



Firearms Procedure

**November 2024 interim review &
update June 2025**

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
2.0	Review of procedure. Firearms licence checked and expiry date added to Procedure	K Fitzgerald	12/11/2024
2.01	Licence renewal checked. New Licence expiry July 2030. Firearm's & Shotgun licence in place	K Fitzgerald	03/06/2025
2.02	Health & Safety Committee updated to Health, Safety and Safeguarding Committee.	K Fitzgerald	03/06/2025

1 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). (Licence expires 30/06/2025)

2 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.

3 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.
- 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).

4 Personal Protective Equipment

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

Status: Approved by Health, Safety & Safeguarding Committee

Policy Dated: November 2024 (Interim Audit May 2025)

Author: Health & Safety Manager

Review Date: November 2027. Interim review 30/6/25 to check licence in place

Equality Impact Assessed: Yes