



# KINGSTON BEEKEEPERS ASSOCIATION

**MEMBERS RULES & HANDBOOK**

**May 2020**



# Members Rules and Handbook

**Kingston Beekeepers Association (KBKA)**  
**A Division of Surrey Beekeepers Association (SBKA)**  
**Registered charity number: Charity No 1026386**

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## 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) and are referred to 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 - Rules

### Legal Structure

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).

KBKA operates within the guidelines set out in the SBKA Constitution and shares their objectives. SBKA charitable objects are 'To promote and further the craft of beekeeping and the science of bees and their pathogens, for the public good. To advance the education of the public in the environmental and economic importance of bees and as, as an area association member of the British Beekeepers Association, to render such assistance in the pursuit of its objectives as may be necessary.'

### Membership

KBKA has the following classes of membership: -

- (i) Individual Full Registered Member
- (ii) Partners Full Registered Member
- (iii) Country Registered Member
- (iv) Associate Member
- (v) Junior Member

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.

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.

Membership runs from 1st October through to 30<sup>th</sup> September the following year and includes membership of the British Beekeepers Association (BBKA).

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 SBKA Council.

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 SBKA Council.

### General Data Protection Regulation Policy (GDPR)

#### SBKA General Data Protection Regulation 2018 (GDPR) Notice



When you joined your local beekeeping association you submitted information allowing us to register you with SBKA, BBKA and Bee Disease Insurance Ltd (BDI) and with BeeCraft Magazine and to allow us to keep in touch with you. We still hold that information for that purpose as you are still a member. In future, a notice will appear on our membership form for new and renewing members explaining how we use the information and notifying of their rights. We sent this notice to all existing members too :-

“SBKA, through its Divisions, collects and uses your personal data in accordance with the GDPR. Our legal basis for processing this data is our legitimate Interest as a beekeeping association. We use the data for the administration of your membership, the communication of information and the organisation of events, training courses, assessments and exams. We may share it with BBKA, BDI, the BBKA examinations Board and BeeCraft for the purpose of administering your membership requests. We may also share it with HMRC to reclaim the tax if you have submitted a Gift Aid Declaration. More detailed information is on our privacy statement which can be found on our website or from your local membership secretary.”

A full copy of SBKA Privacy Notice can be seen by visiting the SBKA website [http://www.surreybeekeepers.org.uk/uploads/2/7/3/9/27396931/sbka\\_privacy\\_policy\\_29\\_11\\_18\\_f.doc](http://www.surreybeekeepers.org.uk/uploads/2/7/3/9/27396931/sbka_privacy_policy_29_11_18_f.doc)  
[x](#)

## BBKA Public & Products Liability Insurance for Members

Each member also has **Public & Products Liability Insurance for Members** through membership of the BBKA.

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 Third Party Public Liability relates to beekeeping activities of those members noted above in the UK and has a £10,000,000 limit of liability. A notice of cover is available for members attending farmers markets etc., where proof of cover is required. The insurance also covers officers of divisions and associations undertaking their activities in connection with their group.

In addition, the insurance covers Product Liability up to £10,000,000.

For information on the above insurance please contact BBKA Headquarters or see their Members Area, ( <https://www.bbka.org.uk/public-liability-insurance> ).

## 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 adequate BDI insurance cover for the number of colonies that you own. Failure to do so will invalidate both insurance policies should a claim be made by either party.

To ensure that you have adequate cover for your colonies, please contact the KBKA Membership Secretary.

Information about BDI Insurance can be found on the BBKA website <https://www.bbka.org.uk/bee-diseases-insurance>

and on the Bee Disease Insurance Ltd (BDI) website <https://www.bbka.org.uk/bee-diseases-insurance>

## BBKA/KBKA Policy on Collecting Swarms

KBKA Members can request to be included on the BBKA Swarm Collectors List.

To qualify to be included on the list the member must have passed the BBKA Basic Assessment and show that they meet the BBKA Swarm Collectors Protocol which KBKA strictly observes.

