers with a quality assurance program in place

Tips – Event Organisers

- Separate horses entering the venue for events from any resident horses and their equipment, including feed and water containers.
- Ensure events have a feed policy which is made known to clients and competitors e.g. only certain types of feed, how feed is to be stored
- Promote a “clean event” which encourages competitors to keep a standard of cleanliness during their stay including a venue cleaning routine
- Avoid providing communal troughs
- Equipment, which may be used on a range of horses at an event, should be assessed for the need to be cleaned between horses e.g. a measuring bay would be a low risk, a thermometer a high risk

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	<p align="center">Guidelines <i>for vehicles, equipment, feed & bedding</i></p>	<p align="center">Additional threats from vehicles, equipment, feed & bedding entering the venue</p>	<p align="center">Potential threats of disease transfer from vehicles, equipment, feed & bedding leaving the venue</p>	<p align="center">Where are you now?</p>
<p>6. Vehicles, equipment, feed and bedding movement on to, within and leaving the venue is managed to prevent transfer of disease.</p>				
	<p>3. How do you currently manage vehicles, equipment, feed & bedding in relation to horse health considerations?</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <p>4. What steps can you take to improve your management in relation to vehicles, equipment, feed & bedding?</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<p>E.g. Animal disease spread by inanimate objects</p> <p>Notes:</p>	<p>Notes:</p>	<p><input type="checkbox"/> Ideal</p> <p><input type="checkbox"/> Nearly there</p> <p><input type="checkbox"/> Just beginning</p> <p><input type="checkbox"/> Haven't thought about it</p>



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PEOPLE

Tips – General

- People' includes invited and uninvited visitors, persons collecting manure or entering the property in response to signage or other indirect invitation. It also includes friends, staff, volunteers, competitors.
- Promote property hygiene practices to all people through signage and other methods. Highlight the additional risk posed by visitors that have been overseas recently, to a saleyard or to an event.
- Provide information to discourage removal of potential contaminants onto or from the venue. Provide a garbage bin at the entry/exit point for people to dispose of items.
- Restrict access to horse facilities by visitors to areas that are essential only. Isolation/ areas for sick horses should not have general visitor access
- Manage contact with feed and manure or other waste
- Locate hand washing facilities at strategic points and put up signs to encourage use. Also provide foot baths for movement in and out of isolation areas (if required). Washing facilities must be placed in the same areas as work stations on venues. Hand washing will not occur if people have to walk too far. In addition, distance means leaving door handles and other objects to become contaminated.

Tips – Event Organisers

- Try to discourage entry to the venue by people not associated with the event.
- Have designated entry points, signage and separation areas for spectators and competitors.
- Provide information to competitors, discouraging entering stables of horses from another venue, especially at showgrounds and sales.
- Authorised horse attendants, venue staff (veterinarians, authorised venue attendants) should be called if there is a need to enter a stable.
- Identify all tasks that take place during the event that require horse to horse contact and take measures to manage the risk eg officials who check horse's mouths need to wash hands (or take other precautions) between horses.
- Locate hand washing facilities at strategic points and put up signs to encourage use.
- As a general rule, shows and sales should provide designated areas for the consumption of food and drink.

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	<p>Guidelines for people</p>	<p>Additional threats from people entering the venue</p>	<p>Potential threats from people leaving the venue</p>	<p>Where are you now?</p>
<p>7. People coming onto the venue, moving within and leaving the venue are managed to prevent transfer of disease.</p>				
<p>5. How do you currently manage people coming onto, moving within and leaving the venue?</p> <hr/> <hr/> <hr/> <hr/> <p>6. What steps can you take to improve your management of people coming onto, moving within and leaving the venue?</p> <hr/> <hr/> <hr/> <hr/>	<p>Notes:</p>	<p>Notes:</p>	<p><input type="checkbox"/> Ideal</p> <p><input type="checkbox"/> Nearly there</p> <p><input type="checkbox"/> Just beginning</p> <p><input type="checkbox"/> Haven't thought about it</p>	



