

Bringing Dangerous Items onto Campus Procedure

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1. Introduction

At Harlow College the Health, Safety and welfare of everyone is a priority. [The Management of Health and Safety at Work Regulations 1999](#) imposes a statutory duty on employers to make a suitable and sufficient assessment of –

- (a) The risk to health and safety of their employees to which there are exposed whilst they are at work; and
- (b) The risks to health and safety of persons not in their employment arising out of or in connection with the conduct by the employer's undertakings

The following Procedure has been created to provide information on bringing any items into College that could be considered harmful.

2. Information regarding Harmful Items or items that may be perceived as being Harmful

The following items, although not an exhaustive list, could be considered as an item made or adapted to cause harm.

- a. Knives
- b. Firearms or any imitation firearms
- c. Catapults
- d. Crossbows
- e. Any form of explosive device, including fireworks, pyrotechnics, live or blank ammunition.

Staff, students or any College user may not bring items that could be considered to be made or adapted to cause harm onto College premises except under certain, limited circumstances.

Our student Code of Conduct clearly states that students only bring to college the equipment that they need to support your study. In addition to asking students not to bring in footballs or expensive items that might be lost it also means that students should not be bringing in any item that could be used to cause harm or viewed as an item that could cause harm.

3. Limited Circumstances Permitting use

The limited circumstances in which a staff member, student or any other person could be allowed to bring such an item onto the premises are:

Catering students who need to bring their knives into college to use in their lessons. See Hospitality knife policy.

Students following a visual, media, journalism or performing arts course who need to use such an item as a 'prop' for their studies. (Subject to approval by the Estates Team)

Other exceptional circumstances where such an item is required for a particular activity. E.g. on science or public service courses. (Subject to approval by the Estates Team)

4. Seeking Approval

As mentioned in the limited circumstances approval must be sought before the items can be brought onto site. You can seek approval by reaching out to the Estates Team (Mtravers@harlow-college.ac.uk).

The Estates team will review the request – Please note you may be asked to provide a risk assessment for the activities.

5. Arrangements & Potential Controls

If approval has been given for any items to be brought onto site the following controls must be adhered too:

In all cases the item must be brought to college secured in a suitable bag and double wrapped so that there was no possibility of the item being viewed by anyone else on the journey to College. The preference will also be for the item not to be transported on public transport but permission could be given for this, subject to the nature of the item.

Staff must also inform the Estates Team of any item(s) kept routinely on the premises that could be considered to fall into this category.