



# Rules and Members' Handbook

Kingston Beekeepers Association (KBKA)





## Rules and Members' Handbook

Kingston Beekeepers Association (KBKA)

A Division of Surrey Beekeepers Association  
Registered charity number: Charity No 1026386



## Introduction to Kingston Beekeepers Association (KBKA)

Welcome to Kingston Beekeepers Association. The association you have joined is one of eight spread throughout Surrey. The eight associations form Surrey Beekeepers Association (SBKA) are referred to in this text as Divisions. Surrey Beekeepers Association is an Area Association Member of the British Beekeepers Association (BBKA) so when you join Kingston BKA you automatically become a member of Surrey BKA and the British BKA. SBKA is a registered charity and each division of SBKA therefore enjoys charitable status. SBKA is run by a council drawn from the member divisions. There is a President, Chairman, Secretary, and Treasurer. Each division provides two council members. One is a trustee of the charity and the other represents the interests of the division. The Trustees have legal responsibilities for the proper running of the charity. The management of Kingston BKA is detailed in the following text.



## A message from the President of Surrey Beekeepers Association (SBKA)

The SBKA Trustees are keen to encourage the Divisions to exercise as much freedom as possible in running their affairs and taking local initiatives. On the other hand they have an over-riding duty to ensure that nothing is done that breaches the Charitable Trust. The Trustees also have duties towards the Charities Commission, some of which involve submitting reports on, at least, finances, membership and activities. The information in these reports has, in the first instance, to come from the Divisions. Thus it is appropriate to have a document setting out the basic requirements for running a Division and that it should be called a 'Rule Book'. The SBKA Constitution specifically provides for this, and it constitutes Part 1 of the Rule Book. Part 2 deals with the Divisional Apiaries. The interest of the Trustees in Divisional Apiaries extends only so far as, first, to ensure that the SBKA Charitable Trust is complied with and second, that no uninsured liability will fall on SBKA. This means ensuring that the British Beekeepers' Association (BBKA) insurance policies apply in full. Part 2 contains a list of appropriate documentation for these purposes. The individual documents are the responsibility of the Division having regard to individual circumstances such as location, purpose, admission (or not) of the public, etc. SBKA or its archive will hold a copy of all Divisional Apiary documentation.



## Part 1

### The Rules

1. Kingston Beekeepers Association (KBKA) is a Division of Surrey Beekeepers Association (SBKA). SBKA is a charity (Charity No 1026386) and is an Area Association Member of the British Beekeepers' Association (BBKA), itself a Registered Charity (No 212025).
2. KBKA operates within the guidelines set out in the SBKA Constitution and shares their objectives.
3. Membership.  
KBKA has the following classes of membership: -
  - (i) Individual Full Registered Member
  - (ii) Partners Full Registered Member
  - (iii) Country Registered Member
  - (iv) Associated Member
  - (v) Full Junior membership – under 18 years
- 3.1 Active beekeeping members shall comply with the BBKA registration requirements as either Registered Members or Partner Members. Other non-beekeeping members may, if they so wish, be registered with the BBKA as Country members.
- 3.2 There is no bar to a member, in any category, of one Division also being a member of another Division or an individual member of the BBKA. In such a case it is the duty of the duplicate member to ensure that he/she is not charged twice for BBKA Capitation, SBKA Capitation or BeeCraft subscription.

#### 4. **Officers**

KBKA shall have a Chairman, a Secretary, a Treasurer and a Membership Secretary, elected annually at the AGM. Any office, with the exception of the Chair, may be combined with any other. No member may hold any of these offices for more than three consecutive years unless re-elected by at least four fifths of the members present and voting at the Divisional AGM. Other titles may be attached to Committee Members to reflect particular areas of responsibility. A President and any number of Vice Presidents may also be appointed.

#### 5. **The Committee**

KBKA shall be managed by a Divisional Committee consisting of the officers plus the Divisional Trustee (if not one of the Officers) and further members as required.

5.1 The Committee shall be elected annually at the AGM

5.2 The Committee shall meet at least twice each year.

5.3 KBKA shall nominate a person to stand for election as a Trustee of the SBKA at its AGM, and shall appoint a further person as Divisional Representative to SBKA Council.

#### 6. **General Meetings**

6.1 KBKA shall hold an AGM each year after the start of the Financial Year and before the SBKA AGM.

6.2 KBKA shall hold an Extraordinary General meeting if requested by the Chairman or Secretary or on receipt of a request signed by at least 10% of members entitled to vote. The calling notice shall state the business to be conducted at the EGM and no other business shall be conducted.

#### 7. **Reports and Accounts**

7.1 KBKA will, prior to the SBKA AGM, send to the Trustees a report of its activities during the year and its approved/audited accounts for the year. The Divisional Committee shall set an annual subscription based on capitation figures supplied by the SBKA Treasurer and any Divisional component.

#### 8. **Duties of the Treasurer**

The Treasurer shall: -

8.1 in conjunction with the divisional committee manage the division's finances.

8.2 transfer monies due from the division to the SBKA on a quarterly basis. (Capitations, which cover the BBKA capitation, Bee Craft and a county element, and any donations).

8.3 transfer any further monies due to the SBKA on request from the county treasurer.

8.4 transfer monies due to BDI Ltd in April and September each year.

8.5 ensure, in liaison with the divisional membership secretary, that the county membership secretary is kept fully informed of all changes of membership.

8.6 verify the membership list against the BBKA Membership list twice each year in March and September.

8.7 verify the divisional membership with Bee Craft Ltd each year in November.

8.8 submit a quarterly report to the SBKA Trustees.