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VENUE DESIGN

Tips – General

- Avoid locating horse venues (permanent or temporary) in swampy areas, near bat colonies or intensive piggeries as these may be carriers of some viruses that affect horses. Disease risk is reduced if distance can be provided between species or groups of animals.
- Include isolation areas for sick horses in venue design, as well as double fencing or roadways on the boundary and between mixed stock to prevent nose-to-nose contact with external horses or livestock, and options to separate feed and waste from isolation areas. Horse wash areas should be designed to avoid contact between horses. Rules about use of sand rolls/rolling areas must be enforced. (if needed) Horse entry is easier to manage with single or minimal entry points to a venue. Manage traffic areas to minimise or prevent dust or mud or water flowing over the tread surface
- For stables, cement floors and walls that are made of, or covered with, a non-pervious material are easiest to clean and disinfect. Good ventilation is essential. Standard Operation Procedures (SOPs) should be developed for regular stable cleaning and periodical sanitation. Sanitation includes removal of all manure and feed, followed by washing, scrubbing and rinsing or pressure washing all surfaces with hot water and detergent. This is followed by use of a disinfectant. Give consideration to enabling mechanical devices to enter stables and tie-up areas for cleaning purposes, e.g. high pressure spray units which may need wider doors and alleyways. Sanitation is important, especially if horses are from different venues, different species use the stables or mixed lots are using the facilities.
- Venue design should feature gates or systems to secure sections of the venue off. Control points can be established within a venue to assist in management, in addition to venue access and egress points. Have designated travel corridors and parking areas for vehicles, floats, farm bikes and other traffic. Car parks and delivery points should be on venue boundaries where practicable and/or have managed travel routes through a venue.
- Ideally a quarantine area should be coupled with an insect control program. Insects and flies can spread disease from mucus, wounds or other fluids.
- Waste includes uneaten feed, soiled bedding, manure, medical waste, rubbish and water run off. Facility design for waste management should take into account heavy rain events and flood events.
- Waste water will have state or local regulatory requirements for management which may have to be met. Watercourses include streams, creeks, rivers, dams, ponds, lakes.
- Watercourses entering the venue need to be identified and investigate how to manage water quality e.g. water testing kits (Disease threats may come from carcasses in the water, unhealthy animals).



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	<p align="center">Guidelines for venue design</p>	<p align="center">Additional threats from relating to entrance to the venue</p>	<p align="center">Potential threats relating to leaving the venue</p>	<p align="center">Where are you now?</p>
<p align="center">8. Venue design facilitates horse health (Biosecurity) practices for general operations.</p>				
	<p>7. How does the current venue design assist you to manage horse health?</p> <hr/> <p>8. What steps can you take to improve the venue design?</p> <hr/>	<p>E.g. Poor venue design features many entrance gates regularly used.</p> <p>Notes:</p>	<p>Notes:</p>	<p><input type="checkbox"/> Ideal</p> <p><input type="checkbox"/> Nearly there</p> <p><input type="checkbox"/> Just beginning</p> <p><input type="checkbox"/> Haven't thought about it</p>



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VENUE MANAGEMENT

Tips – General

- Identify pest animals. This may include rodents, wild cats and dogs which may be randomly breeding, pest birds and bats. An integrated pest animal control program should be in place, which will include a number of deterrents including consideration for feed storage & hygiene.
- Establish a work schedule for staff or volunteers that ensures that they do not move between the isolated horses and the resident herd.
- Ensure Isolation areas contain separate coveralls, rubber boots and gloves which are provided to handlers. Keep these items in the area and wash frequently. It must also have a separate wash area with paper towels, garbage container and hand wash. A separate supply of basic veterinary stocks is also required (e.g. bandages, syringes) to avoid having to raid stocks allocated to resident horses. Standard Operating Procedures should promote using new needles and syringes each time.
- Yellow medical containers should be placed at work stations around the venue (e.g. vet boxes at a racecourse, breeding crush on a stud) for the immediate disposal of all syringes and needles each time.
- A venue waste management policy should take into account how waste types are moved collected stored and disposed. Waste from isolation areas needs to be kept separate. Flies and water can spread disease from waste of infected horses.
- Some authorities may have stock disposal regulations. Stock disposal activities can potentially contaminate water courses, water tables, infect soil or cause threats through wild animal spread.
- Select contractors and suppliers who have a quality assurance program in place.

Tips – Event Organisers

- Consideration will need to be given when planning event programs or venue layout to assist with minimising horse to horse contact e.g. marked traffic lanes.
- Consider designing the event venue layout to facilitate separation of spectator & general vehicles from competitors. Separation areas need to be signed and marked out and potentially have designated entry/exit points.
- Investigate stock disposal options and know best options in advance.
- Waste water includes water from wash bays and truck washes. Watercourses include streams, creeks, rivers, dams, ponds, lakes.
- Waste disposal should be part of overall event management plan, rather than ad-hoc.



