

## NHM Integrated Pest Management (IPM) Policy

### Scope

Draft 1

This policy covers all natural history collections, books artefacts and materials vulnerable to pest attack held by the NHM i.e. collections housed at any NHM site, exhibition and research loans in our care.

### Corporate Governance

The Trustees have ultimate authority for the NHM collections (British Museum Act 1963, chapter 23 Section 2) and the **authority and responsibility \*\*\*** for the care of the collections has been delegated to the Director (British Museum Act 1963, chapter 23? Section?). The Trustees and Director delegate the following authorities and responsibilities to the IPM champion.

- The IPM Champion will be assisted, advised and, where appropriate, represented by the IPM Co-ordinator and Departmental IPM representatives.
- In accordance with health and safety legislation and the NHM Environmental policy the Museum will endeavour to seek an alternative to pesticides, to protect the collections against pest attack and contamination.
- In the interests of protecting the collections, books and artefacts held by the Museum we are committed to achieving best practise in IPM wherever possible.

### Definition

- Integrated pest management (IPM) is a holistic, preventive measure introduced by the NHM to protect the collections from the risk of irreversible damage by pests e.g. rodents and insects.

### Goals and Objectives

- In line with the NHM Object Entry Policy and Loan Policies, where practicable all collections and other materials, including those items brought in by visitors, as part of an enquiry or being returned from loan, will enter the NHM sites via a central quarantine facility where they will be subject to inspection and treatment as necessary e.g. freezing.
- Treatment undertaken will be recorded, as appropriate, in the CMS and the pest declaration form will be completed when material is brought into the NHM or transferred between sites.
- The NHM will conduct its activities of collections management and scientific research and operate as a visitor attraction in such a manner that will minimise the risk of pest ingress, attack, infestation and contamination.
- It is the responsibility of every member of staff to be aware of the threat to Museum collection items posed by insect and rodent pests and to understand

(\* Collections Management Systems)

and carry out their personal responsibilities in relation to the Integrated Pest Management Policy.

- Appropriate information, supervision and training will be provided to all staff on pest prevention and control from basic awareness and induction when staff join the Museum through to targeted training for key staff involved in Collections Management. Contractors, associates, students and volunteers will also be made aware of pest issues and their responsibilities for IPM when working at the NHM.
- The pest management programme in the Museum will be based on risk zones with appropriate procedures laid down for each zone.
- Monitoring, inspection and auditing of the mechanisms for the control of pests will be conducted to ensure effective IPM and continual improvement throughout the Museum. Active monitoring programmes will be in place across the Museum to provide information on insect and rodent activity levels and locations. Trap results and live sightings must be documented and remedial action will be taken when the activity level poses a significant threat to collections.
- Appropriate prevention and control measures for insects, rodents and fungi, approved by the Museum, will be implemented for collections and buildings when necessary within the constraints of current HSE legislation.
- Selection and employment of an external contractor to undertake pest eradication will be in accordance with the NHM procurement and employment procedures.
- Working practices should aim to eliminate unnecessary exposure of specimens to pest attack.
- All materials and fabrics used in the Museum for display, education and decorative purposes should be chosen so as not to provide food sources for insects and other pests.
- Collection storage and displays should be designed to facilitate inspection and cleaning and to minimize pest harbourage and entry.
- Environmental conditions should be maintained where possible to minimize pest development.
- Cleaning must be to a high and agreed standard in all areas, appropriate to the local risk zone classification.
- All catering, food handling and food storage for the public and staff must be to an agreed high standard of hygiene to minimize risks from insects and rodents. Special procedures must be in place to minimize the risk of pest ingress from out-of-hours functions.
- Where items from the collections of the NHM are sent on loan it is a requirement of the host institution to protect the specimens from pest attack

by following in-house IPM standards or at the very least, to isolate the loan specimens in a sealed environment e.g. **polythene?** bag or box for the duration of the loan.

#### **Costs**

The NHM reserves the right to recover the costs associated with any damage incurred by items in the collection due to wilful negligence, including by NHM staff.

#### ***Obligations of the NHM***

The detailed planning of pest management arrangements will be carried out and communicated by the IPM Co-ordinator working with appropriate individuals, committees and working groups throughout the Museum.

All Group Directors, Heads of Department, will usually delegate responsibility for IPM to Heads of Collections, Collections Managers, Gallery team managers and supervisors within their areas through the management line. So far as is reasonably practicable, they will ensure that all employees, contractors, associates, students and other visitors, fulfil their obligations in the implementation of the Integrated Pest Management Policy.

Every member of staff will, at all times, comply with the Integrated Pest Management policy and procedures.

The Directors Group will ensure that, within the resources of the Museum, appropriate provision is made to enable the Museum to fulfil its integrated pest management obligations to protect the collections.

#### **Date at which policy is due for review**