
Shotgun and Weapons Policy & Procedure

Managed by: Head of Security.

Date approved by VCEG:

Department/school/committee: Security

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Type of document: Policy & Procedure

Policy Statement

The Royal Agricultural University (RAU) has a duty to ensure a safe campus for all. RAU strictly controls the ownership, storage, and use on RAU property of shotguns, weapons or any devices that could result in serious injury or loss of life.

The RAU allows the storage of shotguns and rifles on its premises for sporting purposes only and only in strict compliance with the policy detailed below.

Students from EU and other countries are advised that an EU or other national shotgun certificate / licence alone is insufficient to bring a shotgun into the UK. Before bringing a shotgun into the UK students must contact Gloucestershire Police and apply for a Visitor's Permit

This policy is approved by Firearms.Licensing@gloucestershire.pnn.police.uk

| Version number | Purpose/change | Name and job title | Date (DD/MM/YYYY) |
|-----------------------|-----------------------------|---------------------------------------|--------------------------|
| 1 | New policy | Graham Barton, Director of Estates | 12.06.2004 |
| 2 | Revision | Graham Barton, Director of Estates | 18.06.2009 |
| 3 | Revised | Graham Barton, Director of Estates | 14.11.2012 |
| 4. | Minor amendments | Graham Barton, Director of Estates | 14.08.2013 |
| 5. | Revised | Graham Barton, Director of Estates | 07.11.2013 |
| 6. | Revised | Graham Barton, Director of Estates | 02.02.2014 |
| 7. | Additions re EU legislation | Graham Barton, Director of Estates | 15.06.2015 |
| 8. | Minor amendments | Graham Barton, Director of Estates | 19.09.16 |
| 9. | Revised | Steve Martin, Head of Security | 18.06.2018 |
| 10. | VCEG Review | VCEG - VC | 10.09.2018 |

1. Introduction

- 1.1 The University as responsible authority will manage the safe storage and use of shotguns in a fully accountable manner. This means RAU will only enable the storage and use of shotguns on University property strictly under the following approved conditions and rules.
- 1.2 Correspondingly, responsibilities are placed upon students owning shotguns and any dereliction of duty in this regard may result in the loss of privilege and consent for the continued storage and use of shotguns for all students.
- 1.3 To encourage legitimate and responsible use a storage service is provided free of charge to all registered students and official Student Union guns.
- 1.4 Anyone found storing or using a shotgun not compliant with these conditions and rules will be viewed as acting in gross misconduct and will face formal disciplinary action. The University will also be obligated to report any misuse to the relevant issuing Licence Authority.
- 1.5 The discharge of a shotgun anywhere on campus, other than for approved formal events, is strictly prohibited at all times.
- 1.6 Unauthorised discharge of any firework or explosive device on campus is deemed to be an act of gross misconduct and subject to formal disciplinary procedures.

2. Applying to Store your Shotgun at the University.

- 2.1 All applications will be made online as part of the student self-registration process. All applications will be considered but priority will be given in the first instance to the following applicants:
- 2.2 Students living on Campus
Members of the RAU Shooting Club
Student Union Guns
- 2.3 All other applicants will be randomly selected, ensuring fairness and transparency, until the capacity of 70 shotguns is reached.
- 2.4 If your application is successful, you will be contacted with further instructions.
- 2.5 Should your application be unsuccessful you will be advised an available alternative for storage.

(Students must not presume space will be available at the University or assume consent when making a shotgun certificate application or gun purchase.)

3. RAU Management of Shotguns and Weapons

- 3.1 The Head of Security is the RAU's primary authority on shotgun matters. He may delegate day-to-day supervision of the shotgun and weapons policy to other suitably qualified staff within the University.
- 3.2 Lodge and Security Staff only take possession of shotguns in their transition to the gun safe and only when the shotgun is in a suitable case, demonstrably safe and fitted with a trigger lock. All staff with duties that involve the handling of guns will receive appropriate training.
- 3.3 Shotgun removal and return times from the gun safe are as follows:
 - **Monday / Tuesday / Thursday / Friday** **1000hrs – 1100hrs & 1500hrs – 1600hrs**
 - **Wednesday (sports day)** **1030hrs – 1130hrs & 1230hrs – 1400hrs**
 - **Weekends** **see conditions below**
- 3.4 Shotguns may be also returned to the Porters Lodge shotgun lockers during Lodge opening hours.

- **Monday - Friday** **0800hrs – 2000hrs**
- **Weekends** **see conditions below**

N.B. It is not always possible to manage the collection of shotguns on a weekend. Any student wishing to collect their shotgun on a weekend should contact BOTH the following staff members to enquire whether or not the University can accommodate the request. Students should submit their request giving at least 72 hrs notice. Please be advised however, that collection is still not guaranteed.

Chris.Davis@rau.ac.uk<mailto:Chris.Davis@rau.ac.uk>

Hannah.Mathison@rau.ac.uk<mailto:Hannah.Mathison@rau.ac.uk>

- 3.5 A delegated member of the University will be available for the collection and return of shotguns at the published times in order to track gun movement and to monitor safety rule adherence. Students may request shotgun access at other times, but this may not always be possible and may involve a wait until a member of qualified staff can be made available.
- 3.6 **Should the RAU Shooting Club wish to collect a bulk of shotguns on a specific day then they must give 48hrs advance notice of this request.**

4. Logging and Tracking Procedure

- 4.1 The principle objective of logging and tracking is that shotguns will be securely stored within the University gun safe unless in use and that shotguns will only be removed from the safe for the minimum practical period of time.
- 4.2 Whenever you remove your shotgun from the University gun safe, the booking / logging procedure must be adhered to at all times.
- 4.3 The University will have a record of the relevant shotgun licence information via the 'Application for a Shotgun Permit' form. This data will be used as part of the logging and tracking procedure.
- 4.4 When booking a shotgun out, you will be expected to make a clear declaration regarding the proposed use of the gun and the proposed return time and date.
- 4.5 The legal and legitimate storage arrangements away from the gun safe will be the strict responsibility of the shotgun owner.
- 4.6 Shotguns may be returned to the Porters Lodge only when the shotgun is empty, in a suitable case and fitted with a trigger lock.