#### 9. **Duties of the Membership Secretary**

The Divisional Membership Secretary shall: -

9.1 notify the county membership secretary promptly of any new or lapsed registered, partner or country members of the BBKA, and, in the same way, notify any changes to the names, addresses and, if appropriate, telephone numbers and e-mail addresses of existing members in any of these classes of membership.

9.2 notify the county treasurer of any additions or deletions to registered, partner or country members.

9.3 inform new BBKA members of the membership number when it is issued.

9.4 monitor the receipt of 'Welcome Packs' from the BBKA to new members.

9.5 verify the membership list against the BBKA Membership list twice each year in March and September.

9.6 notify Bee Craft Ltd of any additions, deletions or changes to registered members only as they occur. Verify the divisional registered membership with Bee Craft Ltd each year in November.

9.8 inform the treasurer on a quarterly basis of the number of BBKA and other members.

#### 10. **Duties of the Divisional Representative**

The Divisional Representative shall:

10.1 attend SBKA Council meetings

10.2 report to Council on the activities of the Division

10.3 inform the Divisional Committee of any relevant business conducted at Council meetings.

10.4 the Divisional Committee may appoint a substitute Representative for any meeting that the appointed Representative cannot attend, provided that the SBKA Secretary is informed beforehand.

11. The Member appointed to stand as a Trustee and duly elected as a Trustee shall perform the duties of a Trustee of SBKA.
12. Members of KBKA are expected to conduct themselves so as to further the interests of the Charity, promote the objectives of the Division and to preserve the good opinion of the public of beekeeping and beekeepers. The Divisional Committee shall have the first responsibility of dealing with all matters of discipline. If the Divisional Committee cannot resolve the matter it should refer it to the Council.
13. In the case of a complaint by a member the Divisional Committee shall take all reasonable steps to resolve the matter, but if the member feels at the end of this process that he or she still has a grievance it can be referred to the Council. This Rule Book has been approved by the SBKA Trustees and a copy has been lodged with them or is retained in the SBKA archive.

## Part 2

### Apiaries

The following Section applies to the management of KBKA's apiary or apiaries.

1. The KBKA apiary has been established with the strategic aims of supporting members through the provision of apiary facilities, providing training for beginners and educating members and non-members alike on the science of bee husbandry. Emphasis is placed on training and supporting new members to keep bees, furthering the knowledge of existing beekeepers and keeping up to date with research and modern beekeeping practices. We also aim to provide talks to local schools, clubs, charities, and events and educate the general public about bees and the problems they are encountering.
2. Routine Management Practices.  
KBKA has an existing Members' Handbook, which covers the routine management of the apiary, a copy of which is attached hereto as Appendix A. Copies are issued to all members and in addition copies are lodged with the Trustees.
3. KBKA has carried out a Risk Assessment (following BBKA Guidelines) for its apiary or apiaries a copy of which is attached as Appendix B.
4. KBKA has a Child Protection Policy document following BBKA guidelines and including a Parental Consent Form, copies of which are attached as Appendix C.
5. KBKA 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 D.

## Appendix A.

### Members' Handbook Introduction

Kingston Beekeepers Association (KBKA) is a division of Surrey Beekeepers' Association. Yearly membership runs from 1st October through to 30th September the following year and includes membership of the British Beekeepers' Association (BBKA). The aim of the Association is the promotion of beekeeping in Surrey and qualifies for charitable status because of the work we do educating our members and the general public.

The Apiary is at the Hampton Court Way Allotments. Many members also keep bees in their gardens. During the Summer season, the Apiary is open every Saturday afternoon. See the Diary of Events published on the Association's website for dates and times for all activities we plan to undertake in the forthcoming season, together with the latest copy of our Newsletter which is produced regularly.

### KBKA Committee Meetings

The Committee will hold regular scheduled meetings, where possible and if necessary, on the first Thursday in the month, throughout the year. These meetings will continue on this basis, unless by prior notice, the majority of Committee members cannot attend. It will be assumed that all Committee members will attend by default.

If a Committee member cannot attend, then it will be the responsibility of that member to inform the Divisional Secretary, at least 7 days before the meeting, so you are able to ensure that at least the Committee is held with a majority of members, which based upon our current complement, is 6. If less than 6, the meeting will be cancelled and the items on the agenda are either carried forward to the next arranged meeting or rescheduled onto the next month's agenda.

It will be the Divisional Secretary's responsibility to arrange the schedule of meetings each year, to collate the agenda points, and provide the other Committee Members with minutes of the previous month's meeting.

### Members

Members are expected to keep themselves informed, up to date with current best practice and comply with all legal requirements. A list of members is in the Apiary metal shed, which also has contact details of the Regional Bee Inspector.

### Apiary Management Team

The Team comprises

Apiary Manager

Apiary Coordinator(s)

Apiary Hive Instructor(s)

Apiary Equipment Manager(s)

#### *Apiary Manager*

Is responsible for smooth running of the main apiary and the management of the other team members and duties carried out by the KBKA members.

This includes:

Looking after the KBKA's owned hives.

Allocating apiary hive sites to Members.

Ensuring all members' hives kept at the main apiary are properly looked after.

Grass cutting and shrub trimming (although Members renting a plot need to keep the grass immediately around their hives tidy and not obstructing the hive entrance).

(The above to be delegated to members of the KBKA)

Note: Apiary Hives to be opened only in the presence of an appointed instructor.

#### *Apiary Coordinator(s):*

Ensures all visitors are appropriately dressed before entering the hive area.

'Pair' visitors with experienced beekeepers.

Ensures one member is in charge of each hive (Hive Instructor)

Maintains a record of any children or vulnerable people known to be present and ensures they are correctly supervised (see below).

#### *Apiary Hive Instructor(s):*

Ensures members of the group wear appropriate protective clothing.

