



# **NATIONAL RIFLE ASSOCIATION**

## **HEALTH AND SAFETY POLICY**

**Adopted by Council on 13 December 2025**

## Policy Statement

The National Rifle Association (NRA) and National Shooting Centre (NSC) are committed to ensuring, so far as is reasonably practicable, the health, safety and welfare of all employees, contractors, tenants, members, visitors and others who may be affected by our activities at Bisley Camp.

The NRA and NSC recognise their responsibilities under the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, and all associated legislation. We will maintain safe systems of work, provide appropriate resources, and continuously review our arrangements to protect people, property and the environment.

The NRA and NSC will:

- Provide and maintain safe workplaces, plant, and equipment.
- Assess risks and implement effective control measures.
- Ensure all staff receive adequate information, instruction, training and supervision.
- Promote a culture in which health and safety is integral to all operations.
- Consult with employees and their representatives on matters affecting their health and safety.
- Investigate and learn from all incidents and near-misses.
- Regularly review this policy to ensure its continued suitability and effectiveness.

All employees, contractors, tenants and visitors are expected to take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions, and to cooperate fully with the NRA and NSC in meeting our statutory obligations.

Signed:



Secretary General

National Rifle Association

Date: 9/2/2026

## **1. Organisation**

### **1.1 Secretary General**

The Secretary General has overall accountability for health and safety within the NRA and NSC, ensuring that adequate resources are made available and that this policy is implemented effectively throughout the organisation.

### **1.2 Head of Operations**

The Head of Operations is responsible for implementing and maintaining the NRA/NSC Health and Safety Policy across all areas of operation. This includes directing the Health and Safety at Work Manager, ensuring departmental compliance, and monitoring the performance of safety management systems across the Bisley estate.

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

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

- Developing and maintaining safe systems of work.
- Reviewing risk assessments.
- Managing accident reporting and investigation.
- Coordinating health and safety training.
- Liaising with enforcing authorities (HSE, Fire Service, Environmental Health).
- Maintaining central health and safety documentation.

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

Each department head (e.g. Range Operations, Maintenance, Events, Accommodation, Commercial Activities) is responsible for:

- Implementing NRA/NSC policy and procedures within their areas.
- Conducting and recording risk assessments for all relevant tasks.
- Ensuring staff receive necessary instruction and supervision.
- Reporting incidents, hazards and near-misses promptly.
- Maintaining safe and tidy workplaces.

### **1.5 Employees**

All employees are required to:

- Take reasonable care for their own health and safety and that of others.
- Follow all safety instructions and safe systems of work.

- Report hazards, unsafe acts, and incidents immediately.
- Use any equipment, machinery or PPE correctly and safely.
- Attend all required health and safety training sessions.

## **1.6 Contractors and Tenants**

Contractors and tenants operating on NRA/NSC land must comply with this policy and provide their own risk assessments, method statements and insurance documentation before commencing work. The NRA/NSC reserves the right to suspend or remove any contractor or tenant who fails to adhere to safety standards.

## **2. Arrangements**

### **2.1 Safe Systems of Work**

A formal Safe System of Work will be maintained across all NRA/NSC operations. Each department will develop and maintain documented risk assessments and safe operating procedures relevant to its activities. These will be reviewed annually or after any significant change or incident.

### **2.2 Risk Assessment**

All activities, including range operations, maintenance, construction, accommodation, events, and office functions, will be risk assessed. Assessments will identify hazards, evaluate risks, and specify control measures.

### **2.3 Training and Competence**

All staff will receive induction training and role-specific instruction. Competence will be maintained through refresher training, supervision and assessment. Specialist staff (e.g. range officers, instructors, maintenance operatives) will hold recognised qualifications and certification.

### **2.4 Range and Shooting Safety**

All range operations will be conducted in accordance with the NRA Range Safety Regulations, approved Range Orders, and any specific range standing instructions. Range staff and instructors will ensure that firing is supervised, access control is maintained, and emergency procedures are known and rehearsed.

### **2.5 Maintenance and Construction Work**

All maintenance and building works will be managed under the Construction (Design and Management) Regulations 2015 where applicable. Permit-to-work systems will be applied for high-risk activities including electrical work, hot work, work at height, and confined space entry.

### **2.6 Fire Safety**

The NRA/NSC will maintain fire risk assessments in accordance with the fire risk assessment policy, for all buildings and areas, with appropriate firefighting equipment, alarm systems and evacuation plans in place. Fire drills will be conducted periodically. Staff will receive fire awareness training.

## **2.7 First Aid and Emergency Response**

Adequate numbers of trained first aiders will be available across the site, supported by first aid kits, defibrillators and emergency response plans. Major incident procedures will be maintained and reviewed annually. All accidents, near-misses and unsafe acts must be reported immediately. The H&S Manager will record and investigate incidents to identify root causes and implement corrective actions. RIDDOR-reportable incidents will be notified to the HSE in accordance with statutory requirements.

## **2.8 PPE (Personal Protective Equipment)**

Suitable PPE will be provided and worn where required. Department heads will ensure that PPE is available, correctly fitted, maintained, and replaced when necessary.

## **2.9 Contractor and Tenant Control**

Contractors must submit risk assessments and method statements prior to starting work and sign in at site control. Tenant operations will be monitored periodically to ensure compliance with NRA/NSC safety standards.

## **2.10 Welfare Facilities**

The NRA/NSC will provide adequate welfare arrangements, including toilets, washing facilities, rest areas, and drinking water, for all staff and visitors.

## **2.11 Consultation and Communication**

The NRA/NSC will consult with staff through safety meetings, departmental briefings and staff representatives. Health and safety updates will be circulated regularly.

## **3. Monitoring and Audit**

The H&S Manager will conduct regular inspections and audits of departments and facilities. Findings will be reported to the Head of Operations and the Secretary General. Corrective actions will be tracked until completion.

## **4. Policy Review**

This policy and associated procedures will be reviewed annually or following any significant change in legislation, operations, or organisational structure.

## **Supporting Documents and References**

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Workplace (Health, Safety and Welfare) Regulations 1992
- Provision and Use of Work Equipment Regulations 1998 (PUWER)
- Control of Substances Hazardous to Health Regulations 2002 (COSHH)
- Construction (Design and Management) Regulations 2015 (CDM)

- NRA Range Safety Regulations
- NRA/NSC Safe System of Work Manual

Version	Date created	Last review date	Next review date	Document Author
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