

## SCHEDULE 2

### GENERAL TRANSPORT CONDITIONS WHICH APPLY UNDER THE GOVERNMENT INDEMNITY SCHEME

National Heritage Act 1980, section 16

1. Any transport company used to move the object(s) must have experience in the transport of fragile and valuable artefacts with employees trained in the handling of such material and must be able to meet the conditions below and confirm this in writing.

2. When object(s) are sent out or brought in from abroad, the company used must have the ability and appropriate experience to handle consignments of valuable and fragile material. Company staff must be experienced in dealing with airport and seaport procedures and all necessary documentation.

3. The removal, packing, unpacking and transport of the loan material must be supervised by senior members of the transport company in consultation with the lender and/or borrower of the material.

4. Any vehicle, whether owned by a transport company or the borrower or the lender, used for the transport of indemnified material must conform to the specifications in paragraphs 5 to 10 below.

5. Vehicles used should normally be closed vans (i.e. having solid sides and roof) with a windowless freight compartment separate from the driving cab. All vehicles should be equipped with good quality locking devices. Additional locking facilities may also be required, such as closed shackle padlocks. Any locking bars or external fittings must be secured with concealed or non-return screws or welded or riveted into place.

6. Vehicles should provide appropriate protection against vibration and shock and extremes in relative humidity and temperature conditions for consignments of valuable and fragile material. Air-ride suspension and climate control equipment may be necessary in appropriate circumstances. Environmental conditions should be monitored.

7. Vehicles and crew have to be equipped with appropriate means of communications such as fixed and/or mobile radio telephones for route monitoring and emergencies.

8. Keys to the freight compartment should be kept separate from the vehicle keys.

9. Vehicles other than closed vans may be used in appropriate circumstances, e.g. the carriage of exceptionally large items which may demand the use of an open lorry with the load suitably covered. Furthermore, small consignments or single items, may be carried by car, small van, taxi

or air providing a sufficient number of couriers are in attendance.

10. All vehicles must be provided with fire fighting equipment appropriate to the load and the crew experienced in its use.

11. Whatever method of transport is used, compliance with the operating conditions in paragraphs 12-19 is required.

12. A vehicle must carry two drivers on long journeys, or one driver and a courier on short journeys. The crew to consist of responsible persons experienced in the handling of valuable consignments and capable of dealing effectively with an emergency situation.

13. Where a space on the carrying vehicle is limited, or where deemed essential for security control, a second escorting vehicle will need to be provided and equipped with mobile radio/telephone communications.

14. The route should be carefully planned and the addresses and telephone numbers of emergency services should be carried by the crews and accompanying couriers.

15. Ideally, the journey should be completed in one haul.

16. When a stopover is necessary arrangements must be made to lodge the vehicle and/or material in secure premises which are protected by a 24-hour intruder and fire alarm system or under continuous supervision.

17. On no account should a vehicle be left unattended by the crew, even in an emergency.

18. Special circumstances may apply to some overseas transport, but arrangements must be no less rigorous than those specified above.

19. An effective 'no-smoking' policy should apply in respect of areas containing loan material.

A In the event of loss or damage due to the specified conditions not having been observed the Secretary of State shall be entitled to conduct in the name of the owner or lender the pursuit or settlement of a claim against the borrower or a third party or to prosecute in the name of the owner. The Secretary of State shall have full discretion in the conduct of any proceedings or in the settlement of any claim and the owner shall give all such information and assistance the Secretary of State may require.

B These conditions are the minimum requirements of the Government Indemnity Scheme, but borrowers should be aware that some lenders impose additional conditions which the borrower will be required to meet for the loan to proceed.

## SCHEDULE 3

**GENERAL SECURITY CONDITIONS AND ENVIRONMENTAL CONDITIONS WHICH APPLY UNDER THE GOVERNMENT INDEMNITY SCHEME**

National Heritage Act 1980, section 16

1. The borrower shall at all times be responsible for ensuring that the greatest possible care is taken of the material which is the subject of the indemnity.

2. The indemnified material must be accommodated in a strong building which has well-protected windows, doors and skylights. The building must also provide appropriate control for the indemnified material.

3. The whole of the building must have an automatic fire detector system fitted by a NACOSS (National Approval Council for Security Systems) approved alarm company which is serviced annually and maintained in good working condition.

4. At night, or when the building is closed or not otherwise in normal use, there should be either an agreed level of night guarding by security person(s) or a modern intruder detection alarm system which covers all possible entrances to the building. The alarm system should be fitted by a NACOSS approved alarm company and should be serviced annually and maintained in good working condition.

5. The intruder and fire detection systems must be connected by a monitored signalling device to an alarm receiving centre or the emergency services unless they are monitored internally at all times by security personnel.

6. If, as the result of false calls, the police response to an intruder detection system is: downgraded; withdrawn; or if there is a failure which renders the system ineffective; or if the system cannot be re-set immediately; then guarding by trained personnel must be introduced until the police response is restored or the system repaired or re-set.