Please see the BBKA Collectors Protocol here,



<https://www.bbka.org.uk/Handlers/Download.ashx?IDMF=6834f0af-3e77-4174-afe5-b3d6c58b099c>

## Management of the Division

### Divisional Officers

In accordance with the SBKA Constitution, elected annually at the KBKA AGM, KBKA shall have a :

- Chairman,
- Secretary,
- Treasurer,
- Trustee.

Any office may be combined with any other. All Officers shall be elected annually at an Annual General Meeting of KBKA. No member may hold the office of Chairman for more than three consecutive years unless re-elected by four fifths of the members present and voting.

Any Division may appoint a President and any number of Vice-Presidents in respect of their divisions.

### Divisional Trustee

Each Division shall nominate a person to act as a Trustee of the Charity. The Divisional Trustee shall be elected by the members at the SBKA AGM. Their duties are referenced in the SBKA Constitution. They exercise their management of the SBKA Charity through a Council, consisting of the Chairman, Secretary and Treasurer and one Trustee from each Division. The KBKA Member appointed to stand as a Trustee and duly elected as a Trustee shall perform the duties of a Trustee of SBKA.

### Duties of the Divisional Treasurer

The Divisional Treasurer shall: -

- in conjunction with the Divisional Committee manage the Division's finances, (including producing Accounts, Audit Trails, Compliance, Budgets).
- transfer monies due from the Division to SBKA on a bi-annual basis. (BBKA registered members capitation and county element, and any donations).
- transfer any further monies due to SBKA on request from the County Treasurer.
- submit a quarterly report to the SBKA Trustees.
- transfer monies due to BDI Ltd in April and September each year.
- notify Bee Craft Ltd of any additions, deletions or changes to all members as they occur and transfer monies due to Bee Craft monthly.
- verify the Divisional membership with Bee Craft Ltd each year in November.
- verify the membership list against the BBKA membership list twice each year in March and September in liaison with the KBKA Membership Secretary.
- All expenditure, prior to contracting, must be notified to the KBKA Treasurer for verification of details and cost for reimbursement method and comparison to Budget costs.



## Expenditure

All expenditure is for the Apiary running costs, Social Events, Association Courses, Local Events and all other regular Association costs, to enable KBKA to meet SBKA Constitutional Objects, Clause 3.

All Donations and fees in support of any Charity, other person or group with objectives outside of SBKA/KBKA, are to be referred to the SBKA Council for approval. It will be the Divisional Trustee's responsibility to seek SBKA Trustees clarification and approval at the next SBKA Council meeting.

We are a non-political charity and care must be taken to ensure that KBKA do not contribute or pay an organisation or people that have a political agenda.

## Approved Expenditure Limits

All expenses must be approved by the Committee within agreed limits before being notified as soon as possible to the Divisional Treasurer. Approval for Expenditure :

- £1,000 plus - **Full Committee Approval** and written request by Divisional Chairman and Divisional Trustee to SBKA Trustees to seek their written approval of expenditure.
- Apiary Manager - Approval limit – up to £250  
Above £250 requires **Quorate Committee Approval**  
**Apiary Expenditure** covers all items relating to the managing of the Apiary throughout the beekeeping year.
- Social Secretary - Approval limit – up to £150  
Above £150 requires **Quorate Committee Approval**  
**Social Expenditure** is for the regular hiring of a venue, plus refreshments. It also includes Speaker fees and their related travel costs.
- **Any other Expenditure for Associated Running Costs** not directly related to the Apiary or Social Events – **Quorate Committee Approval**

**The Divisional Treasurer** has the right to withhold payments to members claiming reimbursement of expenditure that has not been approved, in accordance with the above procedures. No payment will be made until the expenditure has been referred to the Full Committee for approval.

