



UNIVERSITY OF
PORTSMOUTH

USE OF WEAPONS AND FIREARMS

Health Safety and Wellbeing Guidance

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Introduction

Weapons of any kind are not permitted on University owned/controlled property. However, there are certain circumstances where they may be required such as filming, theatre production, sports, simulation or research purposes. Under these circumstances, the following procedure should be followed in order to ensure the safety of all involved and in order to comply with the law.

Anyone participating in work involving firearms must comply with [The Firearms Act 1968](#). Section 37 of this act states that it is an offence to carry a firearm in a public place including the use of an imitation firearm, however it is permissible under section 12 for a person to have a firearm in their possession for the purpose of a film or theatre production (including rehearsal). Section 11 states that a person is allowed a firearm for sporting purposes only and section 57A states the exception for airsoft guns.

Anyone with concerns regarding use of weapons or firearms that appears to be illegal or of a suspicious nature should contact Campus Security on ext. 3333 immediately.

Weapons and Firearms Procedure

Filming, Simulation & Research

Before any work begins, [a risk assessment](#) must be completed in partnership with your tutor / line manager / principle investigator / Technician Teams (dependant on Faculty) and signed off by the appropriate risk assessment team. It is important that all members of the filming or simulation team have been made aware of the risk assessment and know their responsibilities. The risk assessment will also need to be [shared with WAFAG](#) if the filming, simulation or research falls into the categories that means a submission must be made, and also with [Portsmouth City Council](#) if filming is taking place outside of university owned property or grounds. If any research or simulation activity is done in a public area where public may have cause for concern, contacting the local police liaison officer should be considered to prevent any unnecessary concern.

If you are choosing to film outside of university owned property or grounds, you must comply with the local authority filming regulations. Many authorities will implement a charge to film and permission must be

obtained from the local authority before any filming commences. Portsmouth City Council has waived fees for University of Portsmouth students to film within their remit and it is recommended to undertake the activity within either University own grounds or property or within Portsmouth City Council where possible. If this is not possible, a thorough discussion must be made with your tutor or Technician as to the reasons why and ensure that it is fully covered within your risk assessment.

Sports

Before any sporting activity involving weapons or firearms (imitation or real) is undertaken, [a risk assessment](#) must be completed in partnership with either the Sport & Rec team or UPSU and Health Safety & Compliance team.

Any weapons or firearms that are required for sports teams must be maintained by suitable and competent persons and ensure that any unauthorised access is prohibited at all times. In regards to transporting equipment from locations whether for practice or for competitions, you must ensure that all equipment is kept in suitable packaging so that the general shape of the weapon can not be deduced and the equipment is kept in a state that will prevent any accidental activation. It is an offence to brandish a weapon or replica firearm in a public place or leave it in a place where it may be seen by the public. If you are transporting the equipment, it is recommended that you also carry contact details for the competition (or equivalent) to verify to the police if required.

It is crucial that all teams comply with the relevant national governing body (or similar) requirements for the sport they are participating in and that all members are fully compliant with any legal requirements or recommendations for all aspects of their sport and where possible, participants are to become members to ensure insurance is in place.

Transport and Storage

Transport of any weapons used in relation to university business and stored on university property must be conducted in accordance with the following criteria:

- Weapons and ammunition must be transported in a suitable, secure case. Consider the potential alarm that could be caused to others should the weapon or ammunition become visible in a public place;
- The weapon and any ammunition should be stored on site in a suitable locked and secure storage cabinet; if the weapon is a viable firearm then the storage cabinet must comply with Firearms

Legislation and be bolted to the floor and wall;

- A responsible person is nominated to be in control of the storage of all weapons and ammunition;
- All weapons and ammunition are to be signed in and out of storage facility if University owned;
- A procedure to notify the responsible person for any lost or unaccounted for weapons and ammunition.

This information should be included in the risk assessment and ensure all those who are involved in the filming process are made aware.

Equipment Procurement

The course you are on will determine where you are able to obtain equipment for your project. Some is stored in buildings with access granted via staff and at other times the relevant equipment will need to be purchased. Any equipment that has been purchased must bear a British or European standards mark or come with some other guarantee of fitness for purpose. If any purchased equipment is found to not carry this mark, the project must be stopped immediately until a suitable replacement is sourced.

