

## DIVISIONAL APIARY

This document covers the management of the Dengie 100 and Maldon Beekeepers [DMBKA] apiary or apiaries.

### Strategy

The Dengie 100 and Maldon Beekeeping apiary has been established with the strategic aims of:

- 1.1. To teach beekeeping to new members
- 1.2. To produce honey for sale to help fund the aims of DMBKA
- 1.3. To provide hive spaces for rental to members
- 1.4. As a resource to promote the understanding of bees and beekeeping to the general public

### Apiary management

- 1.5. Prior to a new apiary site being established the DMBKA committee will undertake:
  - 1.5.1. An assessment of the site in respect to suitability [e.g. location and access to water]; number of hives that can be accommodated; security and access for members
  - 1.5.2. A business case which supports the strategic aims in section 1 above
  - 1.5.3. Detail the exit strategy in the case that the apiary has to be discontinued in the event of notice being given; sites proves unsuitable or a natural disaster etc. The exit strategy will be reviewed on a regular basis, e.g. annually
- 1.6. An Apiary Manager will be appointed by the Committee and this individual will be responsible for supervising the apiary and will administer maintenance of the grounds
- 1.7. Other members of the DMBKA will be co-opted to assist with the administration of the apiary this will include:
  - 1.7.1. Looking after the DMBKA owned hives
    - 1.7.1.1. Any consumables used on the divisional hive will be reimbursed following the submission of a claim to the Divisional Treasurer
    - 1.7.1.2. A record will be kept for each hive. This should be updated after each inspection and kept under the hive lid.
  - 1.7.2. Allocating apiary hive sites to members
  - 1.7.3. Assuring that members' hives kept at the apiary are properly looked after
  - 1.7.4. Grass cutting [although members renting a site will be expected to maintain the grass immediately around their own hive]
  - 1.7.5. Ensure all visitors are appropriately dressed before entering the hive area
- 1.8. The DMBKA committee will administer the extraction, jarring and sale of divisional honey. The price will be set by the committee and reviewed on an annual basis.

### Routine Management Practices

- 1.1. DMBKA has a document covering the routine management of the apiary/ apiaries a copy is attached as Appendix A. Copies of which are made available to all members working in, or, visiting the apiary.

### Risk Assessment [Apiary Meetings]

- 1.2. The Apiary Manager will undertake a risk assessment [following BBKA guidelines – L006 Organising an Apiary meeting] for the apiary. The risk assessment will be held on site and a copy retained by the Secretary. [Appendix B – separate document]

### Visitors

- 1.3. DMBKA has a list of simple instructions for visitors to its apiary or apiaries to ensure the safety of the visitor and the security of the bees. A copy is attached as Appendix C

### Policy Review

- 1.1. This Policy will be approved by DMBKA Committee and noted at AGM. The policy will be reviewed on an annual basis. Committee can approve any minor changes. Major changes will be taken to members meeting for approval.

### Exit Strategy

The exit strategy for Carters' Apiary, Maldon, The Folly, Hatfield Peverel and Arcadia, Burnham on Crouch will depend on the circumstances that present themselves. Each has its own exit strategy that is ratified annually.

### Non Renewal of allotment Tenancy

The main reason for removal of the apiary from any of the sites would be the Non renewal of allotment tenancy by the relevant authorising authority.

The tenancy agreement with Maldon Town Council, Burnham Town Council and Hatfield Peverel Allotment Association is renewed every January. In the event that the tenancy is not agreed, arrangements will be made to remove the hives, stands and enclosure as soon as practical, and within three months of the notice. The latest time for this removal would be 1 April of the same year.

The hives would be removed to the Arcadia Road apiary in the first instance. For the closure of Arcadia, hives would go to Carters'.

The Managers of each of the sites would organise this.

### Resignation/No apiary manager

The Apiary Manager is in post for 1 year, with tenure renewed as of 1 January.

The Apiary Manager is requested to give notice as soon as practical at the end of the season (November) prior to the renewal of his/her tenure.

In the event that the Apiary Manager resigns, or steps down, from their role at the end of a calendar year, the apiary will be put in the hands of any available Assistant or other member of the committee/division.

An advert for new Apiary Manager would be circulated immediately to all the membership seeking appointment as soon as practical for the beginning of the season in April.

Should no manager be found, and no other person is willing to take the position on in a temporary capacity, notice would be given to the relevant authority that the hives and apiary would be closed.

The hives, and all the associated paraphernalia, would be removed to the Arcadia Road apiary in the first instance.

The Apiary Managers, or assistant/committee member, would organize removal.

#### Non Removal of Apiary to Arcadia Road, Burnham on Crouch

Should the apiary at Burnham not be able to house the additional hives from Carters' or The Folly, within the time frames, arrangements to be made for them to be either

- removed to a member's apiary, temporarily, with their agreement
- a new divisional apiary site identified or
- sold at a cost no less than that which they were purchased for

#### Sale of the Apiary hives and paraphernalia

Sale of the hives should be by sealed bid for each item at a cost no less than that which they were purchased for.