## Duties of the Membership Secretary

The Divisional Membership Secretary is appointed at the KBKA AGM along with other Committee Members shall undertake the following duties: -

- input all members (and Non BBKA), data either manually or onto BBKA eReturn2 data base.
- ensure, in liaison with the Divisional Treasurer, that the County Membership Secretary is kept fully informed of all changes of membership.
- inform new KBKA members of their BBKA membership number when it is issued.
- issue all members with manual or eReturn2 data base receipt for BDI and all payments.
- verify the membership list against the BBKA membership list twice each year in March and September in liaison with the Divisional Treasurer and print BDI and BBKA Capitation invoices for payment, from manual or eReturn2 data base.



- inform the Divisional Treasurer on a quarterly basis of the number of BBKA and other members.

## Committee Structure and Meetings

KBKA shall be managed by a Divisional Committee consisting of the Divisional Officers plus the Divisional Trustee (if not one of the Officers), and further members duly appointed at the KBKA AGM.

The Divisional Officers are,

- Divisional Chairman
- Divisional Trustee
- Divisional Secretary
- Divisional Treasurer

The quorum for the Committee shall be 50% of the full Committee, rounded up if necessary, plus one. For a Committee of 9 people, the quorum shall be 6.

A Committee meeting may proceed provided that the quorum has been met. All matters may be discussed and decisions made. Those decisions relating to expenditure must fall within the Expenditure Limits and relevant sections of the SBKA Constitution.

Wherever possible the Committee meetings should be chaired by the Divisional Chairman. Should this not be possible, the meeting should be chaired by the Divisional Chairman's nominee or a person so appointed by a quorate meeting.

It will be the Divisional Secretary's responsibility to arrange the schedule of meetings each year, to collate agenda points, and provide the Committee with minutes of meetings as required.

The Committee will hold regular scheduled meetings throughout the year, with a minimum of 2 per year, held at a time and place determined by the Committee.

Committee meetings will continue, unless by prior notice the number of attendees would fall below the quorum. Should it not be possible to hold a quorate meeting, then the meeting shall be rescheduled for the soonest practical date.

It will be assumed that all Committee members will attend by default. However, if a Committee member cannot attend, then it will be the responsibility of that member to inform the Divisional Secretary as soon as possible before the meeting, in order that the Committee meeting is held with sufficient members to form a quorum.

## Duties of the Divisional Representative

The Divisional Representative shall: -

- attend SBKA Council meetings
- report to Council on the activities of the Division
- inform the Divisional Committee of any relevant business conducted at Council meetings
- 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.



## Reports and Accounts

KBKA will, prior to the SBKA AGM, send to the Trustees a report written by the Chairman about activities during the year. It will also send to the SBKA Treasurer a copy of its approved/audited accounts for the year.

## Security and Insurance

The Apiary is secured and all 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.

KBKA



## Part 2 – Member's Handbook

### Objectives

The KBKA Apiary has been established with the specific aim 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 honey bees, plus furthering the knowledge of existing beekeepers and keeping up to date with research and modern beekeeping practices.

### Education

KBKA offers a limited number of new members a full season of Theory and Practical beekeeping courses. Taster Days are also offered which aim to give a 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 course for potential beekeepers. An Intermediate course is also available after completion of the Theory and Practical courses.

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.

KBKA also aim to provide talks to local schools, clubs, charities, and events and educate the general public in the art of beekeeping and the problems they are encountering. All members are encouraged to apply to take the BBKA Basic Assessment and go on to further their education in beekeeping to become either a Qualified Beekeeper or Master Beekeeper.

### Beekeeping Legislation

It is the Members responsibility to keep within the Law when undertaking beekeeping activities. Members are expected to keep themselves informed, up to date with current best practice and comply with all legal requirements.

For a full comprehensive list of links see the attached BBKA website here

<https://www.bbka.org.uk/beekeeping-legislation>

Areas to consider that are available on this website are: -

- Bees and the Law
- Honey Regulations
- Bee Disease
- Veterinary Medicines Directorate
- Important Beekeeping Organisations

<https://www.bbka.org.uk/important-organisations-for-beekeepers>



## Apiary Management Practices & Procedures

The following annexed list of documents have been drawn up or adopted by KBKA to comply with BBKA best practice or UK legislation and best medical practice.

