



PRIFYSGOL
BANGOR
UNIVERSITY

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

Rev	Date	Purpose of Issue / Description of Change	Equality Impact Assessment Completed
1.	6 th June	Initial Issue	15 th June, 2016

Policy Officer	Senior Responsible Officer	Approved By	Date
Head of Compliance	University Secretary	Compliance Task Group	6 th June, 2016

This Policy will be reviewed in 1 year

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.

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,

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

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-time members of the University staff to act on their behalf in managing the operational requirements of this Policy. The University Secretary has designated the Head of Compliance, in the Planning & Governance Office, to act in this regard.

No student will be authorised to store, possess, carry or use a firearm, imitation firearm and / or offensive weapon (as defined by this Policy) on University premises unless such use has been authorised following the procedure set out in 2[b] below and is linked to the activities of a Bangor University Students' Union Society.

Authorisation under this Policy should also be sought for the storage, possession, carrying or use of a firearm, imitation firearm and / or offensive weapon (as defined by this Policy) in any University hosted theatrical production and / or event on University premises.

[a] Procedure for University staff

- [i] Requests for authority to store, have possession of, to carry or to use firearms, imitation firearms and / or offensive weapons on University premises by Bangor University members of staff must be made, in the first instance, to the appropriate Dean of College / Head of Central Service Department.
- [ii] Once authorised at College / Departmental level the request should be forward to the Head of Compliance, Planning & Governance Office using the application form in Appendix 1.
- [ii] The Head of Compliance will:-
- Acknowledge receipt of the application form;
 - Ensure that an appropriate risk assessment has been carried out on the proposed activity and a copy of the assessment is included with the application.
 - Share the risk assessment document with the University's Head of Health and Safety Services.
 - Undertake an initial assessment of the application form, in conjunction with the Head of Health and Safety Services, including checking all documentation supplied and any other policies / procedures deemed relevant to the application.
- [iv] The Head of Compliance will discuss the details received with relevant colleagues at the University (e.g. Health and Safety Services, Estates and Facilities, Sport and Leisure, the Students' Union, Corporate Communications etc.), and 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 an initial assessment the Head of Compliance shall consult with the University Secretary and subsequently shall, 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 will be sent to the member of staff's Dean of College / Head of School or Head of Central Service Department, 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 shall 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 Central Service Department and the member of staff to ensure that all required elements of the associated risk assessment are completed and that their conduct does not, in any way, infringe the law and / or the requirements of this Policy.
- [b] Procedure for Bangor University Students' Union Clubs & Societies
- [i] A Bangor University Students' Union Club or Society, whose stated terms of reference requires members to store, have possession of, to carry and / or to use firearms, imitation firearms and / or offensive weapons (as defined by this Policy) shall inform the Clubs & Societies Development Manager of such purpose(s) at least three weeks before the first instance / activity where such articles will be in their possession, carried or used.
- [ii] The Bangor Students' Union *Application Form* (included as Appendix 2) should be utilised for all such activity. Once an appropriate risk assessment for the activity has been prepared and the Clubs & Societies Development Manager has endorsed the application it should be referred to the Head of Compliance who will deal with it as outlined in section 2[a]ii – 2[b]iv above.
- [iii] The Clubs & Societies Development Manager will be informed of the outcome of the application and a copy of the authorisation, where relevant will be supplied. The Campus Services Manager (Security) will also be informed for security purposes.
- [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 assessment are completed and that their conduct does not, in any way, infringe the law and / or the requirements of this Policy.

[c] Procedure for Students not affiliated to a Students Union Club or Society

The University would not usually grant authorisation for a student who is not affiliated to a Students Union Club or Society to store, have possession of, to carry and / or to use firearms, imitation firearms and / or offensive weapons (as defined by this Policy).

The University may, in exceptional circumstances, consider granting such authorisation but in order to do so the student must ensure that an appropriate member of University staff is willing to act as their sponsor e.g. a student who participates in sport as an individual could approach their Dean of College or the Sport & Recreation Director and work with them to submit an application under this Policy.

[d] Members of the public wishing to access University land

Members of the public who wish to gain access to University land, and who will have in their possession firearms, imitation firearms and / or offensive weapons (as defined by this Policy) must contact the Head of Compliance in the first instance prior to gaining such access, outlining the purpose for their request. The Head of Compliance will then follow the procedures as outlined in section 2[a]ii – 2[b]iv above.

4. Appeals

[a] The University may refuse to grant permission for a member of staff, a student club or society, individual students and / or members of the public to store, have possession of, to carry and / or to use firearms, imitation firearms and / or offensive weapons on University premises if it has good reason to believe that doing so would be contrary to the best interests of the University, its students or staff or are advised by the Police or other external agency that to do so would create a risk to public safety.

[b] In such cases the member of staff, student club or society, individual student and / or member of the public may appeal to the Vice Chancellor against this decision within 5 working days of being notified thereof. The Vice-Chancellor's decision shall be final but must be reported to the next meeting of the Compliance Task Group, in confidence.

[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 thereof. The Vice-Chancellor's decision on such matters shall be final.

5. Jurisdiction

This Policy is subject to English & Welsh law.

6. Implementation

This Policy shall come into effect from 6th June 2016.

7. Further Information

For any questions relating to the content or application of this Policy, please contact the Head of Compliance.

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 / Department:	
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 Central Service Department)	Authorised Signature:

For Planning & Governance Office

Date form received:	
Risk Assessment included:	YES / NO
Date referred to Head of Health and Safety Services	
Outcome of referral	

Details of discussions with other University departments	
Date referred to University Secretary	
Authorisation granted:	YES / NO
Conditions imposed (if any)	
Authorisation granted until (date)	
Date member of staff informed	

Copy to Dean of College / Head of school / Head of Central Service Department & date	YES / NO
Campus Services Manager (Security) informed & date	YES / NO

Appendix 2: Application – Bangor University Students’ Union Society

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:

Bangor University Club/Society Application – All members with items must seek approval

Club / Society:	
Your Name:	
Committee Position:	
University Email:	
Mobile Number:	

Item	Unique Identifier	Description	Purpose	Storage Location
<i>Eg Glock Pistol</i>	<i>S/n 6258451</i>	<i>Airsoft Pistol</i>	<i>Gameplay at regulated site</i>	<i>OTT Benllech</i>

Please describe the controls in place to ensure the safe transfer, storage and use of these items:	
Do you have a specific risk assessment/hazard control process in place for these items?	Yes / No
You should email this documentation to s.barnard@bangor.ac.uk in support of this application.	

Bangor Students’ Union Notes:	
Approved by Clubs and Societies Development Manager:	Yes / No
Forwarded to Planning and Governance Office:	Yes / No

For Planning & Governance Office

Date form received:	
Risk Assessment included:	YES / NO
Date referred to Head of Health and Safety Services	
Outcome of referral	
Details of discussions with other University departments	
Date referred to University Secretary	

Authorisation granted:	YES / NO
Conditions imposed (if any)	
Authorisation granted until (date)	
Date member of staff informed	
Copy to Dean of College / Head of school / Head of Central Service Department & date	YES / NO
Campus Services Manager (Security) informed & date	YES / NO