All members to be notified of the sale, which would take place at an EGM of the Division.

### Appendix A

- 1) An Apiary Manager appointed by the Divisional Committee will be responsible for supervising the apiary and will administer maintenance of the grounds.
  - a) Hives of bees situated in the apiary must be the property of members of the Dengie and Maldon Division of Essex BKA, who may use the site with permission from the Apiary Manager. The secretary will maintain a list of members whose application to use the apiary has been approved by the committee. **Each owner shall ensure that every colony they have on the site will bear some mark or label identifying their property.** No colonies are to be placed in the apiary without the prior agreement of the Apiary Manager. The Divisional Committee shall determine the maximum number of hives on the site. Except under special circumstances a maximum of two hives per member will be allowed.
  - b) If the demand for placement of hives in the apiary by new members should exceed the available space at any time, members whose hives have been there the longest shall be given appropriate notice to remove as many hives as are necessary to provide space for the new members.
  - c) The owner retains full responsibility for the safety of others, for complying with the statutory regulations and for the proper upkeep and security of the colonies and equipment, ill-tempered, dangerous, diseased or mismanaged colonies will not be tolerated. A record must be kept for each hive. This should be updated after each inspection and kept under the hive lid. In the event of an inability to inspect hives due to illness or other emergency the Apiary Manager must be advised.
  - d) Members are responsible for providing their own equipment and for making sure that their hive tools are clean before and after use. If opening their own hives in the absence of the Apiary Manager, they are solely responsible for any accident or mishap to their own or any other hive due to their activities. If they are not fully confident that the weights to be lifted are within their capacity, they should obtain assistance.
  - e) The Apiary Manager or any appointed deputy shall be entitled to inspect any colony kept in the apiary entirely at their discretion.

- f) Treatment of the colonies against communicable bee diseases and parasites will be carried out with the knowledge and supervision of the Apiary Manager, who may issue special instructions from time to time to deal with a particular threat. For example it is important that all hives are treated against Varroa at the same time to reduce the risk of cross infection. The Apiary Manager will dictate this every year.
- g) Swarms found in the apiary will be treated as feral.
- h) By placing a hive in the apiary an owner agrees that if they consistently fail to comply with the apiary rules or instructions from the Apiary Manager they will be reported to the division's committee, who shall have the power to issue them with a notice to quit. A failure to observe the notice within the period specified will result in the destruction of the owner's stocks.
- i) All members placing a hive or hives in the apiary shall sign a copy of this document confirming that they have received and read a copy of these rules and agree to abide by them.  
**They shall also confirm that their BDI INSURANCE covers all their hives wherever located. They must not exceed their insured limit for however short a time. If they do so, the insurance cover for all the hives in the apiary becomes invalid.**

**If BDI Insurance becomes invalid through the under insurance of one member with colonies at the Apiary then that member shall become personally liable for all losses suffered at the Apiary and which would have been normally covered by BDI.**

- 2) Protective clothing must be donned before entering the hive area.
  - 2.1 Any member or visitor to the apiary should on arrival inform the manager or his deputy if they are susceptible to a serious allergic reaction to bee or wasp stings and if so, do they carry an epipen?
  - 2.2 Visitors to the apiary must have read the apiary rules, signed the disclaimer and must not enter any restricted area.
  - 2.3 No minor will be allowed in the apiary unless accompanied by their parent or guardian and the Apiary Manager or his deputy, all wearing the appropriate protective clothing.

# Health & Safety Policy and Risk Assessment

## Appendix B – Health & Safety Policy and Risk Assessment

The Dengie and Maldon Beekeepers Association [DMBKA] Committee decided to undertake a risk assessment of Arcadia Apiary, Carters’ Apiary and The Folly to control the risk to people attending the Divisional apiary either visitors or members of the DMBKA. This is in keeping with the BBKA guidelines – L006 Organising an Apiary meeting] for the apiary.

The DMBKA are not legally required to record the findings of this risk assessment as they do not employ any staff {requirement for written assessment rests with organisations of five or more staff}. The committees understanding is that the maintenance of the sites rests with Burnham Town Council (Arcadia), Maldon Town Council (Carters’) Hatfield Peverel Allotment Association (The Folly) who have responsibility of the health and safety of any employees or subcontractors that undertake work on the site.

However, based on the BBKA guidelines the Committee decided that it was appropriate to record the findings of the risk assessment and to take steps to draw these to the attention of those members of the DMBKA who either work on the divisional apiary or attend apiary meetings. This would also apply to members of the general public if or when the DMBKA decide to hold apiary events open to the general public.