- **KBKA Apiary Management & Procedure** - Annex A
- **Risk Assessments (based upon BBKA Guidelines)** - Annex B
  - Operating the Apiary at HCWAA
  - KBKA Display of Observation Hive
  - Running Honey Shows
  - Codes for Use with Risk Assessment Record Sheets
- **Children, Young People & Vulnerable Adults Policy** - Annex C  
(based upon BBKA Guidelines)  
incorporating GUIDANCE DOCUMENT FOR PHOTOGRAPHING  
AND FILMING CHILDREN/YOUNG PEOPLE  
**Incorporating the 2018 revised and updated policy together with  
procedures forms to completed.**
  - **Photography & filming Consent Form page 52**
  - **Incident Report Form – Adults Page 53-54**
  - **Safeguarding Incident Report Form – Children Page 55-57**



## Annex A

### KBKA Apiary Management & Procedure

The Apiary is on the Hampton Court Way Allotments. Many members also keep bees in their gardens or out apiaries. 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 planned for the forthcoming season.

Kingston Beekeepers Association's apiary is a teaching apiary. A team of experienced beekeepers facilitate learning about bees and beekeeping in a friendly structured way given that bees are wild insects. This means that good practice and husbandry are necessary to ensure the prosperity and safety of both bees and humans. KBKA also needs to comply with certain rules and regulations so all of the following procedures are also governed and read in conjunction the **'Risk Assessments' in Annex B – KBKA use of Apiary at HCWAA for Training**, by all member beekeepers using or attending the Apiary. This section provides the structure, refined after years of experience, for all when working or learning or visiting the apiary, from the wannabe beekeeper to the experienced.

**Apiary Management Team** comprises :

- Apiary Manager**
- Apiary Mentors**
- Apiary Equipment Manager**

**Apiary Manager** is responsible for the smooth running of the apiary plus the management of the other team members and duties carried out by the KBKA members. This includes:

1. Managing the KBKA owned hives.
2. Ensuring all Member hives kept at the apiary are properly looked after.
3. Grass cutting and shrub trimming
4. Ensuring apiary hives are opened only in the presence of an appointed mentor.
5. Managing the instruction of new beekeepers.

**Apiary Mentors:**

1. Pair visitors with an experienced beekeeper or Mentor. Require the visitor completes the Visitor Form which is available in the shed.
2. Ensure all visitors are appropriately dressed before entering the hive area and complete the *Visitors Code of Conduct Approval Form*, kept in the shed.
3. Ensure one mentor is in charge of each hive.
4. Maintain a record of any children or vulnerable people known to be present and ensure they are correctly supervised. The *Consent Form* is available in the shed. (see Annex C for Copy of Consent Form).
5. Ensure all complete the Register upon arrival, including answering the question regarding consent to use an EpiPen in the event of adverse reaction to a sting. All attendees at the apiary are requested to provide contact information to be used only in the event of an emergency.
6. Ensure all wear appropriate protective clothing.
7. Supervise and advise on the conduct of practical work.
8. Ensure safety of members and visitors in the vicinity of the hive.
9. Responsible for maintaining hive records.



## Apiary Equipment Manager:

1. Responsible for the provision, issue, return and maintenance of equipment for apiary use.
2. Co-ordinates provision of smoker fuel and lighters.
3. Ensures returned equipment is cleaned/disinfected before next use. Dirty equipment is placed beside metal table and kept separate from clean equipment until cleaned/disinfected.
4. Ensures safe disposal of contents of buckets containing washing soda and spent smoker fuel.
5. Maintains gas torch.
6. Maintains solar wax extractor.
7. Keeps an up to date log of all Apiary equipment.

## First Aiders:

1. Responsible for the provision of first aid to people at apiary
2. Identified on list on shed door and wearing a first aider armband.
3. Ensures First Aid Kit and Emergency Notice Information is clearly visible to all members and visitors at the Apiary at all times. This should be reviewed annually.

