



***FDPC Ltd***  
***Range***  
***Operating***  
***Procedures***  
***(Anglo Ranges)***

# FROME & DISTRICT PISTOL CLUB LTD

## Range Operating Procedures (ROP's)

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### Introduction

These ROP's describe the Rules, Range Orders and processes associated with opening, closing and using the ranges and other facilities at the Anglo Ranges, Shepton Mallet (hereafter, "Anglo"); they are published with the authority of the Committee of Frome & District Pistol Club Limited (hereafter, "the Club").

The aim of these ROP's is to ensure Anglo is run and managed in a consistent, legal and regulated manner and is as safe as is reasonably practicable. Recognising there is always room for improvement, any suggested alteration to these procedures are welcome, to be considered further by the Committee.

These ROP's are to be made available to all persons entering Anglo; they will be displayed at Anglo and be available to download from the FDPC website. All persons must comply with these ROP's whilst at Anglo to ensure the safety of themselves and others – whether shooting or otherwise. Ignorance of these ROP's and the orders and rules within will not be accepted as an excuse for breaches of these rules or non-compliance.

These ROP's form part of the conditions of use of Anglo. No person shall use or attend at the Anglo range unless they have read, understood and agree to comply with them. This is also a condition of membership of FDPC Ltd and a condition of usage by any other persons / Clubs. Failure to comply may lead to unsafe practices that could endanger the shooter, fellow members and other users in and outside of the range. It may also invalidate certain elements of the Club's insurance or compliance with legislation. Therefore, failure to adhere to the ROP's may lead to the withdrawal of access, shooting privileges or termination of membership – to be determined by the Committee.

### Range attendees

The following person may attend at the Anglo ranges, subject to certain conditions :

Members - Anyone who is a paid-up member of FDPC Ltd - Individual Full, Life, Provisional, Family or any other category may attend at Anglo and use the facilities. Other conditions around access and supervision may apply.

Visitors – any member of another Home Office approved club, who also holds a personal FAC for the class of firearm they wish to use, may attend by invitation. An additional fee may apply. However, there should ALWAYS be at least an Authorised Key Holder (AKH) and one other full club member of FDPC at Anglo during this time.

Guests – social visitors, invited and accompanied by a full club member. Guests are only permitted to shoot under supervision of a full club member and only on designated Guest Days, authorised by the Committee.

Any other persons - including any person invited by the Committee to perform works on the Range premises and persons with statutory rights of entry for lawful purposes. In this sense, 'any other persons' attending the range are not permitted to shoot.

No unaccompanied children (under 18) should to be brought into the Anglo complex. Visiting children (as opposed to Junior members) are to remain in the club room whilst shooting takes place, with an appropriate adult. Pets should remain in the club room at all times and not enter the gun room or ranges.

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### **Categories of Users**

Range users will fall into certain categories. Importantly, this does not, as a matter of right, translate into any class of membership.

#### **Key Holder**

A Key Holder is a person authorised by the Committee to open and close the range. It is likely that this person will be a Committee member, or a person deemed suitable by the Committee, to undertake Key Holder duties in a thorough and responsible manner. It is therefore likely that the Key Holder will be a FULL member of some standing, determined through a period of membership and / or experience. There is no defined limit to the number of Key Holders in the club although it would be expected that all Key Holders will perform this duty at least twice during the year to maintain currency (or risk losing the privilege). The Secretary will maintain a list of Key Holders and promulgate it at the Anglo Range.

Authorised Key Holder (AKH) (details of responsibilities are at Annex A)

An Authorised Key Holder (AKH) is a Key Holder who has actually opened the range and signed the register and the AKH Notice Board. That person has the ultimate responsibility for the activities on ranges or other areas of the Anglo facility during his / her period of supervision. When the AKH departs, the range complex WILL close, unless another registered Key Holder assumes the role of AKH, by signing onto the register; the departing AKH will also 'sign off'.

#### **Authorised User**

An Authorised User is a person, authorised by the Committee, to shoot on the range without one-to-one supervision. That person will be a Club member or a person deemed suitable by the Committee to shoot in a responsible manner without the need for close (1:1) supervision. It is therefore likely that the Authorised User will be a FULL member or a visitor of known ability who holds a Shooters Certification Card (SCC) issued either by the Chairman of a HO approved Club or directly by the NRA. However, FULL membership does not automatically assign users the privilege of an Authorised User – that is always determined by the Committee on a case-by-case basis. All Key Holders will, by default, be Authorised users.

#### **Supervised User**

A Supervised User is a person, authorised by the Committee, to shoot on the range but requiring one-to-one supervision. This person will be a Club member or a person deemed suitable by the Committee to shoot in a responsible manner but may need closer supervision. It is therefore likely that the Supervised user will be a PROVISIONAL member, a less experienced FULL member, JUNIOR member or a visitor of unknown ability.

### **Usage Policy**

The range can only be used between the hours authorised by the Committee. These will not exceed the timings agreed as a condition of the planning permission (between the hours of 07:00 and 23:00 on Mondays to Fridays, 09:00 to 23:00 on Saturdays, Sundays or Bank or Public Holidays, and at no other time) and may be modified / reduced by the Committee to meet specific needs of users, the complex or the Club at any time. Notification of any

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variations from the normal opening hours will be promulgated via the FDPC website ([www.fdpc.org.uk](http://www.fdpc.org.uk)) , by e-mail or by other mean where it is practical to do so.

However ultimately, the Committee has a legal and moral obligation to maintain a safe place of activity, therefore no member has a 'right of access' when the Committee (or Authorised Key Holder) has deemed it unsafe or inappropriate to use all or part of the Anglo facility.

The range can only be used for shooting if there are two or more persons present at Anglo (the Authorised Key Holder may be one of those persons, plus one other FULL member); there is to be NO lone shooting. If there are only 2 Full members shooting, they can only operate on the two separate ranges if they maintain a direct line of sight with each other (i.e. the inter-range door remains open). Else, they should both use the same range.

