### **WW1 Aviation Heritage Trust Ltd Ltd - Policy Amendment History**

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| Amendment No | Amended By | Signature | Date |
| Original Issue | R FORSYTHE |  | 6 May 14 |
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**WW1 Aviation Heritage WW1 Aviation Heritage Trust Ltd Ltd - Care and Conservation Policy**

**Statement of purpose**

This policy has been written in accordance with the WW1 Aviation Heritage Trust Ltd’s Articles of Association. All staff (paid and volunteer) have read and agreed to abide by the policy. The Care and Conservation Plan sets out the way the policy will be put into action.

**The purpose of the Care and Conservation Policy is to set a framework for:**

* The preservation of the collections and buildings in the care of the WW1 Aviation Heritage Trust Ltd,
* Preventative and remedial conservation of the collections and buildings
* The safe use of and access to collections and buildings, within the limits of the Trust’s resources

**Context**

The Trust aims to improve the care and conditions of all its collection in accordance with Signposts or other approved standards within the limits of its resources.

The safety and preservation of the collection and buildings will be considered from the outset of any plans to alter the displays or storage.

**Personnel**

The care of the collections and buildings is the responsibility of everyone who works in or visits the Trust.

Any concerns regarding the collections and buildings should be reported in writing to the Board of Trustees.

The Trust trains all staff and volunteers who handle the collections and buildings in the course of their work. No untrained personnel are allowed to handle items from the collection.

Researchers or other visitors working with the collections and buildings will be briefed on how to handle the items they are working on and will be supervised at all times.

Any problems or concerns relating to the care of the collection or buildings are referred by the Site Manager to the Conservation Development Officer DO or another appropriately qualified conservator.

The Trust will check the suitability of conservators chosen to work or advise on the collections and buildings. A professionally accredited conservator or a conservator listed on the Conservation Register will normally be chosen.

No item in the collections and buildings will be modified or altered until advice has been obtained from a suitably qualified conservator.

Only suitably trained and qualified conservators will carry out interventive treatment on objects.

The Trust will keep detailed records of all treatments carried out on objects, including the name and contact details of the person or company.

**The Buildings**

The Trust recognises that the maintenance of its buildings is fundamental to the preservation of both the building and collection and endeavours to keep the buildings in a suitable condition once restored. The Trust’s collection is stored and displayed in the following buildings. The body responsible for the upkeep of the buildings is listed.

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| Building | Used for  | Owner | Upkeep carried out by |
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The Trust has a Buildings Plan for the upkeep of all buildings which are its responsibility.

The Trust carries out an annual inspection of all buildings which are not its responsibility and notifies the body responsible about any remedial or maintenance work required.

**The Collections and buildings**

The Trust is aware of the risks to the collection from environmental factors, poor handling, storage and display materials and methods, and of the need to record the condition of the collection. The Trust cares for the collections and buildings in store, on display and, by setting suitable requirements, on loan.

The details are listed in the Conservation and Collection Care Plan and include:

* monitoring and improving environmental conditions including temperature, relative humidity, light and dust
* managing the threat from pests
* housekeeping
* conservation cleaning of objects on open display
* documentation of the condition of the collection and of any treatments carried out on objects
* storage materials and methods
* display materials and methods
* transport methods