Supervises and advises on the conduct of practical work.

Ensures safety of members and visitors in the vicinity of the hive.

Responsible for maintaining hive record.



#### *Apiary Equipment Manager(s):*

Responsible for the provision, issue, return and maintenance of equipment for apiary use plus provision of smoker fuel, newspaper and lighters. Ensures returned equipment is cleaned/disinfected before next use (keep separate from clean equipment until cleaned/disinfected).

Ensures safe disposal of contents of buckets containing spent smoker fuel and washing soda.

Maintains gas torch and hob.

Maintains solar wax extractor.

Maintains First Aid Kit and Emergency Notice Information is clearly made visible to all members and visitors at the Apiary at all times.

Keep an up to date log of all Apiary equipment and current market value.

Each designated person is responsible for arranging a substitute if unavailable to attend and will inform the Apiary Coordinator.

In addition the Apiary Manager will arrange for other Members to carry out duties that arise from time to time.

#### **Security and Insurance**

The Apiary is secured and KBKA's assets will be insured with a regulated insurance company where it is considered appropriate and approved by the KBKA Committee. The insurance will cover the loss of equipment at the Apiary.

In addition each member also has insurance through membership of the BBKA Public & Products Liability Insurance for Members.

BBKA has an insurance policy that covers individual beekeepers, who are members of the BBKA (whether joining as individual members, or as registered or partner members of their local association that is in turn a member of the BBKA).

The Public Liability relates to beekeeping activities of those members noted above in the UK and has a £5,000,000 limit of liability.

A notice of cover is available for members attending farmers markets etc., where proof of cover is required. The Public Liability insurance also covers officers of branches and associations undertaking their activities in connection with their group.

In addition the insurance covers product liability up to £5,000,000.

For information on the above insurance please contact BBKA Headquarters or see their Members Area Insurance Files.

#### **Bee Diseases Insurance Ltd (BDI Insurance)**

The KBKA holds BDI insurance cover for its own colonies.

It is the Apiary Management's responsibility together with the Members renting a Hive plot at the Apiary to ensure that both hold their own BDI Insurance cover. Failure to do so will invalidate both insurance policies should a claim be made.

#### **Measures to control disease in the Apiary**

During inspections members should always look for signs of disease. Signs include: faeces all over the front of the hive; lots of dead bees in front of the hive; bees climbing the grass in front of the hive; K wings; distorted wings; smelly comb or brood comb with empty cells in the middle of the brood.

In respect of bees kept at the Apiary, there are a number of common treatments and precautions that all members must follow:

#### *Brood frames with drawn comb*

Bees should be moved onto clean brood comb every spring, by undertaking a complete Bailey Comb change or a Shook Swarm procedure. All dirty brood frames (ie they cannot be seen through) should be destroyed or melted down in the solar wax extractor. The frames should be steamed or boiled before reusing.

Any brood frames which can be salvaged should be frozen to destroy wax moth and then fumigated with acetic acid.

#### *Sterilising of hive parts*

Before storing or re-using hive parts, these should be scorched with the blowtorch. Frames should be steamed or boiled.

#### **Varroa treatment**

It is important all hives are treated at the same time to reduce the risk of cross-infection. The Apiary Manager will dictate this every year.

#### **Vigilance for notifiable diseases**

It is a legal requirement to report any outbreak of these. Therefore members should ensure they could recognise the signs of European foul-brood, American foul brood, Small Hive beetle and the tropilaelaps clareae mite. Samples should be sent to the National Bee Unit (01904 462510). Website: - <https://secure.fera.defra.gov.uk/beebase/> Every year or so, KBKA will request an inspection by the Regional Bee Inspector.



### *Hive tools*

Please use only clean tools. To prevent the spread of disease do not use the same hive tool without cleaning on different hives. Please clean with washing soda after each session.

### *Gloves*

Please use the latex gloves and discard after use. If you are at risk from anaphylactic shock and require thicker gloves, e.g. Marigold, please ensure they are reserved only for use at Kingston and cleaned in washing soda after each visit. Leather gloves are banned, so please do not bring these into the apiary, as they cannot be effectively sterilised. Latex Gloves provided at the Apiary are for the inspection of the Apiary's own hives.

### *Washing Soda*

Buckets of washing soda should be prepared to clean hive tools during/after use and before return to store. The suggested mixture is 1lb washing soda, a good squirt from a bottle of bleach and one gallon of water. Disposal of washing soda after use should be at the direction of a member of the Apiary Management Team.

## **Good Apiary Practice (All Members)**

### *General*

Be vigilant and give assistance as necessary. In the event of a severe and uncontrollable reaction by a hive, immediately close it down, warn other people around and retire to safety and seek assistance from other members to deal with the situation.

### *Measures to minimise nuisance*

You must ensure your hives are regularly inspected during the season. Inspections should be completed in the shortest possible time to avoid stress to the colony. Gentle handling, regular re-queening with a good strain of bee and being diligent in ensuring that every hive is healthy should keep the bees well behaved and less likely to become a nuisance. If a hive remains bad tempered for too long, destruction may have to be considered. Members should try to keep swarming to a minimum by following a proven swarm control technique. KBKA recommends that clean (but un-perfumed) light coloured protective clothing be worn, together with Wellingtons for ankle protection, whenever handling bees.

### *Hive records*

Every hive should have a record. This is good practice and a legal requirement to keep a note of all medicines used on the bees if it is planned to sell honey or other bee products.

### *Lone working*

For reasons of safety, it is recommended that members should not work alone. If you must, please take a mobile phone with you to tell another member when you arrive at the Apiary and agree an expected time to leave the site. Arrange to call a second time when you have left the site. The other member should be ready to summon assistance if the second call is not received.