## All Beekeepers and Visitors to the Apiary must:-

1. Dress appropriately – bee-proof clothing.
  - Wear a full bee suit, or veil and jacket at least.
  - Zip the veil up properly.
  - Wear loose trousers.
  - Wear Wellington boots (or other similar appropriate boots) and tuck trousers into them.
  - Wash boots in buckets provided upon entry.
  - Wear disposable (Marigold or latex) gloves.
  - Wash Marigolds inbetween each hive inspection.
2. Sign into the apiary in the Registration Book, answering the question regarding consent to use an EpiPen in the event of adverse reaction to a sting. Also provide emergency contact number if desired.
3. Not stand in the apiary entrance gate, this being a flight path of the bees.
4. Not bring bananas to the apiary.
5. Avoid shouting and running around.
6. Observe what is happening in the apiary.
7. Ensure no bees are taken into the social area. Ensure a 'bee check' is done upon entering the shed area before taking bee suit off.
8. Respect the bees.
9. Keep the apiary clean and tidy.

## Hive protocol :-

1. Respect the bees.
2. Do not stand in front of the hive entrance.
3. Take a black beginner/intermediate tool box into the apiary for hive inspections.
4. If necessary, warn the bees of your presence with a few puffs of smoke before opening the hive.
5. Remove hive parts carefully with a minimum of jolting.
6. Check that the queen is not on the queen excluder.
7. Remove frames carefully without rolling or squashing the bees.
8. Replace brood frames in the same order they were removed from the brood box, unless there is a good reason to rearrange the frames.
9. Hold frames vertically over the hive; especially if the queen could be on it or queen cells.
10. Replace the queen excluder, supers and crown board carefully to avoid squashing any bees.
11. Do not place frames or boxes directly onto the ground when checking the hive. Place brood box and supers inside the upturned roof, and frames onto the frame holder. Honey is a food and there is possible contamination from the ground.
12. Keep the area around the hive clean and tidy.



13. Replace the dedicated cleaned hive tool in hive.
14. Update the hive record each time the hive is opened, even if no activity is carried out.
15. Wash hive tools between colonies.
16. Collect brace comb and propolis, place in plastic pots.
17. Store clean unused supers or brood boxes in a bee-proof stack in the shed. Place newspaper between boxes to prevent contamination and bee access.
18. Scrape, then flame dirty supers and brood boxes before returning to shed.
19. Extinguish smoker and dispose of ashes safely in water bucket or incinerator. Smokers will be stored by Apiary Equipment Manager.

## Observation of the Bees :-

At the hive entrance:

1. Look for guard bees, foragers with pollen, fanning, wasps or other predators, orientation flights.

Inside the hive :

2. Note the temper of the colony.
3. How many bees in the supers?
4. How much honey in the supers?
5. How many frames with brood?
6. Do they have sufficient frames for growth ?
7. Look out for the queen, queen cells, play cups, eggs, larvae, sealed brood, wax moth or signs of it, varroa.
8. Record as such on the hive record.

## Observers and Visitors :-

Must be introduced to an experienced beekeeper to supervise them. Points for the supervisor to cover:

1. Ensure the visitor completes the *Visitors Code of Conduct Approval Form* available in the shed. ( See copy of form on page 23 of this Handbook).
2. If there is a child or young person under 18 years present, ensure the parent or carer completes the *Consent Form* available in the shed.
3. Warn the visitor of the risk of bee stings and that they enter at their own risk.
4. Ensure they are willing to follow instructions from the Apiary Co-ordinator or Mentor, an experienced Beekeeper.
5. Establish if they have any relevant medical condition; particularly if susceptible to serious allergic reaction to a sting (anaphylaxis shock) and if so, do they carry an EpiPen.
6. Ensure visitor signs in the Register book, answering the question regarding consent to use an EpiPen in the event of adverse reaction to a sting.
7. Ensure visitors are appropriately dressed before entering the hive area.
8. See emergency procedure below.

