

Waipu Centennial Trust Board Policies and Procedures

Title	Risk Management
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Status:	Approved – Management and Board	
Review:	April 2018	

1. Purpose	To ensure that the collections are protected against risks such as theft, fire, flood, vandalism and deterioration, and are adequately insured, whether in the Museum or in transit or on loan.
2. Major risks	Risk is assessed as a function of both likelihood and impact. The major risks to the Museum are flooding, fire and tsunami.
3. Emergency Plan	<p>Referenced to the Civil Defence Community response Plan Waipu to Lang’s Beach, the Museum maintains a current Emergency Plan that includes evacuation, closing down systems, and protection of buildings and collections in relation to the major risks identified.</p> <p>All staff, volunteers and Trust Board members are familiar with the Emergency Plan.</p> <p>The Emergency Plan is reviewed annually.</p>
4. Back-up for important information	<p>A. Genealogy The genealogy database is backed up on 2 external hard drives, one to be taken off site each week to high ground i.e. above Evacuation Zone 3 (see Civil Defence relief map for the Waipu area).</p> <p>B. The Collections Database The collections database is backed up on 2 external hard drives, one to be taken off site each week to high ground i.e. above Evacuation Zone 3 (see Civil Defence relief map for the Waipu area).</p>

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	<p>C. Documentation</p> <p>Insurance details/copies of policies and other important papers are taken off site either by data sticks x2, or to a Museum account in the cloud.</p>
5. Insurance	<p>The Trust Board will ensure that there is a cost-effective and prudent level of insurance in place for the assets, risks and activities associated with its permanent collections, any items on inward or outward loan, and the Museum's buildings and equipment.</p> <p>Insurance cover is subject to bi-annual review by the Museum Manager and the Trust Board to ensure it is current and responsive to the Museum's changing circumstances.</p>
6. Building security	<p>The Trust Board will ensure that an adequate level of building security is maintained, including monitored alarms. Security arrangements are subject to bi-annual review, at least, by the Manager and the Trust Board.</p>
7. Lighting and atmosphere control	<p>The Trust Board will ensure that, on the recommendation of the Museum Manager, lighting and atmosphere control is appropriate for the conservation of the collection. The Manager may consult with relevant experts as required to ensure that conservation practice is up-to-date and effective for the Museum's collection.</p>