### *Smoker*

Light the smoker away from the hives. Do not wear a veil whilst lighting the smoker – veils are easily damaged by heat/flames. After use, empty the fuel into the incinerator and put the smoker away, lid open, when it has cooled. Please be aware of fire risk.

### *Fire*

Use the buckets in the metal shed, filled with water from the tank just outside the Apiary.

### *Spray*

Using a water or dilute sugar syrup spray can help keep the bees calm and on the comb where smoke would drive them away. It is useful for introducing a new queen. Also, on hot days, after marking a queen, it may help to spray the bees to mask the smell of paint and beekeeper! Water spray may help persuade bees clustered on the front of a hive to move inside when wanting to shut them in before moving. A fine spray is needed. Do not soak the bees.

### *KBKA Equipment*

Extracting and Frame cleaning equipment are the only items that can be borrowed by Members from KBKA. To do so each member will need to contact the Apiary Equipment Manager to pre book the equipment required. This should be recorded in the loan book. Please look after the equipment and return it in full working order. If you are unable to repair any fault, please bring this to the attention of the Apiary Equipment Manager. Cleaning equipment prior to storage is an essential function of beekeeping. Members are expected to assist in carrying this out prior to equipment being returned to storage.

### *Gas Blowtorch*

Always refer to a member of the Apiary Management Team before use. A safe area will be designated and instruction given to new users. It must not to be removed from the Apiary.

### *Wax*

Any wax removed during an inspection should be put in the black dustbin to prevent the spread of disease and discourage vermin, never drop wax in the Apiary.

### *Lifting*

It is recommended two people should carry out heavy lifting. Use stands to avoid bending to ground level with heavy equipment.

## **Rules of Hampton Court Way Allotments**

These rules should be observed at all times.

The Allotments Holders maintain strict rules and regulations for those renting plots, in order to manage and maintain all plots and the site, in an equitable manner.

KBKA is an allotment holder as our Apiary is on these allotments. If you wish to park your car alongside the Apiary, there is limited parking for members.

One of their very strict rules, when allotment holders enter the site by car, is to drive in a one way anti-clockwise direction, to get to their plot. This is signified by the red arrow on the signpost, as you enter the Allotments. This rule applies to us, like all other allotment holders, regardless where your plot is on the site. Unless you have equipment to unload, you might find it much easier to park your car in Broadfields Road and walk the short distance, through the alley to the Apiary, rather than driving slowly, almost all the way round the allotment site to our Apiary.

Bonfires should only be lit when the weather conditions are acceptable.

1. You must not burn wet material.
2. You must not light bonfires between 1st May and 30th September
3. You must check the wind direction - the wind must be blowing from the South (towards Hampton Court)
4. You can only burn stuff that is not compostable
5. You must not bring anything from home to burn (other than paper to set the fire)

You must ensure that your bonfire is not causing annoyance to our neighbours or fellow plot holders. It is highly important, that we maintain and continue to have, harmonious and good relations with the Allotment Association, which we have built up over a number of years, in order to keep our very precious Apiary at Hampton Court.

## **Collecting swarms**

Please see BBKA advice.

KBKA's skeps are in the shed available for members to use. Please see the Health and Safety Risk Assessment procedure, details given below on where these can be found.

KBKA has a nominated Swarm Liaison representative, should you hear about any swarms and need to communicate details to another member beekeeper about collecting that swarm. Details can be found on our website in the Members' area or by visiting SBKA's website at <http://www.surreybeekeepers.org.uk/> for details of all Swarm Liaison representatives for all Divisions.

## **Education**

Kingston Beekeepers Association offers a limited number of new members a full season of Theory and Practical beekeeping courses. Taster Days and Fast Track Courses are also offered. The aim of these courses is to give very general introduction to beekeeping, what is involved in looking after bees and to give people an opportunity to decide whether they would like to take up beekeeping or to decide on a more in depth short course for potential Beekeepers.

In addition KBKA members give lectures, talks and demonstrations at fairs and shows throughout the year to educate the public in the art of beekeeping.

### 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.  
Wear loose trousers.  
Wear Wellington Boots and tuck your trousers into them.  
Wear disposable gloves and dispose of them at the end of the visit.

### For Beginners

Respect the bees.  
Do not stand in front of the hive entrance.  
Warn the bees that you are there with a few puffs of smoke before you open the hive.  
Remove hive parts carefully with a minimum of jolting.  
Check that the queen is not on the queen excluder.  
Remove frames carefully without rolling or squashing the bees.  
Replace brood frames in the same order that they are taken out of the brood box.  
Hold frames vertically and over the hive; especially if the queen could be on it.  
Replace the queen excluder, supers and crown board carefully to avoid squashing any bees.  
Keep the area of the hive clean & tidy  
Wash hive tool between colonies.  
Collect brace comb and remove it.  
Remove unwanted frames from the Apiary.  
Dispose of used gloves.  
Store unused supers in a bee-proof stack.  
Extinguish smoker and dispose of ashes.

### Information for the Apiary Coordinator or to experienced member Beekeepers regarding the supervising of Observers and Visitors

1. Warn the visitors about the risk of bee stings and that they enter the Apiary at their own risk.
2. Ensure they are willing to follow instructions from the Apiary Coordinator or other experienced Beekeeper.