## Behaviour at Apiary

1. Avoid shouting or speaking loudly.
2. Avoid running around.
3. Do not stand in front of the hive entrance.
4. If the bees are upset, leave them for a minute or two.
5. If concerned by the bees around you, walk into the shade or bushes and stay there while they fly back to the hive.



## Good Apiary Practice for All Members and Visitors

### Measures to Minimise Nuisance

Ensure 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.

In the event of a severe and uncontrollable reaction by a hive, immediately close it down, warn other people around and retire to safety. Seek assistance from senior members to deal with the situation. If a hive remains bad tempered for up to three weeks, destruction may have to be considered.

Be aware that hives having **blue** and **red** markings on the number brick are private or queen rearing hives and are not for apiary use.

### Smoker

Light the smoker away from the hives at the metal table. Do not wear a veil nor gloves whilst lighting the smoker – they are easily melted by heat/flames and will stick to the face or hands.

After use, empty the fuel into the incinerator or bucket of water as requested by Apiary Equipment Manager, and place the smoker beside the shed door to cool. The Apiary Equipment Manager will put smoker away, lid open, when it is cold.

Please be aware of fire risk, particularly during dry summer weather.

### Fire

If there is a fire in the apiary, use the buckets positioned outside the shed door. Fill with water from the tank just outside the Apiary to the left. The nearest running water is straight ahead, 50 yards from the Apiary gate.

Call 999 for the fire brigade if it is a serious fire. Follow procedure in 'An Emergency' below.

### KBKA Equipment

Extraction and frame cleaning equipment can be borrowed by Members from KBKA. This includes :

- Settling tank
- Extractors (3)
- Bain Marie
- Boiler for frames

Contact the Apiary Equipment Manager to pre book the equipment required. This must be recorded in the pink loan book. Please look after the equipment and return it in full working order. If there is any fault, please do not fix it but bring it to the attention of the Apiary Equipment Manager for repair. Cleaning equipment prior to storage is an essential function of beekeeping. Members are expected to carry this out prior to equipment being returned to storage.

### Gas Blowtorch

Always refer to the Apiary Equipment Manager before use. It is to be used at the metal table. It must not be removed from the Apiary.

### Wax

Any wax scrapings removed during an inspection should be put in the plastic pots to prevent the spread of disease and discourage vermin. Never drop wax in the Apiary. Frames with wax to be extracted are double bagged and placed in wheelie bins beside the shed.



## Lifting

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

## Lone Working

For reasons of safety, it is recommended that members do not work alone. Where necessary, take a mobile phone to tell another member upon arrival at the Apiary and agree an expected time to leave the site. Arrange to call a second time upon leaving the site. The other member should be ready to summon assistance if the second call is not received.

## Measures To Control Disease in The Apiary

During inspections beekeepers should always look for signs of disease, including:

- faeces on 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.

There are a number of common treatments and precautions that all beekeepers are expected to follow: -

## Sterilising of Hive Parts

Before storing or re-using hive parts, these should be scraped and then scorched with the blowtorch.

## Vigilance for Notifiable Diseases

It is a legal requirement to report to the Bee Inspectorate any outbreak of these diseases.

- European foul brood,
- American foul brood,
- Small Hive beetle
- Tropiclaelaps clareae mite.

Therefore beekeepers should ensure they can recognize the signs. If suspected and With the approval of the Apiary Manager if suspected that these diseases are present in the colonies, immediate notification is required to :

The National Bee Unit at <http://www.nationalbeeunit.com/index.cfm?sectionid=42>

or the local bee inspector at <http://www.nationalbeeunit.com/public/Contacts/contacts.cfm>

Failure to do so is an offence as noted on <https://www.gov.uk/guidance/bee-health>

Twice a year, spring and autumn, all hives in the apiary will be inspected for disease.

## Hive Tools

Only clean tools are to be used. Each hive has a dedicated tool for use on that hive only. Clean with washing soda after each hive inspection..

To prevent the spread of disease all hive tools must be cleaned if used on a different hives or if having touched the ground.

