National Galleries Scotland
Emergency Planning (Risk Management) for Collections

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 we have a duty to ensure that 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. These processes support and contribute to the wider NGS responsibilities for Business Continuity, managing reputational risk and providing transparent information.

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 hazardous chemicals (for example silver nitrite or formaldehyde); digital threats; sabotage; lack of appropriate skills; sudden and/or significant cuts in resources; lock out from buildings.

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:

- Health and Safety at Work Act 1974
- National Heritage Act 1980 Section 16 (as amended by the Museums and Galleries Act 1992)
- UK H&S Executive: Control of substances hazardous for Health (COSHH) 2002
- Health and Safety Executive: Health and Safety Guidance for Employers and Technicians carrying out fumigation operations 2005
- British Standards Institute: BS7671 Requirements for electrical installations – electrical wiring regulations 2008
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- British Standards Institute: PAS 197, Code of Practice for Collections Management, 2009
- BS4971 – Conservation and care of archive and library collections 2017
- BSEN16893 - Conservation of Cultural Heritage. Specifications for location, construction and modification of buildings or rooms intended for the storage or use of heritage collections 2018
- Collections Trust: Loss and Damages procedure 2009
- Arts Council: Accreditation Guidelines 2012
- ICOM Code of Ethics for Museums 2013
- BS ISO55000 Asset Management 2014
- ICOM: Red List of Cultural Objects at Risk 2017
- BS ISO 31000 Risk Management principles and guidelines

Due Diligence:
- 1998: NMDC Washington Conference: Statement of Principles on Spoliation of works of art during the Holocaust and World War II period
- 2005: DCMS: ‘Combating Illicit Trade’. Due diligence guidelines for museums, libraries and archives on collecting and borrowing cultural material.’
- 2003: Dealing in Cultural Objects (Offences) Act
- 2009: Holocaust (Stolen Art) Restitution Act
- 2017: UN Security Council Resolution 2347 Article 17 (g) called on governments to engage with the museum sector and art trade on ‘differentiated due diligence’ and other measures ‘to prevent the trade of stolen or illegally traded cultural property.’
- 2019: The Holocaust (Return of Cultural Objects) (Amendment) Act 2019

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 collections Risk Register and a 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. The NGS Disaster Contingency Plan includes the roles and responsibilities of the disaster response team and guidance on collection salvage and recovery. NGS also use an incident notification system to react to and report on incidents affecting the collections.

NGS prioritises action for risk at three levels:
High: Likely to cause damage or loss to the collection and detrimental to NGS reputation
Requires Leadership Team management

Medium: Requires management procedures and allocation or appropriate resources

Low: Requires regular review and monitoring to sustain effective management of the risk

These criteria will apply to isolated objects, to Collection-wide risk or to a local or national emergency.

NGS's active and evolving disaster planning includes considering non-foreseeable disasters; ensuring all staff are informed about potential risks; providing appropriate equipment and training for staff about how to evaluate and document risks or emergencies; and ensuring the NGS Disaster Contingency Plan is always accurate and up to date.

NGS has GIS or other insurance and a Business Continuity Plan 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 protocols and procedures in place at all times, including those to reduce or eliminate the impact of IT/Digital incidents and emergencies and of cyber security breaches. Only authorised persons have access to keys, secure areas and restricted online information.

We have a programme of regular care, conservation, maintenance, monitoring and audit of the collections and their locations, including works on loan to NGS and NGS works on long term or short term exhibition loan at other venues. We have protocols for assessing objects on pre-entry, arrival and return. 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, and have identified options for temporary storage and treatment off-site if required, for example access to freezers.

We have an Estates Management Strategy and a programme of building maintenance and improvement, both internal and external which reflects the criteria required for the care, protection and preservation of the Collection.

In the event of an emergency or disaster involving the Collection NGS has coordinated and well-rehearsed plans, protocols and processes to manage and mitigate potential damage to the Collection, and to safeguard staff and visitors. These plans are always accurate and up to date and include Bomb Evacuation Plan, Fire Evacuation Plan, Disaster Contingency Plan, Salvage Plans and Business Continuity Plans.

Related policies

The following are related NGS policies:

03 Location and Movement Control
04 Inventory
06 Object exit
07 Loans in (borrowing objects)
08 Loans out (lending objects)
09 Documentation Planning
10 Condition Checking and Technical Assessment
11 Collections Care and Conservation
12 Valuation
13 Insurance and indemnity
15 Damage and Loss
16 De-accessioning and Disposal
21 Audit

- Also the following NGS documents
  NGS Business Continuity Plan
  NGS Carbon Management Programme 2018-2022
  NGS Collection Care Framework
  NGS Disaster Contingency Plan
  NGS Estates Management Strategy
  NGS Environmental Management Programme 2018-2022
  NGS Risk Management Policy
  NGS Research Policy and Framework
    - For NGS Rights and Reproduction Policies: SEE NGS Trading Company