3. Establish if we should be aware of any relevant medical condition; particularly if they may be susceptible to a serious allergic reaction to a sting (anaphylactic shock) and if so, do they carry an EpiPen.
4. Ensuring visitors are appropriately dressed before entering the hive area.
5. See Emergency procedure below:  
Observers and Visitors should be introduced to an experienced beekeeper to supervise them, i.e. Apiary Coordinator. Points to remember are:

Apiary Coordinator  
When showing Observers and Visitors

*They should be advised to:*  
Avoid shouting or speaking loudly.  
Avoid running around.  
Do not stand in front of the hive entrance.  
If the bees are upset, leave them for a minute or two.  
If you are concerned by the bees around you, walk into the shade and stay there while they fly back to the hive.

*They should be advised to*  
Observe the Bees  
At the hive entrance, look for guard bees, foragers with pollen, fanning, wasps or other predators, orientation flights.  
Note the temper of the colony.  
How many bees in the supers?  
How much honey in the supers?  
How many frames with brood?  
Look out for the queen, queen cells, play cups, eggs, larvae, sealed brood, wax moth or signs of it, Varroa, the round dance, the waggle dance, wax scales on a worker.  
The issue and return of equipment and that it is cleaned/disinfected after use (keep separate from clean equipment).  
Supervise and advise on the conduct of practical work.  
Ensure safe disposal of spent smoker fuel and any chemicals used.  
Visitors book to be completed and countersigned by the Apiary Coordinator.

## Child and vulnerable person protection

Unaccompanied children should not be allowed entry to the apiary. Any concerns in this area should be raised with any member of the Committee, who will take the appropriate action.

**KBKA has adopted the BBKA POLICY and GUIDELINES for Working with Children and Vulnerable People. Please see a copy of this document in the Members' area of the Website, <http://www.kingstonbeekeepers.org.uk/> and in the main shed at KBKA's Apiary. This Policy must be strictly adhered to.**

Members should be aware of the BBKA policy and guidelines given in this respect (see downloads on the members' area of their web site).

## Selling honey and other products.

This is covered by numerous regulations and members who wish to sell their produce need to ensure they comply with them. The BBKA is the best source of information.

## Sources of information

*British Beekeepers' Association* (<http://www.britishbee.org.uk/index.php>) particularly their articles (Advisory leaflets). You may access the members' area using the user name and password published on the front page, bottom left of BBKA News.

*National Bee Unit* (<https://secure.fera.defra.gov.uk/beebase/>)

*BeeCraft* (<http://www.bee-craft.com/>) Official journal of the British Beekeepers' Association  
*Surrey Beekeepers' Association* (<http://www.surreybeekeepers.org.uk>)

Kingston Beekeepers practical guidance notes, issued in newsletters from time to time. A reference file is kept at the apiary containing copies of useful documents.

## In an Emergency

If in doubt dial 999

**The main Apiary address is  
Hampton Court Way Allotments,  
East Molesey,  
KT8 0BW**

## Entry via Broadfields, track between houses 31 and 33.

The grid reference is  
TQ 153 673

Send a person to Esher Road, to direct emergency services  
The nearest A&E hospital is Kingston Hospital, KT2 7QB  
Telephone 020 8546 7711

Teddington Hospital, Hampton Rd, Middx, TW11 0JL can deal with minor injuries – Telephone 020 8714 4000

A map is pinned under the first aid box. A loose map to take with you to find the Hospital is in the first aid box.

### *First Aid Kit*

A First Aid Kit is kept in the metal shed at the Apiary, on right hand side. This contains an EpiPen.

Members with current First Aid training

See list in metal shed.

### *Stings*

If stung immediately scrape across the sting with a fingernail, squeezing or trying to pick it out will make it much worse. The quicker you are the less serious will be the sting. Apply antihistamine immediately.

## Anaphylactic shock

Symptoms to be aware of are:

Skin pale, cool and clammy

Breathing shallow – gasping for air

Dizziness

Pulse weak and rapid

Itching or swelling in areas other than the site of the sting

Tightness in the chest

Unconsciousness or cardiac arrest

### *Action*

Remove from danger of further bee stings

**Call 999 (see previous page)**

Lay down

Insulate but don't heat

Plenty of reassurance – don't leave or move the patient

Nothing to drink or smoke (reduces oxygen and stimulates heart rate)

If patient becomes unresponsive, check airway and place in recovery position (see illustration below)

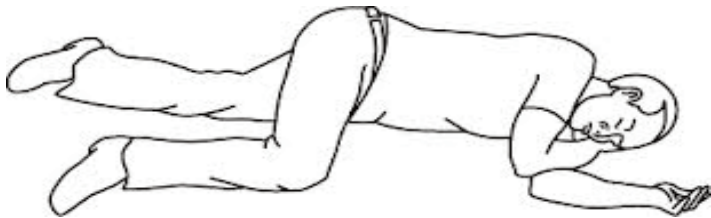


Monitor breathing until paramedics arrive  
These reactions may be reversed by administering epinephrine (adrenaline).

*EpiPen*

Please be aware that an EpiPen contains epinephrine and **should be self-administered.**

If you are not a doctor or a trained paramedic you should make this clear before administering an EpiPen to another person at their request, otherwise you risk being prosecuted for assault.