## Gloves

Use Marigold or latex gloves. If you are at risk from anaphylactic shock use thicker gloves, e.g. Marigold. Ensure the gloves are reserved only for use at Kingston apiary and cleaned in washing soda after each hive inspection and site visit. Latex Gloves provided at the Apiary are for the inspection of the Apiary's own hives.

Leather gloves are banned as they cannot be effectively sterilised.

## Washing Soda

## Members Rules and Handbook



KINGSTON BEEKEEPERS  
ASSOCIATION

Buckets of washing soda are provided to clean hive tools during/after use and before return to store. The mixture is 1lb washing soda, a squirt of bleach in one gallon of water (or 1kg washing soda, a squirt of bleach in 5 litres of water). Disposal of washing soda after use should be at the direction of the Apiary Manager.

### **Introduction of bees/colonies/queens/swarms into the Division's apiaries**

On no account may bees, queens, nor hives be introduced into the apiary, even for a temporary period, without the Apiary Manager's consent. An inspection for disease and temper **MUST** take place before permission will be granted.

KBBKA



## Hampton Court Way Allotments

### **These rules should be observed at all times.**

The Hampton Court Allotment Association holders maintain strict rules and regulations in order to manage and maintain all plots and the site, in an equitable manner. The 'Risk Assessment for the Training Apiary' in Annex B, has been sent to HCWAA as part of our agreement to support their allotment lease renewal.

KBKA is an allotment holder as our Apiary is on these allotments.

There is a speed limit of 5 mph on all vehicles on the site.

There is limited parking for beekeepers alongside the Apiary. KBKA has special dispensation to drive counter to the anti-clockwise traffic flow direct to the apiary site. This is a very short drive but meticulous care must be taken in case of on-coming allotment traffic.

Unless a beekeeper has equipment to unload, it might be much easier to park in Broadfields Road. There is insufficient parking for all attendees to the apiary on Saturday.

Parking is alongside the hedge, by reversing in to park at 45° angle to the hedge, starting at the far end nearest the fence. This enables more cars, plus eases in/out access. If this area is full, please turn and park on Broadfields Road. No parking is allowed immediately in front of the apiary as this is reserved for emergency vehicles only. Also no parking is allowed on the ends of allotment sites that do not belong to KBKA.

Bonfires should only be lit when the weather conditions are acceptable and in accordance with HCWAA rules.

1. Do not burn wet material.
2. Do not light bonfires on a lovely sunny day.
3. Check the wind direction – it is illegal to allow smoke to drift across the main road.
4. Only burn vegetation that is not compostable.
5. Do not bring anything from home to burn.

KBKA has a bonfire on a dedicated day to burn cuttings from the apiary. This is arranged with suitable weather conditions and supervision to ensure the bonfire does not cause annoyance to neighbours nor fellow plot holders.

It is highly important that KBKA maintain, and continue to have, harmonious and good relations with the Allotment Association, which have been built up over a number of years, in order to keep the very precious Apiary at Hampton Court.



## An Emergency

### If in doubt dial 999

The main Apiary address is

**Hampton Court Way Allotments  
Between 31 / 33 Broadfields  
East Molesey  
KT8 0BW**

**Grid reference : TQ 153 673**

Two people go to Broadfields :

- First to flag ambulance to location of apiary entrance
- Second to lead ambulance to parking position in front of apiary gates

The nearest A&E hospital is Kingston Hospital, KT2 7QB. Telephone 020 8546 7711

Teddington Hospital, Hampton Road, TW11 0JL can deal with minor injuries.  
Telephone 020 8714 4000

#### **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 on noticeboard on metal shed or locate someone wearing a First Aider armband or badge.

#### **Stings**

If stung immediately scrape across the sting with a fingernail, knife, Credit Card, etc. Squeezing or trying to pick it out will make it much worse. The quicker you remove the sting the less serious it will be. Apply antihistamine cream and take antihistamine medicine immediately.