### How was the risk assessment undertaken?

1. The Committee member followed the guidance on the HSE web pages - ‘How to do a risk assessment’ and used the HSE template with amendments to record the details
2. Looked at the HSE’s web pages for free health and safety advice and guidance for small businesses and also looked at a sample of risk assessments on the HSE web pages
3. Attended the Divisional Apiary site
4. Wrote down the hazards and who could be harmed by them
5. Made an assessment of the probability and impact of each of these hazards
6. Wrote down what controls were already in place
7. As a committee this assessment was reviewed and a discussion was undertaken if any additional actions were required

		Potential severity of harm		
		Slightly Harmful 1	Harmful 2	Extremely Harmful 3
Likelihood of harm occurring	Highly unlikely 1	Trivial 1	Tolerable 2	Moderate 3
	Unlikely 2	Tolerable 2	Moderate 4	Substantial 6
	Likely 3	Moderate 3	Substantial 6	Intolerable 9

Risk matrix used to assess the risks.

# Risk Assessment

What are the risks hazards?	Who is impacted?	Controls in Place	Risk assessment {Probability/ impact}	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Sting by bees	Members Public Visitors	<ul style="list-style-type: none"> <li>- Apiary rules</li> <li>- Protective clothing</li> <li>- Training of members</li> <li>- Supervision of visitors</li> <li>- Locked gate and fence to reduce risk of general public entering site when no beekeepers at apiary</li> <li>- All members and visitors to declare if they carry an eipen</li> <li>- All members and vistors to confirm on site they do not, to the best of their knowledge, react to stings that would require them using an eipen.</li> </ul>	Moderate [P3 – I1]				
Sting by wasps	Members Public Visitors	See bee stings	Moderate [P3 – I1]				
Slips and trips	Members Public Visitors	<ul style="list-style-type: none"> <li>- Keep ground tidy</li> <li>- Keep shed floor tidy</li> </ul>	Moderate [P2 – I2]				
Fire	Members	<ul style="list-style-type: none"> <li>- Training in the use of smokers</li> <li>- No smoker is left unattended</li> </ul>	Moderate [P2 – I2]				
Cuts	Members	<ul style="list-style-type: none"> <li>- Training in tool use</li> <li>- First Aid kits at each site</li> <li>- Each apiary manager holds a recognized First Aid Certificate including how to deal with Anaphylactic Shock</li> <li>- Other members also hold the same certificate</li> </ul>	Moderate [P2 – I2]				
Anaphalatic shock	Members Public Visitors	<ul style="list-style-type: none"> <li>- Members to advise if they carry epipen</li> <li>- Visitors to apiary to be asked if they carry epipen and if they have it with them</li> <li>- It is at the discretion of the Apiary Manager, or Deputy, of Member of</li> </ul>	Moderate [P2 – I2]				

		<p>the Committee to refuse entry if appropriate</p> <ul style="list-style-type: none"> <li>- Apiary managers are first aid trained including use of eipens</li> </ul>					
Manual handling	Members	<ul style="list-style-type: none"> <li>- Apiary rules</li> <li>-</li> </ul>	Moderate [P2 – I2]				
Swarms	Members Public	<ul style="list-style-type: none"> <li>- Management of hives to reduce chance of swarming</li> <li>- Contact names of swarm collectors provided to Allotment Committee</li> <li>- Contact names displayed around each of the sites on notice boards</li> </ul>	Moderate [P2 – I2]				
Grass cutting Firebreak	Members Burnham Town Council staff member	<ul style="list-style-type: none"> <li>- Apiary rules</li> <li>- Burnham Town Council responsibility but DMBKA have made staff member aware of risk</li> </ul>	Moderate [P2 – I2]				
Unauthorised access		<ul style="list-style-type: none"> <li>- Locked gate and fence to reduce risk of general public entering site when no beekeepers at apiary</li> <li>- Warning sign “Bees on site” provided with notice that “DMBKA manage the apiary and hives on this site” Applies to Arcadia, Carters’ and The Folly.</li> </ul>	Tolerable [P1 – I2]				

**Arcadia Road, Burnham-on Crouch; Carters’, Maldon and The Folly, Hatfield Peverel**

**Date of risk assessment: 14 November 2017**

## Appendix C

**All Beekeepers and Visitors to the Apiary must:**

- Dress appropriately – bee-proof clothing.
- Avoid shouting and running around.
- Observe what is happening in the apiary.
- Respect the bees.
- Keep the apiary clean and tidy.
- Wear a veil and jacket at least.
- Zip the veil up properly.
- Advise the Apiary manager if they carry an epipen
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Visitors are required to adhere to the following code of conduct whilst in the apiary:

- To behave quietly calmly and avoid rapid movement.
- To walk away to an agreed area if alarmed in any way.
- If stung, to inform a Supervisor immediately.
- Any person behaving in a way that is deemed irresponsible by the
- Supervisors will be asked to leave the apiary and demonstration.

Confirm that I have been advised of the risk of bee stings and that I am entering the site at my own risk.

Signed.....

Dated.....

Copies:  
Maldon Town Council  
Burnham Town Council  
Hatfield Peverel Allotment Association  
Website  
File

### Ratification

Terms of Reference for Divisional Apiary agreed 17 January 2018

Signed .....

Print name.....

RATIFIED [date] ..... 17 January 2018 .....

Proposed: .....Print name: .....

Seconded: .....Print name: .....

Agreed: ..... Rejected: ..... Abstentions: .....