No firearm is to be removed from the shooting range until it has been independently cleared by the other RO's / shooter(s), and then securely bagged.

When any shooting takes place, the usage must be recorded in the Shooting Attendance log. This is a mandatory requirement as a Home Office Approved club and must include name, date, firearms used (inc Serial No) and type of usage. If the electronic tablet fails to work for any reason, users must record usage in the manual log, provided in the club room.

At all times when shooting takes place, the air extraction system must be in full operation.

### **Opening the range**

The range complex must be opened by a Key Holder (KH) – who then, on signing the range log, becomes the Authorised KH. That AKH must remain on site whilst any other persons are present and is responsible for opening, operating and the closure of the range at the end of shooting. The AKH must follow the procedures below before any shooting can take place.

An AKH may only pass the responsibility for the range to another Authorised Key Holder, who will then assume all responsibility for use, until he/she closes the range (or subsequently passes responsibility to another AKH.) All opening, closures and transfers of Key Holder responsibility must be recorded in the range log.

No shooting may take place without an AKH being on site and having signed in on the range log. If no AKH is willing to subsequently assume Key Holder responsibility, the range must be closed as per the "Closing the Range" procedures below.

On opening (or acquiring transfer of responsibility for) the range, the AKH must ensure:

- He follows / confirms the procedures for opening the Main Door, including activating the RFID access control system where applicable.
- He signs onto the range log (and confirms that the previous Key Holder has signed off, where applicable). He should also sign onto the club room AKH Notice Board.
- Confirm the backstops and other range furniture and fixings for each range are in a safe condition and no ricochet risks or other dangers are evident, through damage or other occurrence. (any damage to be noted in the range log).
- He Illuminates/powers up lighting – only for those ranges that will be used at that time
- There is a working phone (this may be a working Mobile)
- There is a first aid kit present and accessible.

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- All warning lights, warning signs and other safety devices are activated.
- Emergency exits are working, accessible and free from obstruction.
- Working fire extinguishers are properly positioned
- The air extraction system is set to operate.
- If required, the "FDPC on-site" sign must be displayed on the Anglo Main gate.

It is the AKH responsibility to determine whether each range is safe for use. If he feels it is not, it is his decision to close one or both ranges, or if necessary, the whole complex.

Before any shooting takes place, the AKH must ensure there are at least two Users present; the AKH may be one of those two users and the other must be a Full FDPC member.

Notwithstanding the need for a minimum two users above, this does not override the absolute need for any additional 'Supervised User(s)' to be supervised 1:1 by a suitable Authorised user.

### **Closing the range**

On closing or transferring the range, the AKH must ensure:

- The backstops and other range furniture and fixings for each range are still in a safe condition and no ricochet risks or other dangers are evident, through damage or other occurrence.
- Any damage must be noted in the range log. It is the incoming Key Holder's responsibility to determine whether each range is still safe for use by incoming users. However, if damage is already noted, the outgoing Key Holder must pass that information on.
- The first aid kit is still present and has not been used (or if it has, record such in the range log / accident book). The fire extinguishers have not been operated and are still available for use.
- He / She signs off from the range log / AKH Notice Board – recording any incidents of relevance in the close down range log.

And if closing for the day :

- All warning lights, warning signs and other safety devices are reset to a 'no shooting' condition.
- Emergency exits and toilets are all secured.
- All rubbish / empty cases are cleared from the range.
- All cabinets and other storage are secured, including the main door key box.
- The air extraction system is turned off and separately, the club room heaters.
- All other users have exited from the complex.
- De-activates the swipe access RFID system.
- All non-essential appliances are switched off, including lights (utilising the main isolator switch by the front door). Check the 50M fire exit lights are off !
- The final exits (Range main door, 50M fire escape and Door 9) are secured.
- The car park is secured as per Anglo site requirements and gate signs are retrieved.
- For safety, two members should be present to lock the range and the site gates.

Further details of specific tasks are detailed in Annex A – extracted from the 'Authorised Key Holder Instructions'.

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### **Firearm Use and Storage**

Firearms used on the range must be in a good, safe condition and comply with the Rules of Proof. Ammunition used on the range must be safe and appropriate for the type of firearm they are to be used in and not exceed the certified ME and MV. Anyone producing handloaded ammunition for use (by themselves or anyone else) at Anglo must have signed and registered their compliance with the NRA's Code of Practice (or have an SCC suitably endorsed). Compliance 'stickers' are issued by the Chairman.

The ranges can only be used for classes of firearm that have been authorised, as per the range safety certificates (Annex B1 and Annex B2), and any additional rules set by the committee (Annex B3). Use of firearms NOT so authorised can damage the range, compromise safety and invalidate the Club's insurance. Any person found using unauthorised firearms / ammunition may be (pending an investigation) subject to sanctions, which may lead to an individual's membership being suspended / terminated.

At no time should any range user break any condition on their personal or the club's FAC. The Home Office status of the Club provides for certain exemptions for non-FAC holding members to use firearms. However, specifically, this does NOT apply to the use of Long Barreled firearms or section 1 shotguns, where a personal entry on an FAC is required.

No firearms or ammunition will be stored on the site outside the approved hours of operation or whilst unoccupied. This includes during a competition weekend. Members are responsible for the safe storage and control of their firearms. In normal operation firearms and ammunition in use will remain in the possession of the registered FAC holder. Firearms not in use will be stored in the 'Gun Room', a racked storage area between the ranges and the club room. No unbagged firearm should be taken into the clubroom, or further out of the range complex. Exceptionally, firearms may be checked, repaired and cleaned in the Machine room (at which time no ammunition is allowed in that room).

Whilst the Authorised Key Holder remains on site and where members are unable to park directly outside the Anglo facility (due to limited spaces), they will park temporarily outside, take their firearms into the range (securing them in the gun room or cabinets), return to their car and park elsewhere.