## Anaphylactic Shock

A severe allergy to insect stings may experience one or more of these symptoms.  
Symptoms to be aware of : Think **A.B.C.D.E** :

### **A**irways Obstructed

- Hoarseness
- Wheezing
- Swollen tongue
- Itching or swelling in throat

### **B**reathing Difficulty :

- Breathlessness
- Noisy breathing
- Unable to communicate

### **C**irculation Impaired

- Pallor
- Clammy Skin
- Rapid or weak pulse
- Blue around the mouth
- Feeling faint

### **D**isability

- Confusion
- Agitation
- Altered consciousness

### **E**xposure

- Hives or nettle rash
- Swelling of lips, eyes, throat, etc
- Generalised rash

## Mild / Moderate Reaction

- Swelling around sting site, plus lips, face, eyes
- Welts, especially near sting
- Tingling mouth
- Abdominal pain, vomiting

## Severe Reaction Anaphylaxis

- Difficulty breathing
- Swelling of Tongue
- Swelling in throat
- Wheeze or persistent cough
- Difficulty talking
- Dizziness
- Collapse
- Pale and floppy (young children)



If any of these symptoms arise, evaluate the severity of the symptoms with the persons help. Not all symptoms may occur.

Ask the person if they are allergic to bee stings and if they carry an EpiPen. Be aware that an EpiPen contains epinephrine **and should be self-administered**. If you are not a doctor or a trained paramedic make this clear before administering an EpiPen to another person at their request.

## Action

1. Remove person from danger of further bee stings.
2. Remove bee sting using scraping action.
3. Apply antihistamine cream.
4. Give antihistamine syrup.
5. First Aider to monitor symptoms.

## If anaphylaxis is apparent :

1. Ask person for permission to use EpiPen. If unable to give decision, check apiary register for their decision
2. Remove bee suit/veil
3. If person is conscious but breathing is difficult allow them to sit
4. If person unconscious, place in recovery position
5. Open EpiPen and read instructions
  - a. Check expiry date
  - b. Apply EpiPen to outer thigh avoiding seams in clothing
  - c. Push hard until a click is heard
  - d. Count for 10 seconds
  - e. Rub area of injection
  - f. Check all contents are discharged
  - g. Note time
6. Re-assure person

## Apiary Process

Inform beekeepers to '*Close all hives immediately. Please go home.*'

## Phone 999

7. If in queuing system shout '*Patient cannot breathe*'
8. Follow instructions of emergency services
9. Inform timing EpiPen used
10. If reaction severe and person not responding, ask to use second EpiPen after 10 minutes

## Subsequently

- KBKA member, preferably Committee member, accompany person to hospital
- KBKA member, preferably Committee member, to inform person's emergency contact



## Visitors Code of Conduct Approval Form

### KINGSTON BEEKEEPERS ASSOCIATION Hampton Court Way Allotment

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 their Mentor immediately.
- Any person behaving in a way that is deemed irresponsible by the Mentor or Apiary Management Team will be asked to leave the apiary and demonstration.
- All children, young people and vulnerable adults must be accompanied by their Parent or Carer, and complete the Consent Form.

Signed: - \_\_\_\_\_

Print Name: - \_\_\_\_\_

Parent/Guardian or Carer \*

Date: - \_\_\_\_\_

\* If children, young people and vulnerable adults are accompanied please state if Parent/Guardian or Carer



## Annex B

### Risk Assessments (based upon BBKA Guidelines)

KBKA has Risk Assessments for the following activities: -

- KBKA use of Apiary at HCWAA for Training
- Use of closed observation hives at public events
- Running Honey Shows
- Codes for Use with Risk Assessment Record Sheets

These Risks mentioned in these Risk Assessments are the bare minimum and should always be reviewed prior to the activity being undertaken.

Other Risks that need to be considered by a KBKA member when undertaking Beekeeping activities either at an Apiary or in their own home environment are:-

mowing the grass (individuals are using chemicals / sharp blades / equipment with moving parts), using the Blowtorch to light smokers & cleaning equipment, placing frames in solar extractor, use of extractors in the home environment (moving parts), Bain Marie in the home environment, hefting a hive.