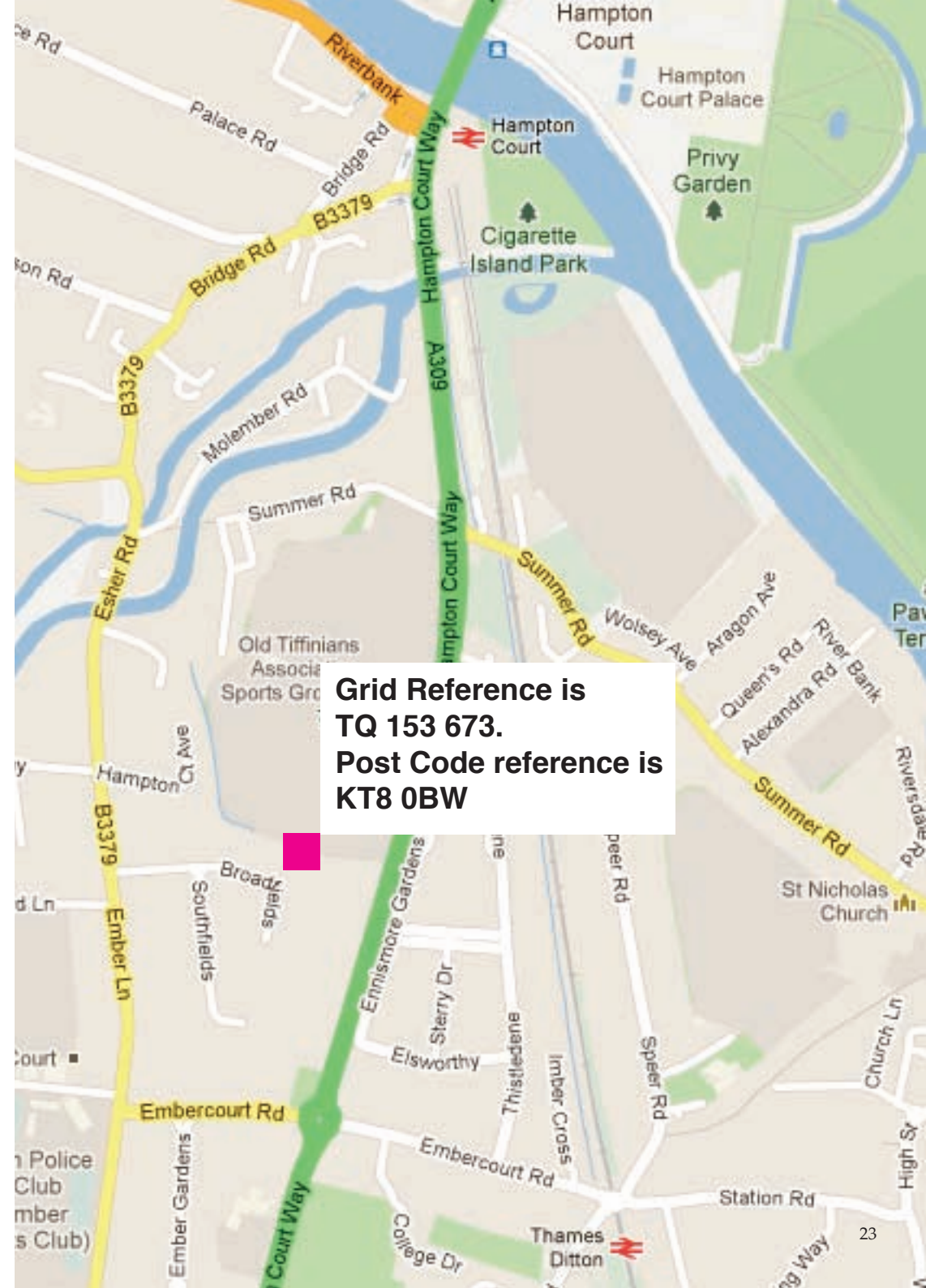
### Health And Safety Risk Assessment Procedures

KBKA has a Health and Safety Risk Assessment for Apiary Meetings, Swarm Collection, Public Events/Shows/Selling Fairs and Honey Sales with particular reference to those where Non Beekeepers and Novice Beekeepers may attend. Please see the separate document which is published in the Members Area of KBKA's website, [www.kingstonbeekeepers.org.uk](http://www.kingstonbeekeepers.org.uk)

A copy of all The Associations Rules and Members Handbook can be found either on the Associations website within the Members area or in the Main Shed at KBKA Apiary at Hampton Court Way Allotments, East Molesey, KT8 0BW entry via Broadfields, track between houses 31 and 33.  
The grid reference is TQ 153 673.  
Post Code reference is KT8 0BW

### Emergency

Grid Reference is  
TQ 153 673.  
Post Code reference is KT8 0BW



## Appendix B

### Health and Safety Risk Assessment

Kingston Division of the Surrey Beekeepers Association for Apiary Meetings with particular reference to those where Non Beekeepers and Novice Beekeepers may attend.

#### HAMPTON APIARY

Risk/Hazard	Affected	Controls in Place	Level	Action required
Stings by Bees	Members Public Visitors	PPE, Supervision of visitors, Training of members	<b>M</b>	Apiary user rules, Personnel specifically responsible for Visitors. Docile bees, Adequate screening
Stings by Wasps	Members Public Visitors		<b>M</b>	Clear away rotting fruit, Wasp traps, Keep site tidy keep shed wasp tight
Slips / Trips	Members Public Visitors	Keep ground tidy Hose pipe put away	<b>L</b>	Improve walkway into apiary, Keep shed floor tidy
LPG blow lamp	Members Public Visitors	Check condition before use	<b>H</b>	Follow guidelines for LPG storage
Fire	Members Public Visitors	Training in safe smoker use. Emptying after use and Storage	<b>M</b>	Apiary Rules Matches etc kept separate from fuel.  Bucket of water
Cuts	Members Public Visitors	Training in tool use First Aid kit	<b>M</b>	First aid kit kept up to date
Manual Handling		Training Supervision	<b>L</b>	Apiary Rules Solar Extractor two people lift. Shed glass protection.
Unauthorised access			<b>M</b>	Warning signs on fence
Grass Cutting	Operator	Trained operator	<b>L</b>	Consider lone working issues
Weils Disease	Members Public Visitors	Secure storage of potential "lures"	<b>M</b>	Knowledge/Training especially for urban visitors. Secure storage for fuel Regular waste disposal.
Child protection		No one to one working/lone working	<b>M</b>	BBKA Supervision rules