Secure cable points are available to members for this purpose to ensure that no other attendee at the range can gain access to them during this temporary storage period. Thus, firearms are only carried bagged, and the minimal distance on the Anglo site, reducing the risk of visibility to the public. The reverse applies on their departure from the range. It is anticipated that the majority of range use will be during periods where there is adequate onsite parking negating the need for this policy to be operated on a frequent basis.

The baseline limitations of firearms use are stated on the Range Safety Certificates (Annexes B1 / B2) which are posted inside the main entrance and on each respective range. However, the Committee have imposed additional limitations in order to maintain safety, reduce the cleaning load and improve the life of the backstops; see Annex B3

### **Range maintenance**

All backstops, backsplash curtains, rubber matting, air filters, range fixtures, range protection and safety equipment will be inspected on a regular basis. Any deficiencies are to be reported to the committee and if necessary shooting will be suspended whilst those

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deficiencies are addressed. Ultimately, the AKH has the responsibility to declare the range safe, or not.

The backstop rubber blocks, backsplash curtains and rubber matting are to be rotated / replaced if there is any sign of serious attrition. The opportunity to inspect the steel backstop will be taken at the same time.

Where black powder has been used, floor surfaces are to be regularly washed down, to remove or neutralize any residual powder.

Where cleaning generates any dust, the air extraction system must be activated and appropriate PPE deployed.

### **Emergency Procedures**

At all times, users of Anglo must ensure the safety of individuals, other members and other users of the complex. It is the responsibility of any and all users to identify, prevent, notify (as a minimum, to the Committee and Key Holders) and address any unsafe practice within Anglo. The AKH can, at any time, suspend shooting if they feel it is unsafe to continue.

If a user has a negligent discharge (ND) or other serious safety infringements, it is likely they will be asked to leave the range for a given period, to reflect on their actions and for all to be aware of (and seen to be aware of) the consequences of such carelessness. If it occurs during a competition, they may also be disqualified. Ultimately, the AKH / RO should decide what action to take, but in all cases, any ND in must be reported to the Committee together with any damage caused to the infrastructure. Safety must remain a priority.

Any accident or near miss should be entered into the accident book. This should include full details of who was involved, what occurred and what action was (or should have been) taken. If any supplies are consumed from the First Aid kit, this should also be noted. Only suitably qualified persons should provide First Aid.

In the case of any accident (especially involving a firearm or ammunition), any evidence must be preserved if at all possible, to aid any investigation.

In the case of Fire, the procedures laid down in the Anglo "Fire Action Plan" must be followed. Details of the fire procedures and risk assessment are at Annexes C1, C2 and C3.

Should emergency assistance be required, members should **Dial 999**.

The contact details of the closest hospital are :

Shepton Mallet Community Hospital  
Bucklers Way  
Old Wells Road  
Shepton Mallet. BA4 4PG

General enquiries 01749 342931. It has a minor Injuries unit only, open 08.00 - 20.00. At all other times, ring 999 if in an emergency.

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### **Anglo – Authorised Keyholder Instructions (extract)** (Annex A)

The Duty Key Holder is the AKH who has opened the range and signed the register. That person has the ultimate responsibility for the activities on ranges or other areas of the Anglo facility during his / her period of supervision. When the Duty Key Holder departs, the range complex WILL close, unless another registered Key Holder assumes the role of Duty Key Holder, by signing onto the register; the departing Duty Key Holder will also 'sign off'.

The range can only be used between the hours authorised by the Committee. These will not exceed the timings agreed as a condition of the planning permission (between the hours of 07:00 and 23:00 on Mondays to Fridays, 09:00 to 23:00 on Saturdays, Sundays or Bank or Public Holidays, and at no other time).

#### **Opening The Range**

1. Open front gate (if closed) and leave lock in gate.
2. Place an FDPC sign if out of hours, or lock gate behind you.
3. Enter door 9 via code **xxxx**
4. Open key safe via code (currently) **xxxx** and open front door (pull door towards you first, to actuate latch), then return key to key safe and scramble combination.
5. Turn on electric via mains contactor, inside left front door (a big red switch)
6. Switch on RFID system via white switch on wall inside left of door.
7. Swipe membership card on main door (to verify RFID system is active and register access)
8. Place personal firearms/ammunition in gun room.
9. Swipe membership card on reader in club room to register with all relevant firearms information & place range voucher in safe.
10. Enable range general light switches & target light as required in inter range corridor (separate for 25 & 50m ranges)
11. Enable ventilation in required range(s) by activating green push button(s) next to range light switches in inter range corridor. (note that there is a delay between the start of each range)
12. Check both ranges and confirm neither 'door open' beacon is flashing & all necessary lights are lit. (note: only access the main distribution boards in the event of any lighting or ventilation problems)
13. Inspect range(s) for any damage & note any found in range log and use a self-adhesive target repair pad with the date discovered written on it next to the damage.
14. Sign on as duty keyholder.

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15. Check toilets via code **xxxx** for any damage / problem.
16. Turn ON the Club Room heaters, if required (Note this, to ensure they are OFF on exit)
17. Ensure all members are aware of fire exits (in particular the steep steps off the loading bay exit)

### CLOSING RANGE

1. For the avoidance of doubt, it is the responsibility of the Duty Keyholder who is signing off, to ensure the range is in a fit state for the next user. If that person doesn't want to be left on their own at the end of the night undertaking the clean up, then please use the authority vested in keyholders to ensure that those who made the mess clean it up, before they depart.
2. Ensure all personnel have left range and no firearm/ammunition left on range.
3. In the event firearms or ammunition have been left, place in one of the security cabinets (keys in key safe, code **nnnn**) and ring / e mail [committee@fdpc.co.uk](mailto:committee@fdpc.co.uk) immediately.
4. Confirm fire exit and storage tunnel doors are closed and warning beacons unlit.
5. Confirm all empty cases, broken target frames, specialist frames and all rubbish is removed from range & Club Room, and there is no damage on ranges used.
6. Return all other kit to the correct storage area. No kit to be left on the range, except in the correct designated storage area.
7. Stop all range ventilation.
8. Ensure club room wall heaters x 2 are OFF.
9. If black powder has been used in 25m range confirm last shooter has mopped floor to a depth of 5m ahead of firing point with sufficient water to neutralise powder residue.
10. Turn off security TV monitor in Club Room via mains switch.
11. Note any damage and sign off as duty keyholder.
12. Turn off RFID system at switch and electrics at contactor.
13. Exit range via front door; close door and ensure correctly latched.
14. Check toilet door locks are engaged.
15. Leave via door 9 (to confirm emergency exit door is closed) and shut door 9.
16. Check all vehicles have left the car park, discourage any late-night conversations that would annoy surrounding neighbours.
17. Close and padlock the main gates, removing any FDPC signs in place. For security and safety, this is best done with 2 persons in attendance.