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RECORD KEEPING

Tips – General

- Develop and regularly review an emergency disease response plan. This plan may include policies for postponing or cancelling events or policies which outline the reasons the business can refuse to accept a horse on to a venue.
- Keep health and travel records for each horse.
- Keep internal movement records of horses (most important on large studs).
- Keep feed, bedding, veterinary drug and delivery records.
- Ensure records are organised and readily accessed for updating and backup.
- Ensure records are linked to industry data-bases where applicable, to assist with disease management
- Documentation should include provision for recording identification and point-of-origin and destination information
- Check policies of venues in relation to dogs and other visiting animals.
- Keep a record of visitors.
- Venues should have enforced minimum requirements for health status, e.g. inoculations.
- Travel records, including vaccinations, should be up to date prior to travelling
- Keep records of test or standard mare servings and semen transport, storage and use (frozen, chilled).

Tips – Events

- Develop and regularly review an emergency disease response plan. This plan may include policies for postponing or cancelling events.
- Documentation should include provision for recording identification and point-of-origin and destination information (this could be on the entry forms).
- Ensure records are linked to industry data-bases where applicable, to assist with disease management



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	<p style="text-align: center;">Guidelines for record keeping</p>	<p style="text-align: center;">Additional consideration relating to stock/feed/personnel/ equipment entrance to the venue</p>	<p style="text-align: center;">Potential threats relating to stock/feed/ personnel/equip ment leaving the venue</p>	<p style="text-align: center;">Where are you now?</p>
<p>12. Record keeping procedures for venue operations are up to date</p>				
	<p>9. How do you currently manage record keeping?</p> <hr/> <hr/> <hr/> <hr/> <p>10. What steps can you take to Improve your management?</p> <hr/> <hr/> <hr/> <hr/>	<p>Lack of regulations and standards Commercial and legal Lack of technology Notes:</p>	<p>Poor disease trace-back capabilities, therefore higher potential for reoccurrence. Notes:</p>	<p><input type="checkbox"/> Ideal</p> <p><input type="checkbox"/> Nearly there</p> <p><input type="checkbox"/> Just beginning</p> <p><input type="checkbox"/> Haven't thought about it</p>



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TRAINING OF VENUE STAFF AND VOLUNTEERS

Tips – General

- Ensure induction for all new employees includes venue horse health practices.
- Ongoing training opportunities should be provided for existing staff
- Record what training has been done and by whom.
- Training may include mentoring, focus groups, workshops, field days, lectures, online, self-directed, CD, DVD, information sheets
- Training can include sessions involving staff/volunteers in development of Standard Operation Procedures, review of workplace safety practices and provision of new information relating to research findings, legislation updates and news – as this often provides a time to discuss how/why procedures on your venue are done.
- Organisations may provide accredited or information style training for members, to grow organisational capacity

• *Tips – Events*

- Venue personnel includes key officials and volunteers
- Training may include mentoring, focus groups, workshops, field days, lectures, online, self-directed, CD, DVD, information sheets
- Ensure people are informed of horse health practices in place on entry to the venue e.g. closing gates, designated areas.
- Signage or information promoting any event horse health practices should be provided to competitors

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	<p align="center">Guidelines for training of personnel</p>	<p align="center">Threats/risks from new staff and volunteers</p>	<p align="center">Threats/risks from staff/volunteers leaving</p>	<p align="center">Where are you now?</p>
<p>13. Training records of venue personnel is kept</p>				
	<p>11. How do you currently manage staff/volunteer training programs?</p> <hr/> <hr/> <hr/> <hr/> <p>12. What steps can you take to improve your management?</p> <hr/> <hr/> <hr/> <hr/>	<p>Notes:</p>	<p>Notes:</p>	<p><input type="checkbox"/> Ideal</p> <p><input type="checkbox"/> Nearly there</p> <p><input type="checkbox"/> Just beginning</p> <p><input type="checkbox"/> Haven't thought about it</p>



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INFORMATION

Tips – General

- Gate signage will give the message to visitors that horse health (biosecurity) is taken seriously on your venue.
- Use signage to restrict entry by persons into designated isolation areas, to encourage hand washing, to close gates or as reminder triggers for Standard Operating Procedures.
- Place a copy of this Action Plan in the venue staff room, with accompanying reference material.
- Have training or information sessions for staff and volunteers which includes the horse health messages and practices.
- Ensure visitors are informed of minimum practices or restricted areas.
- Brochures, posters, stickers can be used to promote venue horse health messages.