#### SWARM COLLECTION

Risk/Hazard	Affected	Controls in Place	Level	Action required
Stings	Collector Public	Training, Collector PPE, Adequate Equipment	<b>L</b>	Action Plan Warning Sign [Water spray ] Consider Lone Working issues Telephone Available
Slips + Trips	Collector	Review site before starting	<b>L</b>	
Falls from height	Collector	Review of site, Training of collector	<b>M</b>	Consider not collecting above floor reach
Transporting Swarm	Collector or receiver	Secure covering, Collecting kit	<b>L</b>	Warning sign on vehicle & as for honey show
Fire	Collector Public	Smoker emptied before transporting Smoker kept away from public during use	<b>M</b>	
Swarm delivery, Stings - Escaping	Collector receiver public	Training helper	<b>L/M</b>	Consider lone working issues

**PUBLIC EVENTS/SHOWS/SELLING FAIRS**

Risk/Hazard	Affected	Controls in Place	Level	Action required
Bees escape from observation Hive Stings/Panic	Public Members	Stable table, Constant supervision, Secure Hive, Water spray and Veils available	L	Evacuation Plan Control Plan consider screening, <i>Show committee</i>
Fire	Public Members	No naked flames knowledge of extinguishers Phone available no smoking signs	L	Evacuation Plan Consider fire blanket, <i>Show committee</i>
Slips/Trips	Public members	Clear route clear up any spills immediately	L	
Cuts Scissors / Knives Broken Glass	Public members	Keep out of public access Trained user Cleaning up procedure (for Glass)	L	Wet Kitchen roll available Dustpan + brush Double wrap in bin
Cuts Candle rolling Knife	Public members	Use by operator only out of reach of public	L	
Falls from height Banner hanging	Public members	Hang banners from ground level access only Nothing for children to climb on		
Manual Handling Observation Hive	Members	2 person lift.	L	Warning sign on vehicle consider 2 man lift at home Veil/ Water spray/ <i>Show committee</i>
Manual Handling Stands	Members	2 person for erecting in hall Preshow parking and access assessment	M	2 person to load and unload at storage location
Violence	Public members	Limit Access back of house	L	Action Plan <i>Show committee</i>
Violence with theft	Members	Cash boxes	M	Action Plan secure cash handling procedures Limit cash front of house. Cash boxes held discretely
Child protection	Public members	No one to one lone working	L	BBKA Supervision Rules
Allergic Reaction to honey Taste of honey	Public especially children under one		L	Restrict tasting. Advice to parents Consider sign to ensure stallholder is aware of potential risks

**HONEY SALES**

Risk/Hazard	Affected	Controls in Place	Level	Action required
Transporting stall & goods	Helpers	Training	L	
Lone Working	Helpers	2 person to operate stall	L	Ensure sufficient help for each event
Manual handling	Helpers	Training	L	Limit box sizes
Collapse of tables Collapse of canopy	Helpers public	Fit for purpose check on installation	L	Ongoing checks during event Routine maintenance
Exposure to extremes of hot or cold	Helpers	Helpers provide own PPE/ hot/cold drinks	L	Consider sunshade
Cuts, Scissors / Knives Broken Glass	Public members	Keep out of public access, Trained user, Cleaning up procedure (for Glass)	L	Wet Kitchen roll available Dustpan & brush, Double wrap in bin
Violence with theft	Helpers	Cash boxes	M	Action Plan, Secure cash handling procedures Limit cash front of house, Cash boxes held discretely

## Appendix C

### **BBKA POLICY and GUIDELINES For Working with Children and Vulnerable People**

#### **Introduction**

The BBKA wants children and vulnerable people (collectively referred to as “children” in the interests of readability of this policy, although the great differences in needs must not be forgotten) to enjoy their involvement with the fascinating life of honeybees. It is important that we inform, educate and enthuse children, giving them a greater understanding of the vital part honeybees play in the environment.

This document is in two sections.

The first deals with the Policy of the BBKA and its applicability, the second with ‘best practice’ Guidelines to be followed where children are involved with BBKA beekeeping activities in any form. A model consent form is also supplied for use where appropriate.

Allegations of abuse made by children about adults can prove to be mistaken or, very rarely, malicious. The Policy and Guidelines are there to help you to avoid situations in which well intentioned actions could be misinterpreted and ensure that you do not find yourself in a situation where any allegation by a child, young or vulnerable person can be made.

The Policy does not contain any complete definition of what constitutes ‘an abuse’; to prepare a rigorous ‘legal’ definition would prove difficult and is unlikely to include all possible circumstances. It does state some obvious types of abuse and how these might be extended in particular conditions. In any event, future legal decisions would soon make any definition obsolete.

#### **1 THE POLICY**

Through this Policy the BBKA aims to:  
adopt the highest possible child protection standards and take all reasonable steps in relation to the safety and welfare of the children with whom we come into contact in relation to our activities within the BBKA and its Member Associations.

#### **YOU ARE EXPECTED TO:**

- *Treat everyone with respect* **THIS IS THE GOLDEN RULE.** Any mis-use of power could be regarded as an abuse.
- Not physically, emotionally or sexually abuse any child or young or vulnerable person.
- Take all reasonable steps to ensure the health, safety and welfare of any child in contact with the BBKA.
- Remember that children regard adults as role models and ensure your behaviour, language, gestures etc. are appropriate and above reproach.
- Be aware of Child Protection issues in relation to the work you do and do not become complacent and believe ‘it could never happen to me’.
- Ensure that no adult is ever normally alone with a child.
- Prevent any other person from putting any child in a situation in which there is a significant risk to their health and safety.
- Take appropriate action if you become aware of anyone physically, emotionally or sexually abusing a child.
- Report any evidence or reasonable suspicion that a child has been physically, emotionally or sexually abused whether by an adult or another child, to the Local Authority Social Services Child Protection Team.