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**Anglo 50 Metre Range – Safety Certificate**

(Annex B1)

**SAFETY CERTIFICATE FOR AN  
INDOOR TARGET SHOOTING RANGE**

<b>1. Location</b> Anglo Trading Estate Unit AB-4 Commercial Rd Shepton Mallet Somerset BA4 5BU	<b>2. Range Operator</b> Frome & District Pistol Club Ltd Lowerfield Barn Yarde Farm Combe Florey Taunton TA4 3JB			
<b>3. Range Designation</b> 9 Lane, 50m Indoor Rifle Range	<b>4. Firing Distances</b> 50m to 5m from the target line See Restrictions below			
<b>5. Target centre Height (TCH)</b> 1m	<b>6. Approved Firing Positions</b> Standing, Kneeling/Sitting, Prone & Bench			
<b>7. Ammunition Limitations</b>				
	<b>MV</b>	<b>ME</b>		
High Velocity(HV)	3280 fps/1000m/s	3319 ft lbs/4500(J)		
Low Velocity(LV)	2145 fps/655m/s	1495 ft lbs/2030(J)		
Notes	12g slug & SG shot (See Restrictions below)			
<b>Restrictions, Dispensations or Additional Requirements</b>				
Black Powder Firearms permitted in strict compliance with MLA guidelines.				
Targets positioned on Range floor for PRS shooting approved only for .22LR, max engagement distance 15m, minimum distance 3m. See Range Procedure Notice No 1, 18 Dec 2025				
When Targets engaged at ≤10m Range Officer is to inspect the anti-splash curtain before shooting to ensure that the steel plate that forms the bullet catcher <b>is not</b> visible through any holes that may be developing. Additionally, if 12g Slug used at ≤25m the steel bullet catcher <b>must not</b> be visible through the rubber ballistic block/mat that is between the anti-splash curtain and steel bullet catcher.				
Minimum engagement distance SG slug 10m.				
HV Firearms can be zeroed at 25m only with no hard objects of any sort visible in the bullet catcher. Once zeroed HV Firearms at 50m only.				
<b>HV Firearms and SG Slug only on centre lanes, 2, 5 &amp; 8.</b>				
<b>This Range has been inspected to determine compliance with the National Governing Body Standards for Range Construction and is certified as safe for use in line with the criteria laid down in DSA 03.OME Part 3, Volume 2 and the site visit report of 18 Dec 2025. Please note that operational safety is the responsibility of the Range Operator and is therefore beyond the scope of this Safety Certificate.</b>				
<b>Valid for:</b> 3 years from date of issue	<b>Date of issue:</b> 1 Jan 2026			

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**Anglo 25 Metre Range – Safety Certificate**

(Annex B2)

**SAFETY CERTIFICATE FOR AN  
INDOOR TARGET SHOOTING RANGE**

<b>1. Location</b> Anglo Trading Estate Unit AB-4 Commercial Rd Shepton Mallet Somerset BA4 5BU	<b>2. Range Operator</b> Frome & District Pistol Club Ltd Lowerfield Barn Yarde Farm Combe Florey Taunton TA4 3JB	
<b>3. Range Designation</b> 9 Lane, 25m Indoor Rifle Range	<b>4. Firing Distances</b> 25m to 5m from the target line See Restrictions below	
<b>5. Target centre Height (TCH)</b> 1m	<b>6. Approved Firing Positions</b> Standing, Kneeling/Sitting, Prone & Bench	
<b>7. Ammunition Limitations</b>		
<b>Low Velocity(LV)</b>	MV 2145 fps/655m/s	ME 1495 ft lbs/2030(J)
<b>Notes</b>	12g slug & SG shot (See Restrictions below)	
<p>Restrictions, Dispensations or Additional Requirements</p> <p>Black Powder Firearms permitted in strict compliance with MLA guidelines.</p> <p>Targets positioned on Range floor for PRS shooting approved only for .22LR, max engagement distance 15m, minimum distance 3m. See Range Procedure Notice No 1, 18 Dec 2025</p> <p>When targets engaged at ≤10m Range Officer is to inspect the anti-splash curtain before shooting to ensure that the steel plate that forms the bullet catcher <u>is not</u> visible through any holes that may be developing.</p> <p>Additionally, if 12g Slug used at ≤25m the steel bullet catcher <u>must not</u> be visible through the rubber ballistic block/mat that is between the anti-splash curtain and steel bullet catcher.</p> <p>Minimum engagement distance SG slug 10m.</p>		
<p>This Range has been inspected to determine compliance with the National Governing Body Standards for Range Construction and is certified as safe for use in line with the criteria laid down in DSA 03.OME Part 3, Volume 2 and the site visit report of 18 Dec 2025. <i>Please note that operational safety is the responsibility of the Range Operator and is therefore beyond the scope of this Safety Certificate.</i></p>		
<b>Valid for:</b> 3 years from date of issue	Date of issue: 1 Jan 2026	

**Issued by: I E Banks, SRSS Ltd**

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### Specific conditions of use.