7. Environmental conditions must be maintained 24-hours a day, 7-days a week throughout the loan period from the time the indemnified material arrives until it departs from the loan venue.

8. Relative humidity, temperature and light levels should be monitored throughout the loan period in the space within which the indemnified material is contained.

9. Paintings, drawings and similar objects must be secured to walls by mirror plates and security screws, or if this is not possible for any reason, an acceptable alternative must be agreed with the Museums Security Adviser.

10. Small pictures, i.e. less than 450mm x 250mm (including frame), must not be displayed near

windows, fire escapes, or entrances and exits to the building.

11. Unglazed paintings, fragile or sensitive material must be protected by rope or other barriers which must be at least 1 metre from the exhibits or an acceptable alternative must be agreed with the Museums Security Adviser and the Environmental Adviser.

12. Small portable objects must be exhibited in locked display cases which should be fitted with anti-bandit laminated glazing meeting British Standard BS 5544. If the material consists of gold, silver, jewellery, or items which are especially valuable, the cases must be fitted with alarm devices. The cases must be secured in a manner approved by the Museums Security Adviser.

13. All indemnified material must be displayed so that it is invigilated by trained personnel. This will normally mean at least one person to a room unless an acceptable alternative is agreed with the Museums Security Adviser.

14. Warding or qualified staff must be constantly deployed in the exhibition rooms during the time the public is admitted and proper arrangements must be made for their relief for refreshment and other purposes. They must concentrate on the safety and security of the displayed material at all times.

15. When it is not possible to arrange for exhibition space(s) containing indemnified material to be properly invigilated, it must be closed to the public.

16. There must be a form of drill, with which every member of staff is familiar, to cater for all emergencies.

17. An Emergency Plan should be drawn up and updated regularly to cope with emergencies such as: fire; smoke; escape of water from tank, pipe or appliance; theft; robbery; vandalism; storm; explosion; terrorist act; political act; flood; riot; civil commotion; pest attack; earthquake; collision by aircraft or other vehicle.

18. Warding staff must be equipped with some form of device by which they can indicate to other members of staff that there is an emergency situation.

19. When meetings, functions or other events are held in areas containing indemnified material, consideration must be given as to an appropriate level of supervision.

20. Food or drink must not be allowed in the area containing the indemnified material except under arrangements approved by the Museums Security Adviser and Environmental Adviser of Arts Council England.

21. Smoking must not be permitted at any time.

22. The arrangements for formal openings, private views, staff parties and other such events, functions and so on must comply with all the above conditions.

A In the event of loss or damage due to the specified conditions not having been observed the Secretary of State shall be entitled to conduct in the name of the owner or lender the pursuit or settlement of a claim against the borrower or a third party or to prosecute in the name of the owner. The Secretary of State shall have full discretion in the conduct of any proceedings or in the settlement of any claim and the owner shall give all such information and assistance the Secretary of State may require.

B These conditions are the minimum requirements of the Government Indemnity Scheme, but borrowers should be aware that some lenders impose additional conditions which the borrower will be required to meet for the loan to proceed.

#### **FOOD AND DRINK CONDITIONS WHICH APPLY UNDER THE GOVERNMENT INDEMNITY SCHEME**

National Heritage Act 1980, section 16  
The general security and environmental conditions applying to exhibitions and displays covered by section 16 indemnity do not allow food and drink in the area containing the indemnified material unless arrangements are approved by the Museums Security Adviser and the Environmental Adviser of Arts Council.

If it is not possible in connection with private views or other functions (such as formal openings, staff parties) to serve food and drink in spaces other than those containing indemnified material the Museums Security Adviser must be consulted and the following conditions are likely to apply:

1. A strict enforcement of the ban on smoking.
2. Food and drink is prepared and dispensed in a space not containing indemnified material. No heat or steam generating equipment can be used in the space containing indemnified material.
3. The serving of red wine in a space containing indemnified material which is unglazed or uncased must be avoided.
4. Strict attention is given to the cleaning operation to ensure removal of residue of food and drink. Appropriate checks should ensure that chemical cleaning agents or extra amounts of water do not adversely affect environmental stability or the corrosivity of the atmosphere next to indemnified material.
5. Where practicable the installation of suitable barriers are required to prevent close approach to unglazed, fragile or sensitive exhibits. Such barriers must be a minimum of one metre distant from the object to provide a sterile zone.

6. The deployment of adequate staff on invigilating duties in all exhibition spaces containing indemnified material especially where barriers cannot be installed.

If arrangements are made incorporating the above together with any additional measures requires by Arts Council England the section 16 indemnity will remain valid. If, however, there are any doubts about arrangements or where it is felt that section 16 indemnity may be affected or that different arrangements are sought, the Museums Security Adviser and Environmental Adviser must be consulted.