
Shotguns and Weapons Policy & Procedure

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Approved by SMG: No

Department/school/committee:
Estates and Facilities Department

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(delete as appropriate).

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Policy Statement

The Royal Agricultural University (RAU) has a duty of care to ensure a safe and friendly campus for all and as such strictly controls the ownership, possession, and potential use on our property of weapons or any device that if misused could result in serious injury or loss of life.

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

Students from the EU are advised that an EU shotgun certificate / licence alone is insufficient to bring a shotgun into the UK.

Before bringing a shotgun into the UK you are advised to contact Gloucestershire Police and apply for a temporary Shotgun Certificate.

<http://www.gloucestershire.police.uk/Firearms%20Licensing/item9203.html>

Version Control

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

Definition of “Acceptable” Shotguns / Guns

These are defined as:

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

The University expressly prohibits on campus any other Shotguns or Guns

ie, 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 meter
Any device capable of discharging
Any flammable gas explosion or compressed air device.
(This list is not explicit or limited)

Possession or ownership of Weapons

Definition of 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.

EG: Knives Blades and Pointed Articles
Crossbows/bows
Spear gun
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 for use for causing injury to a person
Any offensive weapon as described by the Prevention of Crime Act 1953, ie knuckledusters, flick-knives, butterfly knives, sword-sticks, truncheons, daggers and bayonets.

(This list is not explicit or limited)

Unauthorised discharge of any firework or explosive devices on campus is deemed to be an act of Gross Misconduct and subject to formal disciplinary procedures and / or a fixed penalty fine of £100.

Introduction:

The University as the responsible authority will manage the safe storage and use of Shotguns in a responsible, authoritative and accountable manner.

As a consequence we will only enable the storage and use of Shotguns on University property strictly under the following approved conditions and rules.

Any dereliction of duty in this regard may result in the loss of privilege / consent for the continued storage and use of Shotguns for all students.

To encourage legitimate and responsible storage, this service is free of charge to all students.

This storage of guns is only available for registered students and official Student Union guns

Anyone found storing or using a shotgun not compliant with these conditions and rules will be viewed as acting in "Gross Misconduct" and face formal disciplinary action under the University code of conduct as well as receiving a fixed penalty fine of £100 per incident. The University will also be obligated to report any misuse to the relevant issuing Licence Authority.

The discharge of a Shotgun anywhere on campus, other than for approved formal events, is strictly prohibited at all times.

Conditions:

- 1.1 All Shotguns must be licenced and registered in a legal and appropriate manner.
The shotgun must be property of the student and registered on their shotgun certificate.
Shotgun use and ownership must be within strict compliance with UK law.
- 1.2 Students must complete an application form for a Shotgun Permit as part of your on line self registration.
- 1.3 A mandatory condition of Shotgun storage at University is a signed declaration to agree to abide by the rules and conditions of the University Gun Policy at all times.

- 1.4 In compliance with and in addition to Shotgun licence terms and conditions, the University requires full disclosure from anyone wishing to store or use a Shotgun, to provide any temporary or continuing medical / cognitive condition that we may consider germane to any consent given.
- 1.5 This information will be treated with due confidentiality and respect, but may result in access to a Shotgun being restricted or prohibited for the duration of the issue.
- 1.6 To comply with the Law and our Police Authority approved Shotgun and Weapons Policy and Procedure, your shotgun will be registered to the University and will be loaned back to the student under what is known as “The 24hr rule”.
- 1.7 The shotgun is removed from the University gun safe store and returned in an agreed formalised manner at an agreed formalised time.
- 1.8 While out of University storage, responsibility for management, safe and secure storage of the shotgun, reverts to the student.

Due to space limitations the allocation of gun storage is on a first come first served basis. *(Students must not presume space will be available at University or assume consent when making a shotgun certificate application or gun purchase.)*

Due to space limitations students will only be entitled to store one Shotgun. *(Applications for additional guns will be considered after the start of November and capacity is clarified. However in any event storage will be limited to a maximum of three guns)*

- 1.9 Students will only be entitled to store up to a maximum of 250 cartridges each.
- 1.10 All Shotguns must be removed from the University at the end of the academic year.