(Annex B3)

#### **Sighting in a Firearm**

If using a new firearm/sight configuration, or where previous use has been at a longer distance (e.g. on an MoD range), members are to ensure sights are aligned and checked

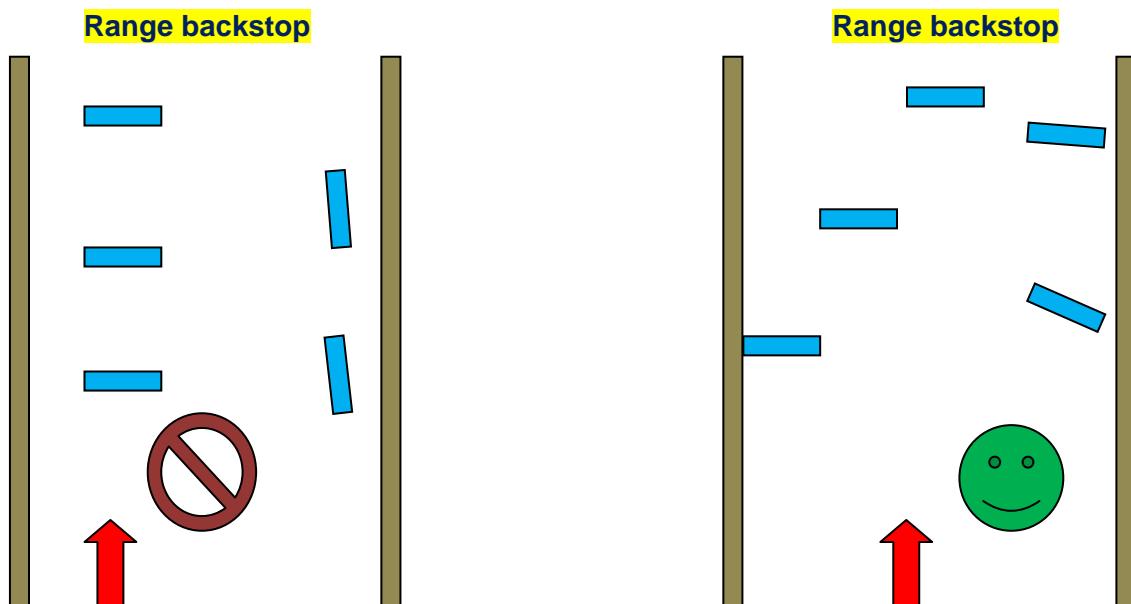
For LV and RF - firearms it should be checked at 15M. For all FB/HV rifles and shotguns with SG/slug in 50M range, members are to confirm accuracy at 25M (using a bench) prior to any use at longer distances. A minimum single shot should be fired and witnessed to demonstrate that the round is central on the target before moving back to 50M. FB/HV and slug/SG firearms to only be used at target positions 2 / 5 / 8.

#### **Target placement on backstops**

**Permanent backstop** - All targets must be (unless specifically authorised by the committee) of paper / card design, placed centrally on the correct target holders, to ensure ALL rounds end up in the backstop. There are 9 lanes available on the 25M range and 8 (9 at <= 35M) on the 50M range. No target shall be pinned to the backstop wall, backsplash curtain or the low wall. No target shall be engaged closer than 5M.

**Portable backstops** - All targets must be of paper / card design placed centrally on the rubber matting to ensure ALL rounds end up in the backstop. No target is to be placed within 300mm of the edge of the frame (delineated by the white border). No target shall be engaged closer than 3M – with a maximum distance of 15M. The portables can only be engaged with 22RF ammunition. See **Range Procedure Notice No.1** (below).

A condition of use of the portable backstops is that no rounds shall be fired over one unit to engage another (i.e. they need to be placed in such a way that there is no danger of a round aimed at a closer target hitting a ricochet surface of another). All portables must be set at a nominal 60 to 90 degrees to the side walls of the range to ensure any missed shots continue in the general direction of the backstop. (Note – these restrictions do not apply when using Action Air / Airsoft firearms on their specific portable target frames).



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### Range Procedure Notice No.1 , Relating to PRS – Practical Rifle Shooting

Iain Banks  
Shooting Range Safety Services Ltd

18 December 2025

The Range Operator  
Frome & District Pistol Club Ltd  
Lowerfield Barn  
Yarde Farm  
Combe Florey  
Taunton  
TA4 3JB

### Range Procedure Notice No.1

PRS Shooting on Frome 25m & 50m Ranges

The following procedures are to be adopted when PRS shooting is taking place on the 25m & 50m Ranges:-

Safety glasses are mandatory.

The Range Certificate's restriction that states target distances are **FROM** the target line does not apply to this practice as targets can be placed on the range floor at intermediate distances. However, the minimum engagement distance for these targets remains at 3m.

The Range Officer must check that no part of the steel target frame, including the rear steel plate is visible before, and whilst shooting is taking place. If at any point there is degradation of the rubber matting or if a high amount of attrition is observed during shooting, shooting **must** stop immediately.

Shooting over range floor sited targets frames is prohibited. For example, if targets are placed in lanes 7, 8 & 9 at 5m, 10m & 15m from the backstop then target 9 is engaged from lane 9, the shooter then moves down range to stand alongside target 9 to engage target 8, then moves down range to stand alongside target 8 to engage target 7.

Iain Banks  
SRSS Ltd

Reactive targets - The reactive targets can only be engaged with 22RF ammunition. No reactive target shall be engaged closer than 5M. The targets must be placed to ensure any fired round is captured in the range backstop and where the target is 'hard' (i.e. steel plates), the target must be fully enclosed in a wooden frame to prevent splash damage to the

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infrastructure. The use of additional timber sheets should be employed to provide maximum protection to the range side walls and pillars. (Note – these restrictions do not apply when using Action Air / Airsoft firearms on their specific reactive targets).

### General Target Placement

Where targets are not placed in the backstop target holders, they must be placed in such a way as to minimise the possibility of stray shots hitting the infrastructure (walls, ceiling, floor, pillars). It is strongly recommended that the judicious use timber sheets and 'no-shoots' be employed together with adequate spacing (at least 0.5m) away from the range pillars. Any hit on the infrastructure should require the shooter to stand down (or be DQ'd).

