



# **NATIONAL RIFLE ASSOCIATION**

## **FIRE RISK ASSESSMENT POLICY**

**Adopted by Council on 13 December 2025**

## **1. Purpose and Scope**

The purpose of this policy is to establish a consistent and structured framework for the identification, evaluation and mitigation of fire risks across all operations conducted by the National Rifle Association (NRA) and National Shooting Centre (NSC). This policy applies to all NRA and NSC-managed buildings, ranges, workshops, accommodation, offices, hospitality venues, commercial units, training facilities, and any areas where tenants, contractors, staff or visitors may be present.

This policy underpins the individual Fire Risk Assessments (FRAs) already in place for buildings across Bisley Camp and defines how these assessments are managed, reviewed and acted upon. Its objective is to protect life, property and the environment by ensuring compliance with fire safety legislation and the implementation of effective fire prevention and control measures.

## **2. Legal and Regulatory Framework**

This policy is underpinned by the following legislation and guidance:

- Regulatory Reform (Fire Safety) Order 2005
- Fire Safety (England) Regulations 2022
- Building Safety Act 2022
- Management of Health and Safety at Work Regulations 1999
- Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR)
- Fire Precautions (Workplace) Regulations 1997
- Relevant British Standards and Fire Safety Guidance Documents (including PAS 79 and PAS 9980)

The NRA and NSC, as the responsible organisations and duty holders, will ensure compliance with these requirements and with any additional local Fire and Rescue Service recommendations.

## **3. Policy Statement**

The NRA and NSC are committed to ensuring, so far as is reasonably practicable, that all buildings, ranges and operations under their control are safe from the risk of fire. The primary aim of this policy is to prevent the outbreak of fire, and where fire occurs, to protect life and ensure the safe evacuation of all persons.

The organisation will maintain an effective Fire Risk Assessment program that:

- Identifies and assesses fire hazards and risks in all operational areas.
- Ensures that fire safety measures and procedures are in place and maintained.
- Allocates clear responsibilities for fire safety management and review.
- Provides suitable training, communication and guidance to staff and contractors.
- Maintains full records of fire risk assessments, reviews, actions and outcomes.

#### **4. Roles and Responsibilities**

##### **Secretary General**

The Secretary General is the Responsible Person for ensuring compliance with this policy and all relevant fire safety legislation. They will ensure that appropriate resources are allocated to manage fire safety effectively across the NRA and NSC estate.

##### **Health and Safety at Work Manager**

The H&S Manager is responsible for the day-to-day management of fire safety systems and processes, including:

- Coordinating fire risk assessments and their periodic review.
- Maintaining central fire safety documentation and action plans.
- Ensuring all required fire safety checks, drills and maintenance activities are carried out.
- Liaising with the Fire and Rescue Service and relevant enforcement authorities.
- Reporting compliance status to the Head of Operations and Secretary General.

##### **Department Heads and Managers**

Each Department Head (including Range Operations, Maintenance, Accommodation, Events, and Commercial Services) must ensure that:

- Fire risk assessments are carried out and reviewed for their areas of responsibility.
- Staff are familiar with emergency procedures and evacuation routes.
- Fire equipment, escape routes and alarm systems are regularly checked and maintained.
- Fire safety actions are completed promptly following an FRA.

##### **Employees, Contractors and Tenants**

All employees, contractors and tenants must:

- Take reasonable care to prevent fire and follow fire safety procedures.
- Comply with site fire safety rules and emergency instructions.
- Report fire hazards, damage to equipment, or unsafe practices immediately.
- Participate in fire evacuation drills and training when required.

#### **5. Fire Risk Assessment Process**

Fire risk assessments will be conducted for all NRA and NSC buildings and operational areas. Assessments must be completed by a competent person and will follow the recognised five-step approach:

1. Identify fire hazards.
2. Identify people at risk.
3. Evaluate, remove, reduce and protect from risk.
4. Record findings, plan actions and inform relevant people.
5. Review and update as necessary.

Assessments will include consideration of:

- Construction materials, layout and means of escape.
- Fire detection, alarm and suppression systems.
- Occupancy and activities undertaken.
- Sources of ignition, fuel and oxygen.
- Housekeeping, storage and waste management.
- Arrangements for disabled persons (PEEPs).

FRAs will be reviewed annually, or sooner if there are significant changes to buildings, occupancy, or operations, or following a fire incident or enforcement action.

## **6. Fire Safety Arrangements and Controls**

The NRA and NSC will maintain appropriate arrangements to manage fire risks, including:

- Provision, maintenance and testing of fire detection and alarm systems.
- Regular testing and maintenance of emergency lighting and firefighting equipment.
- Clear marking and maintenance of escape routes and fire exits.
- Display of fire action notices and evacuation instructions.
- Control of hot work through a permit-to-work system.
- Safe storage and handling of flammable substances and compressed gases.
- Housekeeping standards minimise combustible waste and obstructions.
- Training and drills to ensure effective response during an emergency.

## **7. Communication, Training and Consultation**

All staff will receive fire safety induction training, and refresher training appropriate to their role. Fire wardens and other designated staff will receive additional training in evacuation control and use of fire extinguishers. Fire drills will be carried out at least twice per year for each major building and recorded by the H&S Manager.

The NRA and NSC will consult with staff and their representatives on fire safety arrangements through established health and safety meetings and communication channels.

## **8. Monitoring, Audit and Review**


Fire safety compliance will be monitored through a combination of:

- Regular inspections and audits of buildings and systems.
- Tracking of actions arising from fire risk assessments.
- Review of fire incident reports and near-miss data.
- Periodic reporting to the Head of Operations and Secretary General.

- This policy will be reviewed annually by the Head of Operations and Health and Safety at Work Manager, or following any significant change in legislation, organisation, or operational structure.

## 9. Supporting Documents and References

- NRA and NSC Health and Safety Policy
- NRA Range Safety Regulations
- NRA/NSC Safe System of Work Manual
- Fire and Emergency Evacuation Procedures
- Contractor Control Policy
- Building Fire Risk Assessments (individual site documents)

Signed:   
 Secretary General  
 National Rifle Association  
 Date: 9/2/2026

Version	Date created	Last review date	Next review date	Document Author
V1	13.12.2025	-	13.12.2026	Richie Vallance