



DIVISIONAL APIARY

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

1. Strategy

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

- To teach beekeeping to new members
- To teach existing beekeepers and provide continual personal development
- To use as a teaching apiary for our Education Programme
- To produce honey for sale to help fund the aims of DMBKA
- To provide hive spaces for rental to members if space and need arises
- To use as a resource to promote the understanding of bees and beekeeping to the general public

2. Establishment of New Apiary

Prior to a new apiary site being established the DMBKA committee will undertake:

- 2.1. 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
- 2.2. A business case which supports the strategic aims in section 1 above
- 2.3. Detail the exit strategy in the event that the apiary has to be discontinued in the event of notice being given; site(s) prove unsuitable or a natural disaster occurs. The exit strategy will be reviewed on an annual basis.

3. Apiary Management

- 3.1. A Set of Rules will be drawn up by the Committee for each Apiary site
- 3.2. The Rules will be reviewed annually in November.
- 3.3. An Apiary Manager will be appointed by the Committee on a rolling annual basis.
- 3.4. The Apiary Manager will be responsible for
- 3.5. Supervising the apiary
- 3.6. Maintenance of the apiary
- 3.7. co-opting others to assist as required
- 3.8. Any consumables used on the divisional hive will be reimbursed following the submission of a claim to the Divisional Treasurer
- 3.9. Keep a hive record for each hive updated after each inspection and kept under the hive lid

4. Allocating apiary hive sites to members following approval.

- 4.1. Approval will be made by the Committee
- 4.2. An agreement will be made with prospective tenants
- 4.3. All tenancy agreements will run from Jan to December
- 4.4. The Rules will be updated every November for the following year
- 4.5. All tenants will receive a set of Rules at the time of renewal of their agreement.



5. Management of Members' Hives at Divisional Apiaries

- 5.1. All members are required to maintain a high standard on divisional apiaries
- 5.2. All members are required to abide by the Rules given to them at the outset of their tenancy
- 5.3. All members will keep a record sheet in the top of their hives in cases of emergency
- 5.4. All members are required to make their hives available for inspection by any authorised Bee Inspector or the Apiary Manager.
- 5.5. All members are required to register with BeeBase.

6. Harvesting – extraction and Sale of Honey

- 6.1. The DMBKA committee will administer the extraction, jarring and sale of divisional honey.
- 6.2. The price for honey will be set by the committee and reviewed on an annual basis in line with Essex Beekeepers.

7. Routine Management Practices

- 7.1. DMBKA has a document covering the routine management of the apiary/ apiaries. These form The Rules of the Apiary.
- 7.2. Copies of which are made available to all members working in, or, visiting the apiary.
- 7.3. [Appendix A]

8. Risk Assessment [Apiary Meetings and Training]

- 8.1. The Apiary Manager will undertake a risk assessment [following BBKA guidelines – L006 Organising an Apiary meeting] for the apiary.
- 8.2. The Apiary Manager, in conjunction with the Training Team, will undertake a risk assessment when organising any form of training at the apiary.
- 8.3. The risk assessment will be held on site and a copy retained by the Secretary.
- 8.4. [Appendix B]

9. Visitors

- 9.1. All visitors to a divisional apiary will be given a list of simple instructions to ensure safety of the visitor and security of the bees.
- 9.2. [Appendix C]

10. Policy Review

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

11. Exit Strategy

- 11.1. The exit strategy for Carters' Apiary, Maldon, The Folly, Hatfield Peverel and Arcadia, Burnham on Crouch will depend on the circumstances that present themselves.



11.2. Each has its own exit strategy that is ratified annually.

11.3. Non Renewal of allotment Tenancy

- 11.3.1. 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.
- 11.3.2. 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.
- 11.3.3. The hives would be removed to the Arcadia Road apiary in the first instance. For the closure of Arcadia, hives would go to Carters'.
- 11.3.4. The Managers of each of the sites would organise this.