This includes any hit on the swinging ceiling mounted barriers – specifically designed to clearly show a shot being fired at an unacceptable elevation from the nominal target line. These barriers must be inspected as part of the opening / closing procedures and when a suspected hit has occurred. Any hits to be noted on the range log.

### Firearms and Ammunition

Whilst the Ranges are individually certified by both muzzle energy and velocity, there are added conditions designated by the committee, to minimise attrition of the backstops.

- Factory and Jacketed Magnum loads (357 /44 etc) are not to be used, unless in the 50M range on shooting points 2,5 & 8.
- HV rifles are limited by ME and MV (as per the 50M certificate) and only to be used in the 50M range on shooting points 2,5 & 8
- Shotguns using Slug or SG used only on 50M range (at 25m to 10m) on points 2,5 & 8.
- Steel core / AP ammunition is not allowed (use the provided magnets to test ammo !)
- HME and Section 5 firearms are specifically not allowed on any range.
- By exception, BP rifles may be used on the 50M range (with prior Committee approval).
- Muzzle Brakes are allowed in the 50M range only, but users should ensure other range users are aware and take the necessary extra hearing / other protection as required.

### Summary

<u>Firearms</u>	<u>25m Range backstop</u>	<u>50m Range backstop</u>	<u>Portable backstops</u>	<u>Hard reactive targets / steels</u>
<b>Rimfire 22</b>	Lanes 1-9 @ 25m – 5m	Lanes 1 – 9 @ 50m – 5m	Both ranges @ 15m – 3m	Both ranges @ 25m – 5m
<b>LV Pistol calibres</b>	Lanes 1-9 @ 25m – 5m	Lanes 1 – 9 @ 50m – 5m	No	No
<b>LV Pistol calibres (357 / 44 jacketed magnum)</b>	No	@ 50m – 10m Lanes 2, 5, 8	No	No
<b>ML Pistols</b>	Lanes 1-9 @ 25m – 5m	No	No	No
<b>ML Rifles (by exception)</b>	No	@ 50m & 25m Lanes 2, 5, 8	No	No
<b>HV FB Rifles</b>	No	@ 50m & 25m Lanes 2, 5, 8	No	No
<b>12g Slug / SG</b>	No	@ 25m – 10m Lanes 2, 5, 8	No	No
<b>Air Weapons / Air Soft</b>	No restrictions, but care must be taken with the potential for hard surface ricochets. Added soft material on the backstops will suffice, to prevent ricochets of air pellets.			

# FROME & DISTRICT PISTOL CLUB LTD

## Range Operating Procedures (ROP's)

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### Anglo Ranges – Fire Procedures.

(Annex C1)

#### **Fire Procedure – Block A, Anglo Trading estate – 8am to 4:30pm Monday to Friday only**

Owing to the number of smoke detectors in Block A, the Fire Service are not contacted unless a real fire is discovered. When the alarm sounds the Chief Warden (Haskins appointed) checks the fire panel and investigates the source that triggered the fire alarm. If the fire alarms sound, you must evacuate the building and you must not go back into the building for any reason (this includes out of hours), unless the all-clear is given.

#### General

- Members must familiarize themselves with the location of the fire alarm points nearest to and within their unit.
- Members and visitors are to ensure they are familiar with the fire escape routes and the nearest fire assembly point.
- Each door in Block A is a Fire Exit and members should be familiar with the escape routes and an alternative route should the nearest route be compromised by fire.
- **If you attend the range before 8am or after 4:30pm Weekdays or over the weekend, please refer to the Out of Hours Fire Procedure as well.**

If you discover a real fire, activate the nearest alarm call point to alert others and evacuate the building by the nearest fire exit. Go straight to the fire assembly point on the grass by the wall on the left of gate 2 between toilet block and the gate – Do not block the road or gate.

The site (Haskins) Chief Warden will be wearing an orange jacket, their fire marshals will be wearing a yellow high viz vest.

#### **Fire procedure if the fire Alarm sounds**

- Ensure that all members and visitors have left your area and go directly to the nearest Fire Assembly Point at gate 2 between the toilet block and the gate.
- Once at the assembly point, you must establish that all members and visitors are present. Should someone be missing, inform the nearest Fire Marshall or telephone (07149) 340706 and let them know immediately.
- Be aware that fire doors will close automatically but close doors behind you where you can.
- Fire wardens will alert First Aiders if you need medical help at the assembly point.
- If you come across an injured person that cannot move out, continue to evacuate the building and alert the fire wardens of their evacuate location and the extent of their injury.
- Once the chief Warden wearing an Orange high visibility jacket has ascertained that it is safe to go back into building, they will silence the fire alarm. You can return to the building.

# FROME & DISTRICT PISTOL CLUB LTD

## Range Operating Procedures (ROP's)

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### Out of Hours Fire Procedure

**JR Security Limited** are contracted to provide an Out of Hours Emergency Response from **4:30pm to 8am Monday to Friday** and from **4:30pm Friday to 8am Monday**.

A 24-hour alarm monitoring service would contact JR security limited if the alarm is activated during these hours. JR security will attend and check to see if there is a fire. As they operate patrols, they may take some time to get to the site – please be patient. They will assume the role of Chief Warden and will deal with the emergency services.

All members and visitors should evacuate the building straight away and wait at the assembly point. Please open the gate to save time when they arrive.

Confirm that all members and visitors are present.

**Do not go back into the building for any reason** unless you have been informed by the Chief Warden that it is safe to do so.

### **On discovering a fire or you smell smoke:**

Activate the alarm call point as you evacuate the building, call 999 once you are out of the building. Tell the fire brigade which gate to go to and ensure this is unlocked ready for them.

Then follow the procedure below

- Phone JR security and tell them what has happened, their Tel no. is 07860150630
- Phone 01749 340706 – Maintenance Hotline

Should someone be missing then you should tell the Chief Warden (wearing orange hi viz) or emergency services and let them know as soon as they arrive.