#### **The policy applies to:**

Any member of the BBKA or a BBKA member association whose beekeeping activities brings them into contact with children. This may include:

- organised visits to an apiary
- children attending training courses
- children undertaking correspondence courses.  
(This counts as ‘contact’.)
- children attending shows or events, possibly as part of ‘Education Days’.

The BBKA expects you to apply this Policy to all of your work with children and vulnerable people.



You have a duty to do everything reasonable in your power to ensure the safety and welfare of children while they are in contact with the BBKA and to act in accordance with the guidelines below.

**Remember that all children have a right to protection from harm and YOU CANNOT SHIRK THIS RESPONSIBILITY**

Discussion of Child Protection

Open discussion of Child Protection should be encouraged since this helps to make members more comfortable with the issues involved. Do not keep it 'under wraps' for fear of upsetting or embarrassing people.

## 2. GUIDELINES

This section gives general Guidelines, if you have any doubt about best practice in any specific area, contact your Local Authority Social Services Child Protection Team for further advice.

### A. Scope of your Responsibilities

1. Where children are accompanied by responsible adults, e.g. parent, teacher, or other group leader, primary responsibility for the children should lie with that person. The beekeeper remains responsible for safe beekeeping within the apiary. If, owing to illness or another unexpected event a BBKA member is left in charge of a child or group then action should be taken in accordance with this Policy and Guidelines.
2. You should avoid undertaking activities where you are the only adult present with children.

### In all cases:

- i) plan the activities and make decisions during the event following the principles set out in this Policy and Guidelines,
- ii) assign clear tasks to others involved in the childrens' activities, ensure that there is clear understanding as to which adults have responsibility for each aspect of Child Protection and that procedures are followed,
- iii) maintain appropriate child-to-adult ratios as required by the relevant Local Authority (the guidelines for local schools for the appropriate age group are the best guide) and ensure that your decisions are based on the principles described in the Guidelines in this document.

This must underpin your main aim of providing an enjoyable and safe experience for the children.

## 3. Non-beekeeping Volunteers at an event.

Offers of help are always welcome and should be encouraged. However, take considerable care if the volunteer is not very well-known to you or you have the slightest reason for concern. When volunteers assist to work with children they must have read the Policy and Guidelines and agree to work in accordance with it.

### B. Emergency Aid or First Aid

A first aider should be in attendance, together with a mobile phone (which works at that location) and vehicle, if appropriate, in case of emergency. Members should follow the advice given in BBKA publications concerning emergency aid. Permission to treat the child must be obtained, if possible, from both the responsible adult and the child. Ideally, the responsible adult should previously have obtained explicit permission (or otherwise) to administer First Aid to the child. Failing this, it is best to obtain permission to carry out emergency aid in advance of a problem occurring using a simple permission form. Your Local Authority Education Department has guidance for schools which could be used. Make a written record of all First Aid given, regardless of who administers it, and of any other emergency assistance provided.

### C. Dealing with allegations of abuse

It is to be hoped that you will never have to deal with an alleged incident of child abuse, but it is sensible that you are prepared to do so if necessary. You have a responsibility to report ANY concerns regarding the welfare of children and vulnerable persons.

There are three likely scenarios which you should be aware of and be prepared to deal with if necessary:

- a. There is suspicion or evidence that a person associated with the event is abusing a child
- b. A child accuses a person associated with an event of abuse
- c. A child discloses abuse happening elsewhere e.g. at home In all cases you must:
  - Act in a calm manner and as quickly as you can without causing any further distress to the child..
  - Keep any details strictly confidential and share only on an absolute 'need to know' basis.
  - Contact Social Services for advice ASAP. Make sure you know the contact point.
  - Do not question the child further or give any undertaking of confidentiality to the child.
  - Make your own verbatim written notes as soon as practicable.

**D. Use of Information relating to children**

Information about children e.g. names and addresses must be treated in strictest confidence. It must be kept securely by a responsible adult, used only for the purpose required, retained only as long as necessary for that purpose and disposed of in a way which maintains the young persons confidentiality. Contact the office of the UK Data Registrar if further specific advice is needed.

**E. Photographs or Filming** of Young Members and Children attending Events Permission should be sought from parents or responsible adults to take and/or use photographs or films of potentially identifiable children attending events. Any information that can allow the young people to be identified by name or home/school location must not accompany the use of photographs of children in promotion or display materials unless explicit permission has been obtained as above.

**F. Suitability for working with children.**

At present, there is no explicit requirement in the circumstances applicable to this Policy for any checks regarding the suitability members or volunteers to work with children under the Protection of Children Act 1999. If you have any concerns regarding suitability of an individual contact your local police, who may give specific information at their discretion and for further general advice. Do not base your decisions on anecdotal information. Alternatively, use the Home Office website for information on how to proceed with checks against lists maintained by the Home Office.

V2.1 21st Jan 2008

**Appendix D**

**KINGSTON BEEKEEPERS' ASSOCIATION**

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.

"I give my consent for my child

.....  
to attend the demonstration of live bees

on.....at.....

Signed.....  
(Parent or Guardian)

If you have any queries please contact.....  
Honorary Secretary of Kingston Beekeepers Association on

Kingston Beekeepers Association  
Hampton Court Way Allotments,  
East Molesey, KT8 0BW

A Division of Surrey Beekeepers Association  
Registered charity number: Charity No 1026386