11.4. Resignation/No apiary manager

- 11.4.1. The Apiary Manager is in post for 1 year, with tenure renewed as of 1 January.
- 11.4.2. 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.
- 11.4.3. 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.
- 11.4.4. 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.
- 11.4.5. 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.
- 11.4.6. The Apiary Managers, or assistant/committee member, would organize removal.

11.5. Non Removal of Apiary to Arcadia Road, Burnham on Crouch

- 11.5.1. 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
- 11.5.2. removed to a member's apiary, temporarily, with their agreement
- 11.5.3. a new divisional apiary site identified or
- 11.5.4. sold

11.6. Sale of the Apiary hives and paraphernalia

- 11.6.1. Sale of the hives should be by sealed bid for each item and in line with market value and any second hand policy in place.
- 11.6.2. All members to be notified of the sale, which would take place at an EGM of the Division.



Appendix A

An Apiary Manager appointed by the Divisional Committee will be responsible for supervising the apiary and will administer maintenance of the grounds.

Hives of bees situated in the apiary must be the property of the member who in turn is a fully paid up member of the Dengie and Maldon Division of Essex BKA.

The secretary will maintain a list of members whose application to use the apiary has been approved by the committee.

A. APIARY RULES for Tenants

- 1) Every tenant will ensure they are fully paid up members of **DMBKA**.
- 2) Every tenant will ensure that they are registered with **Bee Base**
- 3) Every tenant shall ensure that every colony they have on the site will bear some mark or label identifying it as their property.
- 4) Every tenant must have sufficient **BDI INSURANCE**
 - i) cover for all their hives wherever located.
 - ii) 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.
 - iii) 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.
 - iv) No colonies are to be placed in the apiary without the prior agreement of the Apiary Manager.
- 5) Every tenant must wear suitable protective clothing before entering the Apiary hive area
- 6) The Divisional Committee shall determine the maximum number of hives on the site.
 - i) Every tenant is allowed a maximum of two hives in a divisional apiary
 - ii) Except under special circumstances a maximum of two hives per member will be allowed.
 - iii) If demand exceeds 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 member.
- 7) Every tenant is subject to a rental equivalent to the cost of 1 x 1lb of honey per hive per year.
- 8) Every tenant 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.
- 9) Every tenant must keep a record for each hive. (This should be updated after each inspection and kept under the hive lid.)
- 10) Every tenant is responsible for advising the Apiary Manager of any inability to inspect hives due to illness or other emergency.
- 11) Every tenant is responsible for providing their own equipment
- 12) Every tenant must ensure their tools and suit are clean before and after an apiary visit.
- 13) Every tenant is responsible for their own safety and if opening 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.
- 14) Every tenant should only lift weights within their capacity.
- 15) Every tenant will allow the Apiary Manager or any appointed deputy to inspect any colony kept in the apiary entirely at their discretion with regard to general husbandry and Bee Health Management.
- 16) Every tenant will liaise with the Apiary Manager on the treatment of colonies against communicable bee diseases and parasites. For example it is important that all hives are treated against Varroa at the same time to reduce the risk of cross infection.
- 17) Swarms found in the apiary will be treated as feral.
- 18) Every tenant agrees that by placing a hive in the divisional apiary they will comply with the Rules.



- i) If a tenant consistently fails 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.
 - ii) A failure to observe the notice within the period specified, without reasonable excuse, will result in the destruction of the owner’s stocks.
 - iii) If a member is asked to remove their hive(s) they shall be given a period of 1 month to comply.
- 19) Every tenant that places a hive (s) in a divisional 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.