Under no circumstances should live firing weapons or live ammunition be brought onto University property or grounds or be used for any filming, photography or simulation purposes. Any requests for this will be rejected immediately and if it has been made apparent during filming or simulation that live weapons or ammunition has been utilised, police will be notified immediately and all necessary University procedures will be followed.

Weapons and Firearms Group (WAFAG)

This group monitors the content for all requests for use of real or imitation weapons and firearms when used for filming or photography purposes outside of university owned property or grounds, for all research purposes / simulation or if any real weapon is used either within university ground or externally. The form can be [accessed here](#) and comprises of:

- The University Insurance Officer
- University Police Liaison Officer
- Health Safety and Compliance

Security is to be notified by Health Safety and Compliance if the filming or simulation is taking place on university property or grounds but not in a studio or other enclosed space in case of any concerns from staff or students.

If the filming takes place inside a studio or other enclosed space, and uses only imitation weapons or firearms then a WAFAG form does not need to be submitted, but tutors, Technician Team and / or supervisors must be made aware to ensure there are no concerns and it complies with the generic filming / simulation risk assessment if applicable. If needed, an [additional risk assessment](#) should be completed for the film or simulation and communicated with anyone involved in the filming process. If there is not a current generic filming / simulation risk assessment in place, please speak to your course tutor and ensure a suitable risk assessment is in place for the filming or photography event.

Definitions (taken from CPS)

Offensive Weapon:

Any article made or adapted for use for causing injury to the person or intended by the person having it with him for such use by him or some other person. It can be split into 3 categories:

- Offensive per se i.e. those items made for the use of causing injury to the person. Examples are a truncheon, a rick flail, a butterfly knife;
- Adapted for use. Examples are a bottle deliberately broken;
- Intended by the person having it with him for use for causing injury to the person. This includes defensively as well as offensively.

Firearms

According to the Firearms Act 1968, section 57(1) defines a firearm as any of the following:

- A lethal barrelled weapon, as defined under section 57(1B);
- A prohibited weapon, as defined under section 5;
- A relevant component part in relation to a lethal barrelled weapon or a prohibited weapon, as defined in section 57(1D);

- An accessory to a lethal barrelled weapon or a prohibited weapon where the accessory is designed or adapted to diminish the noise or flash caused by firing the weapon.

Shot Guns

A shot gun is defined as a smooth-bore gun (not being an air gun) which:

- Has a barrel not less than 24 inches in length;
- Does not have any barrel with a bore exceeding 2 inches in diameter;
- Either has no magazine or a non-detachable magazine incapable of holding more than two cartridges;
- Is not a revolver.

Air Weapons

An air weapon is “an air rifle, air gun or air pistol which does not fall within section 5(1)(a) and which is not of a type declared by rules to be especially dangerous. This will include paintball guns. Any weapon which uses, or is designed to or adapted for use with a self-contained gas cartridge system is a prohibited weapon. A self-contained gas cartridge system is one in which pressurised propellant gas is stored in a cartridge which also contains the missile. Many air weapons are powered by internal reservoirs of compressed gas, or carbon dioxide canisters; these are not self-contained gas cartridge systems.

Imitation Firearms

An imitation firearm is anything which has the appearance of being a firearm, whether or not it is capable of discharging any shot, bullet or other missile.

Realistic Imitation Firearms

A realistic imitation firearm means an imitation firearm which has an appearance that is so realistic as to make it indistinguishable, for all practical purposes, from a real firearm and is neither a de-activated firearm nor an antique.

Deactivated Weapons

Any firearm which is deactivated ceases to be a firearm. De-activated firearms are expressly excluded from the definition of realistic imitation firearms; however, they may still constitute imitation firearms.

Further information

[FILMING IN PORTSMOUTH](#)

[HSE GUIDANCE](#)

[NPCC VIDEO](#)

[CROWN PROSECUTION SERVICE](#)

[INFORMATION AND GUIDANCE ON FIREARMS AND IMITATION FIREARMS FROM THE CROWN PROSECUTION SERVICE](#)

[BBC](#)

[VIOLENT CRIME REDUCTION ACT 2006 – SECTION 2 WEAPONS ETC](#)

[UNITED KINGDOM AIRSOFT PLAYERS UNION](#)