- 4.7 Use of the Lodge gun lockers is limited to available space on a first come first served basis.
- 4.8 Routine use of the Lodge gun lockers is not permissible on a regular basis. The aim must be to return the gun to the gun safe.

5. Conditions of Shotgun Use at RAU

- 5.1 All shotguns must be licenced and registered.
- 5.2 The shotgun must be the property of the student and registered on their shotgun licence.
- 5.3 Shotgun use and ownership must be in strict compliance with UK law.
- 5.4 Students must complete an application form for an RAU Shotgun Permit as part of their on-line self-registration
- 5.5 A mandatory condition of shotgun storage at the University is a signed declaration to abide at all times by the rules and conditions of the University Shotgun and Weapons Policy.
- 5.6 In compliance with, and in addition to shotgun licence terms and conditions, the University requires full disclosure, in confidence, of any temporary or continuing medical/cognitive condition when a student or staff member is storing or using a shotgun whilst at the University. Permission to use a gun may be withheld in the light of this information.
- 5.7 To comply with UK law and the RAU's police-approved Shotgun and Weapons Policy & Procedure, the student's shotgun will be registered to the University and will be loaned back under what is known as 'The 72 hr rule'.
- 5.8 The shotgun is removed from the University gun safe and returned in an agreed formalised manner at an agreed formalised time.
- 5.9 Whilst out of University storage, responsibility for the management and secure storage of the shotgun reverts to the student.
- 5.10 Students will only be entitled to store up to a maximum of 250 cartridges each.
- 5.11 All shotguns must be removed from the University at the end of the academic year.

6. Rules of Shotgun Use at RAU

Any breach of the following rules will be viewed as an act of gross misconduct under the University disciplinary rules.

Storage

- 6.1. Any Shotgun brought onto campus must be unarmed, unloaded, in a safe condition and fitted with a trigger lock to prevent unauthorised use.
- 6.2 Guns will not be accepted unless fitted with a trigger lock.
- 6.3 Trigger locks will be available for purchase at the University. The student will have sole access to the trigger lock key.
- 6.4 Guns and ammunition are expressly prohibited from being stored in bedrooms at anytime
- 6.5 Guns and ammunition may only be kept in vehicles, for the minimum practical duration, for transportation to and from use.
- 6.6 Guns must never be left on view in an unattended vehicle.

Access

- 6.7 Access to guns and the gun safe will only be permitted at the advertised times. (See above page 4)
- 6.8 Access to the Porters Lodge gun lockers will only be by authorised staff and only during Lodge opening times.
- 6.9 The responsibility for getting the gun to either approved store in the available access times rests solely with the student. No exceptions will be made or allowed.
- 6.10 Failure to return a shotgun during the prescribed times will be considered a violation of these terms and conditions and consent to store a shotgun may be revoked.
- 6.11 Students must provide relevant and accurate information for the gun tracking procedure whenever removing a gun from the gun safe.
- 6.12 Any change in plan regarding the tracking and return of a gun must be communicated to the Porters Lodge immediately.
- 6.13 Failure to comply with any of the above rules or breach of tracking and return arrangements may result in the loss of shotgun storage privilege at the University.
- 6.14 The University has a duty of care to report to the Police any non-compliance with this policy or inappropriate behaviour in relation to shotgun use and ownership.

Insurance

- 6.15 Students who are/wish to become members of the RAU Shooting Club or those wishing to store their shotguns at the University must produce a valid public liability insurance certificate recommended to include;

£10m liability Insurance (public, employer and product)

£250,000 legal expenses

£50,000 personal accident

Failure to provide a valid certificate of insurance will result in refusal of any application for shotgun storage and/or membership of the RAU Shooting Club.

7. Definition of 'Acceptable' Shotguns/Rifles

These are defined as:

An un-modified long-barreled shotgun, smooth bore, single or double-barreled, manual loading, with no magazine and incapable of holding more than two cartridges, gauged between .410 & 12 gauge.

The University expressly prohibits any other weapons on campus.

8. Definition of 'Unacceptable' Weapons

The University expressly prohibits the ownership, possession or storage of anything that would be defined by the Crown Prosecution Service as an offensive weapon.

- e.g. Knives Blades and Pointed Articles
Crossbows/bows
Spear guns
Spears
Knives (sports/hunting/pocket) or blade in excess of 1" (25mm) length
Martial arts type throwing 'objects' (nunchuks etc.)
Catapults
Any article made or adapted or intended to cause injury
Any offensive weapon as described by the Prevention of Crime Act 1953, i.e. knuckledusters, flick-knives, butterfly knives, sword-sticks, truncheons, daggers and bayonets.
Automatic, semi-automatic bolt action shotguns
Shortened barrel shotguns
Firearms rifles or pistols
Air rifles or air pistols
'BB' guns or pistols

Starting pistols

Imitation guns capable of discharging a blank explosive cap or charge

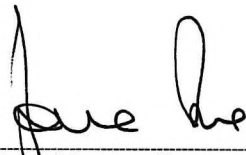
Any device capable of firing / projecting an object more than 1 metre

Any device capable of explosive discharge

Any flammable gas explosive or compressed air device.

(This is not an exhaustive list of unacceptable weapons)

Signed:



Vice-Chancellor

Date:

11. Sep 2018

MM/YYYY

