



# Regulation 2.3 – Venue & Event Risk Assessment Policy

---

Effective date: June 2025

## **Acknowledgements**

MUSC CIC would like to express our thanks to the following organisations who have assisted in the development of this policy

UK Health and Safety Executive (HSE) <https://www.hse.gov.uk/event-safety/getting-started.htm>

Local Authority Safety Advisory Group <https://www.hartlepool.gov.uk/emergencies-community-safety/independent-safety-advisory-group-isag>

## **POLICY STATEMENT**

Mariners United Sporting Club CIC (MUSC CIC) is committed to ensuring that all venues, events, training activities, competitions and community programmes are delivered in a safe, well-planned and responsible manner.

MUSC CIC recognises that effective risk assessment and emergency planning are fundamental to protecting the health, safety and welfare of participants, spectators, staff, volunteers, contractors and members of the public.

All events organised, hosted or delivered by MUSC CIC shall be subject to a proportionate and documented risk assessment, with appropriate control measures and emergency arrangements in place, in line with UK Health and Safety Executive (HSE) guidance and recognised good practice.

## **INTERPRETATION**

For the purposes of this regulation:

- Event means any sporting, cultural, educational or community activity organised, hosted or delivered by MUSC CIC, whether competitive or non-competitive.
- Venue means any indoor or outdoor location used for an MUSC CIC event, including third-party premises.
- Hazard means anything with the potential to cause harm.
- Risk means the likelihood and severity of harm arising from a hazard.
- Risk Assessment means the structured process of identifying hazards, assessing risks and implementing control measures.
- Emergency Plan means documented procedures to respond to foreseeable incidents or emergencies during an event.

This policy applies to all MUSC CIC directors, staff, volunteers, officials, coaches, contractors and event leads.

## **RESPONSIBILITIES**

This regulation applies to:

All MUSC CIC-organised events, tournaments and competitions  
Training sessions, camps and workshops  
Community engagement and outreach activities  
Events delivered in partnership with third-party organisations  
Events held at both MUSC CIC-managed and external venues

This policy does not override statutory duties held by venue owners or local authorities but operates alongside them to ensure coordinated safety management. The MUSC CIC Board has overall responsibility for ensuring that appropriate systems are in place to manage venue and event risk effectively.

The appointed Event Lead shall:

- Ensure a written risk assessment is completed prior to the event
- Ensure risks are reviewed when circumstances change
- Confirm that suitable control measures are implemented
- Ensure an emergency plan is in place where required
- Liaise with venue management, contractors and emergency services as appropriate

All MUSC CIC staff, volunteers and officials shall:

- Familiarise themselves with relevant risk assessments and emergency procedures
- Follow agreed control measures and instructions
- Report hazards, near misses and incidents promptly

All contractors and third-party providers engaged by MUSC CIC must:

- Demonstrate competence and safe working practices
- Comply with MUSC CIC risk control measures
- Provide relevant risk assessments and insurance where required

## **RISK ASSESSMENT REQUIREMENTS**

A suitable and sufficient risk assessment must be carried out for every MUSC CIC event. The assessment must identify foreseeable hazards associated with the event and venue, consider who may be harmed and how, evaluate the level of risk and specify control measures designed to reduce risk to an acceptable level. Risk assessments must be proportionate to the size, nature and complexity of the event and must be recorded in writing and retained by MUSC CIC. Where risks cannot be adequately controlled, the activity must be modified or, where necessary, cancelled in the interests of safety.

## **CONTROL MEASURES**

Control measures implemented by MUSC CIC must be appropriate and proportionate to the risks identified. These may include adjustments to venue layout, supervision and stewarding arrangements, equipment checks, first aid provision, access and egress management, participant briefings and the use of clear signage and communication. MUSC CIC is committed to ensuring that control measures are practical, understood by those responsible for implementing them, and reviewed throughout the event where conditions change.

## **INCIDENTS AND EMERGENCY PLANNING**

For all events other than those assessed as low risk, MUSC CIC shall prepare and implement a documented emergency plan. The emergency plan must identify potential emergency scenarios relevant to the event, clearly define roles and responsibilities during an incident, and set out procedures for raising the alarm, managing evacuation, providing first aid and liaising with emergency services. The plan must include a clear procedure for stopping activities or the event where a serious incident occurs and must consider the needs of vulnerable participants and spectators. Emergency plans must be communicated to relevant staff and volunteers in advance of the event.

## **INCIDENT REPORTING**

All accidents, near misses or dangerous occurrences arising during MUSC CIC events must be reported in accordance with MUSC CIC incident reporting procedures. Where applicable, MUSC CIC shall comply with statutory reporting requirements under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). Incident reports shall be reviewed to identify lessons learned and inform future risk assessments and event planning.

## **TRAINING AND BRIEFINGS**

MUSC CIC will ensure that staff and volunteers involved in events receive appropriate safety briefings and information relevant to their roles. Key safety-critical duties shall only be undertaken by individuals who are suitably competent or adequately supervised. MUSC CIC is committed to promoting a culture of shared responsibility for safety across all events.

## **REVIEW AND MONITORING**

Risk assessments and emergency plans must be reviewed following each event and updated where incidents, near misses or significant changes occur. This policy shall be reviewed annually by the MUSC CIC Board or sooner where required due to changes in legislation, guidance or organisational activity.

## **NON-COMPLIANCE**

Failure to comply with this regulation may be treated as a breach of MUSC CIC policies and codes of conduct and may result in disciplinary or exclusionary action.

## **RELATED DOCUMENTS**

- Event Risk Assessment Template
- Event Emergency Plan Template
- Incident & Near Miss Report Form
- Safeguarding Policy
- Health & Safety Policy

This policy has been drafted in alignment with MUSC CIC's regulatory framework and governance standards and follows the same structure and formality as existing MUSC CIC regulation.