- Always use the closest exit to where you are located. DO NOT GO BACK INTO THE BUILDING or take a detour.
- All fire doors will shut automatically but close doors behind you where you can.
- Should you come across an injured person that cannot move out, continue to evacuate the building and alert the emergency services of their exact location and the extent of their injury. Dial 999 and request an ambulance.
- Only the Chief Warden is allowed to authorise people to go back into the building after they have made all necessary checks.
- Follow any instructions given to you by the chief warden

# FROME & DISTRICT PISTOL CLUB LTD

## Range Operating Procedures (ROP's)

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### Anglo Ranges – Fire Risk Assessment Process.

(Annex C2)

#### Risk Assessment Process

The purpose of carrying out risk assessments is to identify those activities where action needs to be taken to improve existing control measures (or introduce new ones) to eliminate accidents at work (or as a result of work being carried out on behalf of the company) which may result in personal injury or ill health. Please note that written assessment of significant risks in the workplace is required by law.

Risk Assessment Matrix							
Consequence	6	6	7	8	9	10	11
	5	5	6	7	8	9	10
	4	4	5	6	7	8	9
	3	3	4	5	6	7	8
	2	2	3	4	5	6	7
	1	1	2	3	4	5	6
	Probability of Occurrence						

**High Severity Risks (8-11)**

**Medium Severity Risks (5-7)**

**Low Severity Risks (1-4)**

#### Standard Risk Assessment Definitions

**Activity** – The type of work being carried out in working environment, i.e. using Black Powder firearms.

**Hazard** - The *potential* to cause harm, i.e. inadvertent ignition of Black Powder.

**Control measures** – Example; Are the actions taken to prevent harm or miss use of firearms through safe storage. Control measures would include aspects such as training supervision, instruction, information, safe systems of use, and proper handling procedures as well as physical measures.

**Risk** – Is the likelihood that harm will occur after the control measures have been carried out.

# FROME & DISTRICT PISTOL CLUB LTD

## Range Operating Procedures (ROP's)

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**Risk Rating** is rated as follows.

### Consequence (C)

- **>6 Catastrophic** - Fatality or specified injury as defined by the Reporting or Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).
- **5 Major** – Over 7-day injury’ – reference: the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).
- **3 - 4 Moderate** – 3 or less days absence.
- **2 Minor** – Minor injuries needing first aid.
- **1 Insignificant** – No injuries.

### Likelihood (L)

- **6 Very Likely** – There is a 1 in 100 chance of the hazardous ever happening.
- **5 Likely** – There is a 1 in 1,000 chance of the hazardous event ever happening.
- **3 - 4 Fairy Likely** – There is a 1 in 10,000 chance of the event ever happening.
- **2 Unlikely** – There is a 1 in 100,000 chance of the hazardous event ever happening.
- **1 Very unlikely** – There is a 1 in a million chance of the hazardous event ever happening.

**Risk Rating (R)** – Means of ‘measuring’ the risk by multiplying the *consequence* by the *likelihood*, e.g. a consequence factor ‘MODERATE’ with a likelihood factor ‘UNLIKELY’ would risk rating of 3x2 which gives a score of 6.

**Additional Control Measures** – What further action could be implemented to further mitigate the risk. If an action is identified, who will do this action and the time frame to implementation it will also need to be identified.

Anglo Ranges – Fire Risk Assessment Matrix.

(Annex C3)

Likelihood of occurrence rating (L)	Severity of Hazard Rating (S)	Risk Rating (R)			
1 = Low / seldom	1 = Slight - e.g. - off work for up to 3 days	1 - 2 = Low risk - no action / low priority action			
2 = Medium / frequently	2 = Serious - e.g. off work for over 3 days	3 - 4 = Medium risk - further action or controls required			
3 = High / certain or near certain	3 = Major - e.g. - death or major harm	> 4 = High risk - immediate action required to reduce risk			
Carried out by:	Tunch Ersoy	Position: Responsible Person Date: 18-Sep-25 Review Date: 18/09/2026			
Anglo Range Fire Risk Assessment					
<p>Frome &amp; District Pistol Club Ltd is located on an industrial estate situated in the town of Shepton Mallet, approximately 20 miles south of Bristol, England. It is bordered by a main road, and residential housing area borders site on all sides. The building is an industrial style building which contains large units used by a number of businesses. The club has a 25m and 50m indoor range, communal area, and a workshop there is 1 active electric supply in the unit. There is no natural lighting and ventilation ; these are supplied via electrically operated extraction fans and lighting. Mains electrical supply enters the building from the side.</p>					
Hours of Operation	Normal operations Fri 1700 - 2100 (Club night). Occasional use by authorised key holds Mon - Sun 0800 to 2300 (Minimum occupancy of 2 full members at any one time)	No of Occupants	Club membership 290 (approx) sleeping: 0 Visitors: Use of ranges on site are recorded by electronic login / register.		
Activity / Task	Persons at Risk	Named Hazard	Risk Rating	Controls in Place	Additional Controls Required.
			L x S = R		
1. Sources of Ignition					

Smoking	All members and visitors	Fire	1	4	4	<p>Smoking prohibited inside building this includes e-cigarettes and vaping.</p>	<p>Emergency evacuation procedures practiced a minimum of three times per annum. Clear signage to be used. Visual safety checks of electrical appliances conducted monthly. No sockets to be overloaded.</p> <p>Fire doors and exit routes are kept clear of obstructions.</p> <p>Member training kept up to date and refreshed annually.</p> <p>Encouragement to install the What3Words app on business and personal devices to effectively assist the emergency services.</p> <p>Additional equipment made available to provide a warning to deaf or hard of hearing people in the event of fire. This comprises of flashing beacons.</p> <p>Monitor and look to improve if any change by next review date.</p>
Naked Flames	All members and visitors	Fire	1	5	5	<p>Hard wired, mains powered smoke detector alarm. Fire extinguishers in place, regularly maintained/checked. During normal operations, naked flames are not permitted / used on site.</p>	<p>Emergency evacuation procedures practiced a minimum of three times per annum. Fire training programme to be developed and implemented.</p> <p>Members encouraged to install What3Words and St Johns First Aid apps on personal mobile devices.</p> <p>Investigate and cost the requirement.</p>
Contractor Activities	Contractors	Fire	1	3	3	<p>Contractors on site should be an authorised committee member and should read and understand Fire safety procedures before carrying out any work.</p>	

