

Controlled Document – refer to Intranet for latest version

Category: General Administration	Date Created: January 2017
Responsibility: Director Facilities Management	Date Last Reviewed:
Approval: Chief Financial Officer	Version: 17.1

Purpose

The purpose of this Policy is to control the carrying of Weapons, Offensive Weapons, Knife(s) or Disabling Substances and the carrying or discharge of Firearms on UCOL premises or on UCOL activities irrespective of where those activities are.

Scope

Institutional wide within New Zealand.

Responsibility

All staff and all students within New Zealand.

Policy Statements

1. The possession or carrying of Weapons, Offensive Weapons, Knife(s) or Disabling Substances on UCOL premises or on UCOL activities, irrespective of where those activities are, is strictly forbidden, other than:
 - a) any Knife(s) or other item which in UCOL's sole discretion is:
 - i) reasonably required for use in UCOL studies or on UCOL activities; and
 - ii) intended by the person having it with him or her for such use;
 - b) a ceremonial religious or cultural Weapon (for example, a kirpan – ceremonial dagger) carried by a student or staff member who:
 - i) is a member of a recognised religion or recognised cultural group (for example, a baptised member of the Sikh religion (Amritdhari Sikh); and
 - ii) has been given prior written authority by UCOL which authority has not been revoked; and
 - iii) is complying with the terms of that authority.
 - c) in respect of Offensive Weapons where the person with the Offensive Weapon establishes to UCOL's satisfaction that he or she did not intend to use the Offensive Weapon for bodily injury or for the threat or fear of violence or to damage UCOL structures, or systems.
2. The possession, carrying or discharge of any Firearm on any UCOL premises or on any UCOL activity, irrespective of where those activities are, is strictly forbidden.

Breach of Policy

1. Any staff member suspected of breaching this Policy will be dealt with in accordance with the Conduct Expected of Employees Policy, their employment agreement and the Disciplinary Procedure.
2. Any student suspected of breaching this Policy will, at UCOL's option be dealt with in accordance with the Student Disciplinary Statute or as permitted under the Education Act 1989.

3. All staff members should follow the Criminal Reporting Policy if any Firearms, Offensive Weapons, Knife(s) or Disabling Substances are observed on any UCOL campus or during any UCOL activity unless they are satisfied that the possession of such item(s) complies with clause 1 of this Policy in order to maintain the safety and well-being of students and staff members at UCOL.

Relevant Legislation

- Health and Safety at Work Act 2015
- Arms Act 1983
- Crimes Act 1961

Definitions

“Disabling Substance” means any anaesthetising or other substance produced for use for disabling persons, or intended by any person having it with him or her for such use.

“Firearm” means –

- (a) anything from which any shot, bullet, missile, or other projectile can be discharged by force of explosive and includes:
 - (i) anything that has been adapted so that it can be used to discharge a shot, bullet, missile, or other projectile by force of explosive; and
 - (ii) anything which is not for the time being capable of discharging any shot, bullet, missile, or other projectile but which, by its completion or the replacement of any component part or parts or the correction or repair of any defect or defects, would be a firearm within the meaning of paragraph (a) or subparagraph (i); and
 - (iii) anything (being a firearm within the meaning of paragraph (a) or subparagraph (i)) which is for the time being dismantled or partially dismantled; and
 - (iv) any airgun, including any air rifle, any air pistol and any weapon from which, by the use of gas or compressed air (and not by force of explosive), any shot, bullet, missile, or other projectile can be discharged.
- (b) a BB gun or catapult; and
- (c) an imitation Firearm.

“Knife(s)” means an instrument composed of a blade with a handle used for cutting or as a Weapon or a sharp instrument that can pierce the skin.

“Offensive Weapon” means any article made or adapted for use to cause injury.

“Weapon” means any device used with intent to inflict damage or harm to living beings, structures, or systems.

Related Documentation

- [Criminal Reporting Policy](#)
- [Conduct Expected of Employees Policy](#)
- [Disciplinary Procedure](#)
- [Student Disciplinary Statute](#)