Rules

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

Storage

- 2.1 Any Shotgun brought onto campus must be unarmed / unloaded and in a safe condition and fitted with a trigger lock to prevent unauthorised use.

- 2.2 Guns will not be accepted unless fitted with a trigger lock.
- 2.3 Trigger locks will be available for purchase at the University. The student will have sole access to the trigger lock key.
- 2.4 Guns and ammunition are expressly prohibited from being stored in bedrooms at anytime
- 2.5 Guns and ammunition may only be kept in vehicles for the minimum practical duration, for transportation to and from use.
- 2.6 Guns must never be left on view in an unattended vehicle.

Access

- 3.1 Access to guns and the gun safe will only be permitted at the advertised times. (See below)
- 3.2 Access to the Porters Lodge gun lockers will only be by authorised staff and only during Lodge Opening Times.
- 3.3 The responsibility of getting the gun to either approved store in the available access times rests solely with the student. No exceptions will be made or allowed.
- 3.4 Failure to consistently return a shotgun during the prescribed times will be considered a violation of these terms and conditions and your consent to store a shotgun may be revoked.
- 3.5 Students must provide relevant and accurate information for the gun tracking procedure whenever removing a gun from the gun safe.
- 3.6 Any change in plan regarding the tracking and return of a gun must be communicated to the Porters Lodge immediately.
- 3.7 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 University.
- 3.8 The University has a duty of care to report non-compliance with this policy or inappropriate behaviour in relation to shotgun use and ownership to the Police.

Logging Procedure and Tracking

- 4.1 The principle objective is that Shotguns will be securely stored within the University gun safe unless in use and that guns 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 store, the booking / logging procedure must be adhered to at all times.
- 4.3 The University will have record of relevant gun / 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 gun 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 Gun owner.
 - 4.6 The gun must be demonstrated empty and trigger lock fitted before the Lodge staff can receive the gun back into storage.
 - 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.

Management of Guns

The Director of Estates is the University (Gun Officer) Senior Authority on Shotgun matters. He may delegate the day-to-day supervision of the Guns policy to other suitably qualified staff within the Estates & Facilities Department.

Lodge and Security Staff may only take possession of Shotguns in their transition to the gun safes 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.

Access times and availability are deemed sufficient to enable reasonable access as well as responsible practical return access. These times will be clearly displayed.

Gun Collection and Return Access Times

- **Monday / Tuesday / Thursday / Friday** **1000hrs – 1100hrs & 1500hrs – 1600hrs**
- **Wednesday (sports day)** **1030hrs – 1130hrs & 1230hrs – 1400hrs**
- **Weekends** **0930hrs – 1030hrs**

Gun Return Times

Preferably during the same hours as advertised for collection to enable the

maximum amount of guns to be returned to the Gun Room

However Guns may be also returned to the Porters Lodge during Lodge opening hours

- **Monday - Friday** **0800hrs – 2000hrs**
- **Weekends** **0900hrs – 2000hrs**

A delegated member of the Estates & Facilities Team will available for the collection and return of Shotguns at the published times to actively book in or out the guns to track movement and monitor safe arrangements. Students may request 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.

Shotguns may be returned to the Porters Lodge only when the Shotgun is demonstrably safe in a suitable case and fitted with a trigger lock

Bulk collection for specified shooting events such as National Shooting Championships Bulk collection of firearms by individuals will only be available by prior arrangement having the appropriate authority and by giving suitable advance 48 hour notice.

Insurance

The University does not provide insurance cover to protect against any potential loss through damage or theft of Shotguns stored in the University Gun safes.

Students are advised to arrange for their own insurance cover.

Signed

Signed: Date: MM/YYYY
Vice Chancellor

Signed: Date: MM/YYYY
Governor