



BUCKINGHAMSHIRE
NEW UNIVERSITY

EST. 1891



Weapons and Firearms on Campus (Staff and Students)

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Approved by: **N/A**
Version No. **1.0**
Owner: **Estates / Security**

Date first published: **Jul-2018**
Date updated: **Jul-2018**
Review Date: **Jul-2024**

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Introduction

- 1 Buckinghamshire New University ('the University') aims to ensure the highest possible levels of safety and security in all its activities and across all sites.
- 2 Accordingly, no person(s), whilst on property owned by or controlled by the University, shall store or carry or otherwise have possession of any weapon or firearm.
- 3 For the purpose of these guidelines a weapon is defined as any article made or adapted for use for killing or causing injury to a person, or intended by then for such use by themselves or another person. This definition includes any article which is a concealed knife or concealed weapon and any article designed to look like a weapon.
- 4 For the purpose of these guidelines a firearm is defined as in the Firearms Act 1968 (as amended) and includes imitation firearms, replica and antique firearms, air guns, air pistols, air rifles and 'BB' guns.
- 5 Examples of weapons include but are not limited to explosives including fireworks and pyrotechnic devices, pellet guns, 'airsoft' guns, crossbows, long bows, swords, martial arts weapons, articles which are sharply pointed or have a blade (other than a folding pocket knife with a blade less than 3 inches in length), hunting or fishing knives, 'zombie knives' and knuckle-dusters.
- 6 Corrosive liquids such as acid and cleaning fluids may be interpreted as weapons under this guidance if carried and used to cause personal injury or harm.

Exceptions

- 7 Police officers carrying police issue weapons or other exempted persons carrying issued weapons in the course or performance of their duty.
- 8 Tools used for work or educational purposes, including utility knives used for a lawful purpose that are not brandished or worn in such a way as to cause concern or alarm.
- 9 Exceptions will be considered in relation to ceremonial knives carried or used for religious purposes.
- 10 Exceptions to these guidelines may be granted for a Buckinghamshire New University sanctioned event or activity such as theatrical productions or filming as part of educational activity. All such exceptions for such events or activities must be subject of an appropriate written risk assessment and require written approval signed by:
 - Appropriate Head of School **and**
 - Director of Estates **and**
 - Health and Safety Manager **and**
 - Security Manager
- 11 Weapons that are capable of firing projectiles ('live' weapons/firearms) are expressly prohibited from being brought onto University property under any circumstances.
- 12 The written approval will include a detailed list of what weapons are approved and for what purposes, who will be using them, how long they will be on University property and the provisions made for safe storage of the weapons when not in use. The Security Manager will resolve any security concerns directly with the appropriate Head of School in advance of any event taking place.

- 13 Campus Security will be responsible for informing the relevant University staff and, if appropriate, the local police force about any sanctioned activities taking place on campus involving weapons/replica or imitation weapons.
- 14 In every case, the following must be adhered to:
 - Any weapon must be stored with Security in the Control Room at all times other than when being used for sanctioned and approved activity
 - No weapon is to be handled by students or staff whilst on University property other than when being used for sanctioned and approved activity
 - Weapons should be brought on to and taken off University property in a safe and secure manner. Firearms must be secured in cases or covered and not left unattended at any time and managed as detailed in the associated risk assessment
 - Weapons must be covered and kept secure at all times other than when being used for sanctioned and approved activity as detailed in the associated risk assessment
 - Any misuse of a weapon could result in the arrest of the person/s responsible and possible criminal charges being brought against them.

Unauthorised weapons on campus

- 15 University Security will seize any unauthorised weapon/s found on University property for which there is not written authorisation (as in point 6 above). The weapon/s will only be returned to the owner / user once either authorisation has been received or the owner has arranged to have the weapon/s stored appropriately and permanently off campus and out of any University owned or controlled property.
- 16 In the absence of such authorisation being received, or the owner / user failing to make appropriate arrangements for the safe return of the article, it may be handed to the local police service.
- 17 All firearms or imitation firearms which have not been authorised to be on University owned or controlled property will be immediately surrendered to the local police service.
- 18 In addition, the following will apply:-
 - Using any object, article, substance or liquid in an offensive or dangerous manner or in a manner which is likely to frighten others is also strictly prohibited
 - The University may inform the local police service of the details of any person who is or has been in possession of any offensive and / or dangerous weapon found on any University owned or controlled property.
- 19 Members of University staff who are or who have been found to be in possession of unauthorised weapons and / or firearms on campus or any University owned or controlled property may be subject to disciplinary action with sanctions up to and including dismissal for gross misconduct.
- 20 Students who are or who have been found to be in possession of unauthorised weapons and / or firearms on campus or any University owned or controlled property

will be subject to disciplinary action. Any instances of potential misconduct will be investigated in line with the University's *Student Disciplinary* and, if applicable, with *Fitness to Practice Procedures*.

- 21 In the case of prohibited or non-registered firearms and other illegal weapons, the individual may also be subject to criminal prosecution.

Student Accommodation owned and / or controlled by the University

- 22 No weapons at all are permitted to be stored in any University student residence accommodation as stated in the Accommodation Licence Terms and Conditions which states, 'You are not permitted to be in possession of any weapon in your room or any part of the Halls of Residence (this includes but is not limited to knives, firearms, swords, airguns, pistols, BB guns, and bow and arrows).
- 23 Using any object, article, substance or liquid in an offensive or dangerous manner or in a manner which is likely to frighten others is strictly prohibited within any student accommodation and communal areas.
- 24 If the University discovers that a student has broken this regulation, it will jeopardise their accommodation.
- 25 The University may inform the local police service if an offensive and / or dangerous weapon is found within any student accommodation and / or areas surrounding them.

Further information

- 26 All University formal documents relate to the policies, strategies, procedures and regulations of the University having been approved by the appropriate formally recognised and constituted body. All University employees and students are required to adhere to the formal processes, procedures and regulations of the University.
- 27 This document should not be read in isolation as other University processes / formal documents could be relevant. A full listing of all formal documents is available on the University's website. Any interpretation of this formal document will be at the final discretion of the Vice Chancellor.
- 28 The names of committees and titles of posts may change from time to time. This shall not invalidate the powers of the equivalent successor committees or post holders.