Tips – Event Organisers

- The key message is that all people are responsible for horse health at the venue.
- Use a range of methods to promote key information, including signage, public address, competitor information in programs
- Key messages can also be included on the clubroom noticeboard, magazine articles, media releases, club newsletter or club website
- Use brochures, posters, stickers, etc. to promote venue horse health messages to spectators



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STEP 2 - Summary of Results

In the following table record the rating selected for each topic, then give each action and a **high**, **medium** or **low** ranking.

	Ideal	Nearly there	Just beginning	Haven't thought about it	Ranking
Guidelines for horses and other livestock					
1. The health status of horses is known.					
2. Horse movement is managed to minimise transfer of disease (on/off and within the venue).					
3. Horses are prepared for travel.					
4. The health status of other livestock is considered.					
5. Sick or suspect horses are separated.					
Guidelines for vehicles, equipment, fodder & bedding					
6. Vehicles, equipment, feed and bedding movement onto, within and leaving the venue is managed to prevent the transfer of disease.					
Guidelines for people					
7. People coming onto the venue, moving within and leaving the venue are managed to minimise disease transfer.					
Guidelines for venue design					
8. Venue design facilitates horse health (Biosecurity) practices for general operations.					
Guidelines for venue management					
9. Waste management movement, collection and storage practices minimise disease transfer (including water).					
10. Pest animals and vermin are identified and a control program in place.					
11. A plan exists for the disposal of deceased horses.					
Guidelines for record keeping procedures					
12. Record keeping procedures for venue operations are up to date.					
Guidelines for training of staff and volunteers					
13. Training records of venue personnel is kept.					
Guidelines for information about horse health practices					
14. Information is provided on venue horse health practices.					



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STEP 3 - Developing a Biosecurity Action Plan

A biosecurity action plan will help you to prioritise the implementation of horse venue biosecurity practices. Now that you have ranked your priorities, you may also like to consider which ones may be able to be achieved in the short and long term.

As a guide, short-term activities can:

- Be planned and conducted within 12 months.
- Help your venue to comply with (regulatory) requirements.
- Be financially feasible in the short term.
- Fit in with venue/operations/enterprise time commitments.
- Long-term activities:
 - Be planned and conducted over more than one year.
 - Need additional financial or personelle resources not currently available.
 - Enhance the overall quality of service, aesthetics and reportable administrative procedures.

The Action Plan template below is only a guide and you may wish to develop your own model. Some key points to remember are that all actions must be:

- S - Specific
- M - Measurable
- A - Achievable
- R - Realistic
- T - Time bound



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If this resource is being used as part of a group workshop, plan for participants to decide on one short-term and one long-term goal.

With each Action, set out the steps needed to be done to achieve the task, this is especially helpful if a committee is working on a venue.

A responsible person will need to be appointed to oversee the implementation of the action by a certain date.

A successful plan will provide for a continuous improvement model. As part of determining if the action has been planned and carried out successfully, a monitoring or recording system will need to be put into place. A monitoring program needs to consider:

- What are you monitoring?
- Where/when are you going to monitor?
- How will the monitoring take place?
- What records will you need to keep?

A responsible person will need to be put in charge of monitoring. This could be a different person to the one that implemented the plan. A plan may also use a number of tools. The aerial photo of the venue can be linked to tasks that need to be achieved. You may utilise technology as part of the recording processes – remember, good practices:

- must be built into normal operational procedures,
- need not be costly, and
- must be easy to follow.



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HORSE VENUE BIOSECURITY ACTION PLAN TEMPLATE

Name of Venue:

Vision Statement (Aim or goal)

Short Term				
	<p>List the Changes you can implement this year. Risks ranked Extreme or High must be attended to.</p> <p>Action:</p> <p>Steps to take to achieve the Action:</p>			
When to do it	Date to start	Responsibility	Any special notes, e.g. additional resources, training	Date action completed
How will Monitoring and Recording take place?				
Review date				