



# National Galleries Scotland

## Risk Management Policy

### Version/Date

Senior Management Team: Collections approved this policy: 12<sup>th</sup> February 2014

### Principles

National Galleries Scotland has a duty to safeguard all objects or groups of objects in our care, both in the NGS collection and objects for which NGS is temporarily responsible; and to ensure they do not compromise the safety of staff and visitors.

We manage and record information relating to potential threats to all objects at NGS sites for which we have a duty of care. This includes information and procedures that encourage and enable preventative measures to reduce or eliminate risk; and information and procedures that support and enable disaster planning.

This policy statement relates to Collections Management and does not include other aspects of risk management for which NGS is responsible.

### Definitions

**Risk management:** The active process of identifying, assessing and controlling risks and potential threats to the objects in our care.

**Risk assessment:** A systematic review of activities and hazards that have the potential to cause harm or damage.

**Hazard:** Anything that has the potential to cause harm, for example electricity or chemicals; digital threats, or sabotage.

**Risk:** The probability that someone or something will be harmed by a hazard.

### Legislation and ethics

The management of risk is an essential component of evidence required for audit and accountability, and for due diligence. NGS complies with the requirements for Government Indemnity (GIS).

Relevant statutory requirements and codes of ethics include:

- National Heritage Act 1980 Section 16 (as amended by the Museums and Galleries Act 1992)
- Health and Safety at Work Act (1974)
- National Heritage Act 1980 Section 16 (as amended by the Museums and Galleries Act 1992)
- British Standards Institute: PAS 197, Code of Practice for Collections Management, 2009
- British Standards Institute: PAS 198, Specification for managing environmental conditions for cultural collections 2012



- British Standards Institute: PD:5454: 2012: Guide for the storage and exhibition of archival materials (2012)
- BS ISO 31000 Risk Management principles and guidelines
- UK H&S Executive: Control of substances hazardous for Health (COSHH)
- Arts Council: Accreditation Guidelines (2012)
- Collections Trust: Loss and Damages procedure (2009)
- ICOM Code of Ethics for Museums 2013
- ICOM: Red List of Cultural Objects at Risk
- UK H&S Executive: Control of substances hazardous for Health (COSHH)

## **Standards**

This policy is part of the Collections Management set of policies that form a requirement of PAS197 and Spectrum as part of the UK Museum Accreditation Scheme.

## **Control measures**

NGS has a continuous programme of monitoring and risk assessment of all objects in our care, in order to identify, minimise and manage potential risks to the collections and to the staff and public who are working with or visiting them.

This includes planning for non-foreseeable disasters; ensuring all staff are informed about potential risks; providing training for staff about how to deal with risks or emergencies; and ensuring the NGS Disaster Contingency Plan is always accurate and up to date.

NGS has GIS or other insurance to reduce or eliminate the financial risk of any disasters; and we adhere to the GIS requirements for care and safety of collections. We have security measures in place at all times, and only authorised persons have access to keys and secure areas.

We have a programme of regular care, conservation, maintenance and monitoring of the collections and on pre-entry or arrival of objects, and we monitor the environmental conditions in which they are displayed or stored. We maintain and regularly review a list of objects that are prioritised for evacuation if necessary.

## **Related policies**

The following are related NGS policies:

- Loans In and Loans Out Policy
- Location and Movement Control Policy
- Art Handling and Technical Assessment Policy
- Art Transport Policy
- Conservation and Care Policy
- Insurance and Indemnity Management Policy
- Valuation Control Policy
- Physical Audit Policy



- Record Audit Policy
- Storage Management Policy
- Object Exit and Despatch Policy
- Damage and Loss Policy