Cooking	All members and visitors	Fire	1	3	3	Cooking is prohibited on site	
Heaters	All members and visitors	Fire	1	3	3	Club prohibits the use of heaters without prior approval.	
Machinery	All members and visitors	Fire	1	3	3	x 1 air compressor is kept inside the workshop, does not require scheduled servicing due to size and use.	
Electricity	All members and visitors	Fire	1	3	3	Fixed wiring inspections every 3 years. All electrical equipment is regularly PAT Tested. Area around distribution boards are kept clear of clutter	Any defective electrical equipment is to be repaired or removed from site.

Arson	All members and visitors	Fire	1	3	3	Site is surrounded by high walls, fencing and iron gates and not easily entered by the public and is monitored by a mobile security service. The site is locked every night and an intruder alarm has been fitted. No current history of arson attacks or antisocial behaviour and CCTV is in operation 24/7.			
Activity / Task	Persons at Risk	Named Hazard	Risk Rating		Controls in Place	Additional Controls Required.			
			L x S = R						
<b>2. Sources of Fuel</b>									
Flammable liquids and chemicals	All members and visitors	Fire	1	3	3	General cleaning products are kept on site in limited quantities.	Keep all flammable liquids and chemicals in a clearly labelled cabinet away from any source of ignition		
Flammable gasses	All members and visitors	Fire	1	3	3	None found			

Paper and card	All members and visitors	Fire	1	3	3	Waste paper and card kept in recycling bins around the site. Paper targets are kept in cabinets and storage areas	
Fixtures and Fittings	All members and visitors	Fire	2	3	6	Some upholstered chairs / sofa's in common room possibly non-flame retardant.	Check whether fire retardant and dispose of where necessary
Wooden targets	All members and visitors	Fire	1	3	3	Store room for wooden targets is also the means of escape leading to fire door. Stored items are kept behind red lines to keep path to fire door clear.	Regular checks to ensure route to fire doors are kept clear at all times.
Waste Materials	All members and visitors	Fire	1	3	3	Remove all packaging and placed directly into bins provided and emptied regularly by members. No live ammunition is to be placed in the bins.	Clearly label bins for correct disposal of different type of waste.
<b>4. Means of Escape</b>							
Activity / Task	Persons at Risk	Named Hazard	Risk Rating		Controls in Place	Additional Controls Required.	
			L x S = R				

Escape routes	All members and visitors	Fire	1	3	3	<p>The building has several designated fire exits which are kept clear and signed with pictogram.</p>	Regular checks to ensure route to fire doors are kept clear at all times.
Lighting for escape routes	All members and visitors	Fire	1	3	3	<p>Emergency lighting is checked regularly</p>	Record checks
Fire action notices	All members and visitors	Fire	2	3	6	<p>No designated noticeboard</p>	<p>Fire action notices by each fire alarm call point, a dedicated fire with fire procedures displayed and a diagram with every exit on. Once completed the risk level will be reduced</p>
<b>5. Fire detection and warning systems</b>							
Activity / Task		Persons at Risk	Named Hazard	Risk Rating		Controls in Place	Additional Controls Required.
				L x S = R			
Fire alarm (Call points)	All members and visitors	Fire	1	3	3	Fitted as required by law	Regular fire alarm testing weekly or bi-weekly and recorded in fire log book.
Fire alarm system	All members and visitors	Fire	1	3	3	Routed to the fire service	
<b>6. Fire fighting equipment</b>							

Activity / Task	Persons at Risk	Named Hazard	Risk Rating			Controls in Place	Additional Controls Required.
			L x S = R				
Sprinkler system	All members and visitors	Fire				None fitted	
Fire fighting equipment	All members and visitors	Fire	1	3	3	Extinguishers are sited near emergency exits and also at strategic points within the buildings. All extinguishers have signage indicating their location and also the type of extinguisher and suitable use	Recorded regular checks and ensure fire wardens are trained in there use
<b>7. Management of Fire Safety</b>							
Activity / Task	Persons at Risk	Named Hazard	Risk Rating			Controls in Place	Additional Controls Required.
			L x S = R				
Action to take in the event of fire	All members and visitors	Fire	2	3	6	Printed notice of procedures is available but not known to some members	Fire action notices posted next to every fire exit and also displayed on noticeboards. Fire action awareness could be included also included during induction nights for new members. Once actioned the risk level will be reduced
Fire marshals	All members and visitors	Fire	1	1	1	Wardens have been appointed.	

Fire alarm practice	All members and visitors	Fire	2	3	6	No evidence of fire drills being carried out	Fire drills should be carried out at a minimum of every 6 months, and are to be fully documented, any problems are to be recorded and rectified. In the event of significant problems repeat drills should be carried to ensure the problems do not recur. Once actioned the risk level will be reduced
Fire assembly point	All members and visitors	Fire	1	1	1	Fire assembly point is at the front of the building opposite main door and is sign posted. Fire Assembly Point at gate 2 between the toilet block and the gate.	Picture of assembly point could be added to fire board for easy of reference
<u>Item Number</u>	<u>Control Measures Required</u>						<u>Date Actioned</u>
1	Check and verify chairs, etc for fire retardant. Phase-out non-compliant items						
2	Ongoing review of site safety & fire risks						
3	Add detector locations to floor plans						
4	Carryout and recorded fire drills minimum of once every 6 months						
5	Put up fire board to centralise information						
6	Floor plan with location of all means of escape, call points, and fire fighting equipment						
7	Regular checks to ensure route to fire doors are kept clear at all times.						
8	Designated fire noticeboard						