



Regionally Focused – Globally Engaged

Firearms Procedure

September 2021

History of Changes

Version	Description of Change	Authored by	Date
1.1	Dates changed where appropriate	K Drum	30/06/16
1.2	Review of procedure to ensure compliance. Scottish Borders College no longer store any firearms on any College premises. The College no longer own any firearms except one which was bequeathed (Howa 243 Rifle – B288799). Fire arms licences now on file.	K Fitzgerald	23/09/2021

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Purpose

This procedure is designed to ensure that firearm/shotgun users within Borders College are competent in the safe handling and operation of firearms/shotguns. That the firearms/shotguns are used and held in accordance with current legislation and as per conditions of Firearm/Shotgun Certificates from authorising police force (Police Scotland).

Procedure

A register must be kept of staff who, as a requirement of their course, are required to use firearms / shotguns, including copies of current licences.

Licence register will be updated and licence renewal dates checked to ensure latest copies held on file for all relevant personnel.

It is the responsibility of all firearm / shotgun certificate holders to ensure that all firearms / shotguns are stored within a properly constructed gun safe in accordance with conditions of firearm / shotgun certificates.

Persons holding the appropriate certification will only hold firearms / shotguns.

Responsibilities of Staff

The staff member holding correct certification will be at all times responsible for that firearm / shotgun. These responsibilities include the following:

- All firearms / shotguns and ammunition are stored separately, and not on College premises. They are not stored in the same cabinet unless cabinet has separate lockable area for ammunition. The firearm cabinet must be of steel construction, not easily penetrated, lockable and properly constructed meeting current Police Scotland requirements.
- Ensure all stoppages and breakages are correctly repaired by an authorised gunsmith.
- No person shall be in the possession of Firearm / shotgun while under the influence of alcohol or drugs.
- When not in use the firearms / shotguns must be placed in an approved secure locked cabinet.
- No firearm / shotgun with a live round in the breech is to be stored or transported in a vehicle.
- Under conditions when a round is in the breech all care must be taken to prevent accidental discharge.
- No firearm / shotgun, whether loaded or otherwise is to be pointed in the direction of any other person. The muzzle must always face in a safe direction.
- The user of a firearm /shotgun must pay due regard to the required target and backstop areas.

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- If unavoidable, unattended vehicles must be locked if a firearm / shotgun is left inside. The firearm / shotgun must be out of sight of the public. It is recommended the firearm / shotgun is made as safe as possible in this situation by either removing the bolt (rifle) or fore end (shotgun).

Personal Protective Equipment

Ear muffs and eye protection must be used by those using firearm / shotguns in the field or clay pigeon shooting range.

Equality Impact Assessment

(Rapid impact assessment tool)

What Impacts may there be from this proposal on any group’s ability to use the College services?

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Positive Impacts (Groups affected)	Negative Impacts (Groups affected)
Having the procedure in place ensures that the College complies with its responsibilities under Health and safety legislation	None identified
Actions taken to alleviate any negative Impacts:	
Recommendations:	

From the outcome of the rapid equality impact assessment, have negative impacts been identified for any protected characteristic or any other potentially disadvantaged group?

Has a full Equality Impact Assessment been recommended?

- Yes
- No

Reason for recommendation:

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Status: Approved by Health and Safety Committee
September 2021
Procedure Name: Firearms Procedure
Author: Health and Safety Manager
Review Date: September 2025
Revision: 1.2
Equality Impact Assessed: No