B. GENERAL APIARY RULES – tenant, member or visitor to Divisional Apiary

- 20) Any tenant, member or visitor must wear clean protective clothing including gloves and boots. No open shoes or those not covering the ankles will be permitted.
- 21) Any tenant, member or visitor to the apiary should, on arrival, inform the manager, or his deputy, if they are known to have a serious allergic reaction to bee or wasp stings.
- 22) Any tenant, member or visitor to the apiary should, on arrival, inform the manager, or his deputy, if they carry an epipen.
- 23) Any member or visitor to the apiary must read the Apiary Rules, signed the disclaimer and must not enter any restricted area without authority
- 24) Minors (those under 18)
 - i) Any tenant, member or visitor is not allowed to enter with, or as a minor (under 18 years) unless accompanied by the parent or guardian
 - ii) The Apiary Manager or his deputy, must all be wearing appropriate protective clothing when minors are on site.

NAME OF TENANT BEEKEEPER:

ADDRESS:..... POSTCODE:

APIARY: ARCADIA/CARTERS/THE FOLLY NUMBER OF HIVES: 1/2/OTHER.....

DURATION YEAR: 2016 2017 2018 2019 2020 2021 2022 (circle year)

I would like to apply to place my own hives on the above apiary for the duration year and hereby agree to the Rules of the Divisional Apiary above.

Signed: Dated:
[sign and print name]

APPROVED: Dated:
[sign and print name] Secretary DMBKA

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?

- 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
- 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
- Attended the Divisional Apiary site
- Wrote down the hazards and who could be harmed by them
- Made an assessment of the probability and impact of each of these hazards
- Wrote down what controls were already in place
- 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.



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	Apiary rules Protective clothing Training of members Supervision of visitors Locked gate and fence to reduce risk of general public entering site when no beekeepers at apiary All members and visitors to declare if they carry an eipen 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.	Moderate [P3 – I1]				
Sting by wasps	Members Public Visitors	See bee stings	Moderate [P3 – I1]				
Slips and trips	Members Public Visitors	Keep ground tidy Keep shed floor tidy	Moderate [P2 – I2]				
Fire	Members	Training in the use of smokers No smoker is left unattended	Moderate [P2 – I2]				
Cuts	Members	Training in tool use First Aid kits at each site Each apiary manager holds a recognized First Aid Certificate including how to deal with Anaphylactic Shock Other members also hold the same certificate	Moderate [P2 – I2]				
Anaphalatic shock	Members Public Visitors	Members to advise if they carry eipen Visitors to apiary to be asked if they carry eipen and if they have it with them It is at the discretion of the Apiary Manager, or Deputy, of Member of the Committee to refuse entry if appropriate	Moderate [P2 – I2]				



		Apiary managers are first aid trained including use of eipens					
Manual handling	Members	Apiary rules	Moderate [P2 – I2]				
Swarms	Members Public	Management of hives to reduce chance of swarming Contact names of swarm collectors provided to Allotment Committee Contact names displayed around each of the sites on notice boards	Moderate [P2 – I2]				
Grass cutting	Members	Apiary rules	Moderate [P2 – I2]				
Firebreak	Burnham Town Council staff member	Burnham Town Council responsibility but DMBKA have made staff member aware of risk					
Unauthorised access		Locked gate and fence to reduce risk of general public entering site when no beekeepers at apiary 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.	Tolerable [P1 – I2]				

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

Date of risk assessment: 16 November 2016 KL

Updated: 14 November 2017 CRM

Updated: 19 November 2018 CRM



Appendix C

Members, Visitors

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.
- Wear enclosed shoes or boots that cover the ankles
- Ensure all clothing is clean – including boots
- Zip the veil up properly.
- Advise the Apiary manager if they carry an epipen
- No-one under 18 is allowed on site without permission and accompanied by parent/guardian

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, that I am entering the site at my own risk and that I am over the age of 18.

Signed.....

Dated.....



Copies:

Maldon Town Council

Burnham Town Council

Hatfield Peverel Allotment Association

Website

File

Ratification

Terms of Reference for Divisional Apiary agreed November 2018

Signed

Print name.....

Proposed:Print name:

Seconded:Print name:

Agreed: Rejected: Abstentions:

RATIFICATION AT AGM 2019

RATIFIED [date] 20 February 2019for the season 2019