



POLICY ON FIREARMS, IMITATION FIREARMS AND OFFENSIVE WEAPONS ON UNIVERSITY PREMISES

Rev	Date	Purpose of Issue / Description of Change	Equality Impact Assessment Completed
			15 th June, 2016
2.	3 rd June, 2019	Review and update	

Policy Officer	Senior Responsible Officer	Approved By	Date
Head of Governance and Compliance	University Secretary	Compliance Task Group	3 rd June, 2019

This Policy will be reviewed in 3 years

1. Policy Statement

Bangor University acknowledges that it has a duty of care to ensure a safe and welcoming campus for staff, students and visitors and as such it has imposed strict controls on the ownership, possession, and potential use of firearms, imitation firearms and / or offensive weapons on University premises.

The University has agreed¹ that the possession, carrying or use of:

- All firearms, imitation firearms, and / or
- Any offensive weapon²

is banned from all Bangor University premises³, with the exception of firearms, imitation firearms and / or offensive weapons being used for legitimate purposes⁴ and authorised by the University Secretary in advance.

2. Purpose

The purpose of this policy is to ensure that the University's staff and students comply with:

[a] The firearms and imitation firearms ban on its premises.

and, unless legitimately held,

[b] The offensive weapons ban on its premises. Offensive weapons, for the purpose of this Policy, are as defined in the Prevention of Crime Act 1953, Section 1, where there is intent to cause injury or cause alarm to another individual.

Any infringement of the ban, (which means any unauthorised possession, carrying or use outside that authorised in accordance with Section 2. below) will be treated seriously by the University and may be considered under relevant disciplinary procedures.

Any emergency incident involving a firearm, imitation firearm and / or offensive weapon on University premises will be dealt with in accordance with the University's emergency management procedures which includes reporting the incident to North Wales Police, and may have serious consequences for the individuals concerned.

¹ Compliance Task Group meeting 5th October, 2015

² Defined in the Prevention of Crime Act 1953, Section 1, as any article made or adapted for use for the purpose of causing injury to the person; or intended by the person having it for such use by them or some other person.

³ Including all premises located in Bangor, Menai Bridge, Wrexham and any other location in the United Kingdom owned or leased by Bangor University which is used for University business.

⁴ Defined as a purpose commensurate with legitimate University teaching, learning, research and business use and / or with the stated terms of reference of a Bangor Students' Union society

3. Procedure

The University Secretary is the Senior Authority for this Policy and has overall responsibility for managing its requirements, and in particular, in authorising the storage, possession, carrying or use of firearms, imitation firearms and / or offensive weapons (as defined by this Policy) on University premises for legitimate purposes.

The University Secretary may designate other full-

may, where necessary, also consult with external agencies to obtain further advice and guidance to inform the University's decision.

- [v] On receipt of the Application Form and following the initial assessment process outlined in 3.[a][iii] and [iv] above the Head of Governance and Compliance will consult with the University Secretary and subsequently will, in writing, either grant or withhold permission for the member of staff to store, have possession of, carry and / or use firearms, imitation firearms and / or offensive weapons on University premises. Permission so granted may be subject to such conditions as the University Secretary may reasonably consider necessary to secure fulfilment of the University's statutory responsibilities.
- [vi] Where authorisation is granted this would normally be only in relation to a limited location / timeframe. However, the University Secretary is authorised to make exceptions dependent on the nature of the request.
- [vii] A copy of any authorisation granted will be sent to the member of staff's Dean of College / Head of School or Director of Professional Service, as appropriate. The Campus Services Manager (Security) will also be informed for security purposes.
- [vii] A member of staff or student who has been granted permission will be required to comply with any and every condition imposed by the University Secretary under the provisions of this Policy.
- [ix] It is the duty of the relevant Dean of College / Head of School or Director of Professional Service and the member of staff to ensure that all required elements of the application are met.

- [iv] Where a Bangor University Students' Union Club or Society has been granted permission it shall be required to comply with any and every condition imposed by the University Secretary under the provisions of this Policy.
- [v] It is the duty of Society to ensure that all required elements of the associated risk

[c] The member of staff, student club or society, individual student and / or member of the public may also appeal to the Vice-Chancellor against any restrictions or conditions on authorisation, as imposed by the University Secretary, any appeal should be made within 5 working days of being notified there

Appendix 1: Application – Bangor University Staff

Application for authorisation to store, have possession of, to carry and / or to use firearms, imitation firearms and / or offensive weapons on Bangor University premises under the requirements of the *Policy on Firearms, Imitation Firearms and Offensive Weapons on University Premises*:

Bangor University Staff

Name:	
Job title:	
College / School / Service:	
Email:	
Phone number:	

Full description of the request including purpose (Include references to University policies, procedures and any other documentation which may be relevant)	
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Description of all firearms, imitation firearms and / or offensive weapons for which authorisation is sought	
Has an appropriate risk assessment been carried out (please attach assessment if relevant)	YES / NO (circle as appropriate)
Signature:	
Date:	
Authorised (Dean of College / Head of School / Director of Professional Service)	Authorised Signature:

For Governance and Compliance Office

Date form received:	
Risk Assessment included:	YES / NO
Date discussed with Head of Health and Safety	
Outcome of referral	

Details of discussions with other University departments

Date referred to University Secretary

Authorisation granted:

YES / NO

Copy to Dean of College / Head of School / Director of Professional Service & date	YES / NO
Campus Services Manager (Security) informed & date	YES / NO

For

Authorisation granted: