

# KINGSTON BEEKEEPERS ASSOCIATION

**MEMBERS RULES & HANDBOOK**

**May 2021**



# 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

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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, which assists the public to locate a beekeeper should they have a swarm.



To be included on the list the member should have a minimum of two seasons beekeeping experience, ideally have passed the BBKA Basic Assessment and be able show that they meet the BBKA Swarm Collectors Protocol which KBKA strictly observes. Access the BBKA protocol on their website or using this link

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

The member's record will then be updated on the BBKA website as a swarm collector.

## 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.

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- 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

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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.

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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 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.

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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

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.

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## 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)

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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

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## 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.

# Members Rules and Handbook

Hampton Court Way Allotments. 31 / 33 Broadfields, East Molesey, KT8 0BW

## Record of Risk Assessment : Use of Apiary for Training

Task for Assessment : <b>Use of Apiary for Training</b>		
<b>Description of Plant or Process</b>	Many apiaries are used for training purposes for beekeepers at all levels. Although it could be expected that more experienced beekeepers are aware of any Health & Safety (H&S) issues the same precautions would apply to all although the level of monitoring and observation may change with levels of experience. In all cases a trainer should be nominated to be in charge of H&S and all trainers and trainees hold responsibilities for H&S.	
<b>Other Assessments Required</b>	<b>Protective Equipment</b>	<b>Special Tools or Equipment Requirements</b>
Handling Live Bees	Bee Suit with Veil and Gloves	Full beekeeping Personal Protective Equipment (PPE) including bee suit with veil and gloves
COSHH	Safety Shoes                  Wellingtons	
Others (State)	Others (State)	
Assessment by: Avis Marshall	Date: 30 <sup>th</sup> November 2020	Reviewed by: Jane Satchwell 30 November 2020, 13 May 2021
		Date: Review on or before 30 <sup>th</sup> November 2021

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Task for Assessment: <b>Use of Apiary for Training</b>							
Component or aspect:							
Serial no	Nature of hazard	Possible effects of hazard	Severity	Probability	Assessed Risk	Precautions or remedial action	Residual Risk
1	Participant Comfort	Discomfort, dehydration hunger	2	1	2	Ensure that toilet and hand washing facilities are available and the location of these made clear to all participants. Ensure that drinking water is available, this could be by advising participants to bring their own water. If the course is for longer than a half day participants should be either provided with food or advised to bring own food.	1
2	Manual Handling	Injury	5	4	5	Heavy items (more than 15 kg) should be moved by mechanical handling device or by more than one person, principles of manual handling should be part of the training. Height of hive stands and any temporary location for hive parts should be suitable for the participants.	2
3	Falling Objects	Injury	4	2	3	Any hives or spare equipment should not be stored above an easily accessible height. Hive stands and any storage shelves must be secure and not prone to tipping or falling in normal use.	1
4	Tripping Hazard	Injury	4	2	3	The apiary site and any access routes must be checked before the training session. Where possible any trip hazards should be removed. If hazards cannot be removed such as steps or animal burrows their presence must be made clear to all participants.	1
5	Physical Injury	Injury	4	3	3	Sharp objects such as tools and castellation's may be used, leading to the possibility of cuts and grazes. A first aid kit should be readily available and preferably at least one the participants aware of first aid use. Smokers are always hot and should be handled by the bellows only.	1
6	Sting Risk	Injury	4	5	4	When handling bees the possibility of being stung is always present, this must be made clear to all participants. The risk can be mitigated by use of appropriate PPE, this must be worn in the apiary and should be checked before entry to the apiary, the trainers should demonstrate good practice. Participants must not stand in the flight path of bees and if any colonies show aggressive behaviour the participants must retire to a safe distance and one of the trainers should close the	3

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						hive.	
7	Severe allergic reaction	Death	10	4	6	A severe allergic reaction can lead to fainting or in cases of anaphylaxis death if not managed immediately. All trainers must be aware of the possibility and monitor all participants for this at all times in the apiary. At least one of the trainers must be fully aware of the actions to be taken in accordance with agreed emergency procedures located in the Apiary Shed. A mobile phone must be available at all times with a fully charged battery.	4
8	Damage to Bee Colonies	Injury to bees	3	3	3	Poor handling can disturb a colony or squash bees including the queen. The trainers should show good practice and carefully supervise the training.	1
9	Disease Transfer to Bees	Serious injury to bees	3	3	3	Participants should not be allowed to bring hive tools, smokers or any personal beekeeping equipment into the apiary, only the apiary equipment should be used. Those few with hives at the apiary can bring their own equipment in for sole use on their hives. Only clean bee suits and other PPE should be allowed into the apiary. Any obviously contaminated PPE should not be accepted. Beekeepers to use clean gloves and hive tools when inspecting each hive. All hive equipment must be flamed after use and stored in shed.	1
10	Access to and for Emergency Services	Death	6	4	5	In the case of a severe reaction (see 7) the emergency services should be called immediately by calling 999. There must be a person on site who can direct the emergency services to the location of the apiary on the Hampton Court Way Allotment Association (HCWA) site at all times. Area in front of Apiary gates must be kept clear at all times for emergency vehicles. In the case that no contact can be made with emergency services a vehicle must be available with a driver who knows the route to the closest Accident & Emergency (A&E) department.	3

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11	Burn Risk	Injury	4	5	5	<p>The use of smokers has an inherent risk of burning particularly during lighting and extinguishing. Smokers must be lit at the metal table. The contents of smokers must be tipped into the water bucket, and then the smoker be completely cold &amp; out before being placed in the shed with the lid open. Three further risks can occur:</p> <ul style="list-style-type: none"> <li>gloves should not be worn during lighting as plastic or rubber gloves can melt on to the skin causing a nasty injury,</li> <li>veils should not be worn during lighting as sparks can damage the veil leading to an access point for bees &amp; hot plastic burning the face</li> <li>flaming of equipment must be on the metal table to avoid setting fire to vegetation.</li> </ul>	3
12	Lone Working in the Apiary	Injury	4	4	4	Lone working in the Apiary on tasks such as Grass Cutting and Hive Inspection should strictly follow the Lone Working Procedure.	2
13	Illness of public or person	Death	10	4	6	People will be advised not to attend the apiary if they are unwell or have been in proximity with someone who is ill; and not be allowed entry to the apiary. Where a nationwide disease is prevalent, KBKA will adhere to the guidelines provided by the government at that time.	4
<b>Conclusion Sheet</b>			<p>The running of a training session in an apiary is normally an enjoyable and hazard free occasion but the possibility of hazards is always present and in some rare cases can have a major consequence. The mitigation of these risks is normally understood by experienced beekeepers but has to be explained to beginners. The physical characteristics of the participants may vary from children through to strong adults, any assumptions on the abilities for manual handling have to be taken with care and possibly some of the handling techniques should be demonstrated and practised on empty equipment with no bees present.</p>				
Assessment by: Avis Marshall			Date 30 November 2020	Reviewed by: Jane Satchwell		Date: 30 November 2020, 12 May 2021	Review on or before 30 <sup>th</sup> November 2021

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## Record of Risk Assessment : Use of closed observation hives at public events

Task for Assessment : <b>Use of closed observation hives at public events</b>		Project no.	
Component or aspect:		Ass't no.	Sheet no.
<b>Description of Plant or Process</b>	The use of a correctly designed observation hive, complete with bees, at an event open to the general public. The bees should be fully enclosed and not free to fly in any way. The hive should be securely fitted to a stable base. The hive is taken into the event each morning and removed each evening.		
<b>Other Assessments Required</b>	<b>Protective Equipment</b>	<i>Special Tools or Equipment Requirements</i>	
Confined Space	Hard Hat _____ Goggles	Sheet large enough to completely wrap up hive	
COSHH	Safety Shoes _____ Wellingtons	Spray bottle filled with soapy water	
Others (State)	Others (State)	Spray bottle with clean water to allow the bees to be kept cool	
	Beesuit and Veil, Gloves for when handling bees into observation hive	Water bottles to be clearly marked 'SOAPY' and 'CLEAN'	
Assessment by:	Date:	Reviewed by:	Date: Review on or before

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Task for Assessment: <b>Use of closed observation hives at public events</b>						Project no.	
Component or aspect: This form to be completed whenever KBKA uses closed observation hives at any public event.						Ass't no.	Sheet no.
Serial no.	Nature of hazard	Possible effect of hazard	Severity	Prob'ty	Ass'ed risk	Precautions or remedial action	Residual risk
1	Transport of hive to and from event	Escape of bees or damage to hive both whilst in vehicle or being carried into event	4	4	4	Hive should be protected and secured whilst in vehicle and only carried with window guards in place and entrance securely closed. If possible carry into event before public access.	2
2	Escape of bees whilst on show	Bees around exhibit leading to possibility of stings	4	3	3	Entrance and any other means of escape secured in a way that requires tools to release e.g. screws or bolts and padlocks	1
3	Hive knocked over by accidental or deliberate action of public	Possible damage of hive leading to escape of bees	3	3	3	Ensure that hive is securely mounted on large base e.g. clamped to table and always attended	1
4	Escape of bees due to significant damage i.e. broken glass or major damage to hive caused by vandalism	Possible major escape of bees leading to possibility of stings	4	1	2	Ensure that hive is always attended and that a sheet to cover hive is within ready reach and a soapy water spray to quieten bees is adjacent to hive.	1
5	Stings to public following release of bees	Concern by stung person and possible disturbance amongst viewing public	4	3	3	Ensure that hive attendant is fully aware of normal reaction to stings and other stand stewards can be called to assist. Site first aiders briefed on normal reaction to bee stings and appropriate treatment	1
6	Stung person develops anaphylactic shock	Serious reaction leading to requirement for rapid treatment	6	2	3	Site first aiders briefed on possibility and requirement for fast response. Means of calling emergency services known and means of contact (mobile phone) available on stand.	2
7	Overheating of bees in hive	Possible stress or even death of bees	2	1	1	Ensure a supply of clean water for bees and protect from direct sunlight	1

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<b>Conclusion Sheet</b>	<p>The use of observation hives with bees at event open to the public can be carried out with a very low risk if a few simple precautions are taken. The major safety factor is that the hive should be attended at all times. The major risk is that of a member of the public being stung which is not a serious injury but is often perceived as much worse than actual. The very minor chance of anaphylactic shock is mitigated by the immediate presence of stewards knowledgeable in the actions to be carried out.</p>			
Assessment by:	Date:	Reviewed by:	Date:	Review on or before

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## Record of Risk Assessment : Running of a Honey Show

Task for Assessment : <b>Running of a Honey Show</b>		Project no.	
Component or aspect:	This form to be completed whenever KBKA is involved in a Honey Show or Community Fair		Ass't no.      Sheet no.
<b>Description of Plant or Process</b>	<p>A Honey show is a presentation of exhibits of honey wax and other products related to bees and beekeeping, shows are normally held in the autumn.</p> <p>Shows can be held in a wide variety of locations and times from the back room of a pub in the evening through to in a marquee in a large public show. This risk assessment addresses many of the possibilities but in many cases will not be specific and will have to be adjusted for specific situations.</p> <p>The shows generally run in four distinct phases, the initial setup, the judging (which may or may not have attendees present, post judging viewing plus prize giving and show breakdown.</p> <p>In general the risks are low and in most cases can be reduced to negligible levels, shows have been held for over 100 years without major incidents.</p> <p>If other attractions are included such as an observation hive or live bee demonstrations these should have their own risk assessments.</p>		
<b>Other Assessments Required</b>	<b>Protective Equipment</b>	<i>Special Tools or Equipment Requirements</i>	
Confined Space	Hard Hat ——— Goggles	None specific	
COSHH	Safety Shoes ——— Wellingtons		
Others (State)	Others (State)		
	White coats are normally worn by judges and stewards		
Assessment by:	Date:	Reviewed by:	Date:

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Task for Assessment: <b>Running of a Honey Show</b>						Project no.	
Component or aspect:						Ass't no.	Sheet no.
Serial no.	Nature of hazard	Possible effect of hazard	Severity	Prob'ty	Ass'ed risk	Precautions or remedial action	Residual risk
1	Venue Safety Indoors	Overcrowding leading to discomfort of attendees and possible evacuation problems	1	1	1	The room used should be adequate for the number of attendees expected and in no circumstances exceed the safe number under the fire regulations.	1
2	Venue Safety Outdoors	Often a marquee, these have been known to collapse and can become overcrowded if weather outside becomes inclement	3	2	3	Venue should be evacuated in bad weather if possibility of collapse and stewarded to ensure that only a safe number present at any one time	1
3	Fire	Injury to attendees from fire and possible evacuation	3	1	2	Normally the only source of ignition will be candles lit to be judged. These should all be in stable holders and not left unattended whilst alight and extinguished as soon as judged	1
4	Burns	Personnel injury	2	2	2	The only source of burn introduced by the show is that candles will normally be lit for judging. These should all be in stable holders and not left unattended whilst alight and extinguished as soon as judged. Candles should be lit with an appropriate safe source and extinguished by blowing out or with a hood rather than squeezing the wick	1
5	Cuts	Personnel injury	3	2	3	Ensure that the floors are kept clean and dry at all times, any spillages should be cleaned immediately	1
6	Slips indoors	Personnel injury	3	1	2	Ensure that the floors are kept clean and dry at all times, any spillages should be cleaned immediately.	1

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7	Slips outdoors	Personnel injury	3	2	3	The ground under a marquee may be uneven and possibility wet. Ensure that the area does not become overcrowded and that stewards are present to advise of any specific hazard, flooring within the marquee is a preferred option.	2
8	Trips	Personnel injury	3	2	3	Ensure that no trip hazards are present in any area that personnel may be present	1
9	Electric shock	Personnel injury	5	4	5	Very little electrical equipment is used in a honey show. Any that is should be fully earthed and PAT tested and made inaccessible to the attendees. If in use outdoors all circuits should be protected with an RCD trip within the venue.	2
10	Insect stings from intruding insects	Personnel injury possibly leading to anaphylaxis	5	3	4	Insects are normally only a problem in outdoor shows where bees and wasps may be attracted. Ensure that all exhibits are in insect proof containers and only opened for a short time when being judged.	2
11	Insect stings from exhibits such as free flying observation hives	Personnel injury possibly leading to anaphylaxis	5	3	4	Ensure that the insect entrances are taken to an area outside the public area to an area that is fenced off and well marked with warning signs.	2
12	Allergic reactions	Personnel injury possibly leading to anaphylaxis	5	2	3	Allergies to other hive products such as propolis are possible, care should be taken that the attendees do not come into contact with any such substances.	1
13	Lifting heavy weights	Possible muscle strain	4	4	4	Normally the only heavy items to be lifted are tables for exhibits to be put in place before the show and cleared afterwards. Ensure that two people are normally involved in lifting and placing these.	2
14	Theft of exhibits, trophies or money	Distress to personnel	1	4	2	Ensure that public events are well stewarded and that any valuables are held safely.	1

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<b>Conclusion Sheet</b>	Honey Shows are inherently low risk events in most circumstances and only standard levels of management are required to mitigate any risks to a very low level. Simple precautions as shown above are simple to take and have little cost implication.			
Assessment by	Date:	Reviewed by:	Date:	Review on or before

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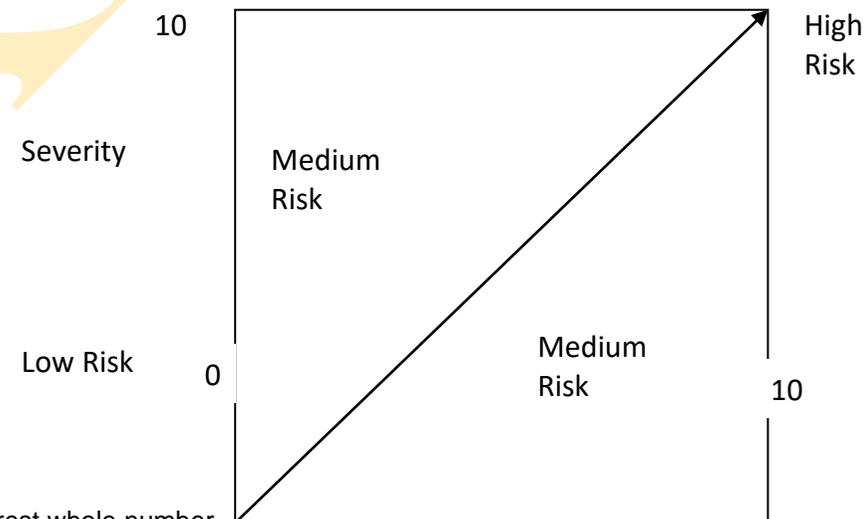
## Codes for Use with Risk Assessment Record Sheets

On the Record of Risk Assessment sheets codes are used in several columns to indicate:

- i) Severity of Hazard
- ii) Probability of Hazard
- iii) Assessment of Risk
- iv) Residual Risk

The codes used for these columns are tabulated below and refer to a standard Probability Severity type chart as below

	<b>Severity</b>	<b>Probability</b>	<b>Risk</b>
0	No Hazard	Will Never Occur	No Risk
1	Slight irritation	Only in Most extreme failure	Negligible risk
2	Irritation	Present in major failure	Very minor risk
3	Minor injury	Present in minor failure	Minor risk
4	Injury	Rarely present in normal operation	Medium risk
5	Serious injury	Occasionally present in normal operation	Large Risk
6	Major injury (life threatening)	Present 10 to 50% of time	Major risk
7	Multiple major injury	Present more than 50% of time	Serious Risk
8	Single Fatality	Present most of time	High Risk
9	Multiple Fatalities	Probably Present	Very High Risk
10	Large Number of Fatalities	Continuously Present	Extreme Risk



Risk is calculated as the square root of the product of severity and probability, rounded to the nearest whole number. Residual risk is identified as that level of risk still existing after the identified remedial or mitigating action is taken.

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## Annex C

### Children, Young People & Vulnerable Adults Policy

(based upon BBKA Guidelines)

incorporating GUIDANCE DOCUMENT FOR PHOTOGRAPHING  
AND FILMING CHILDREN/YOUNG PEOPLE

Surrey Beekeepers Association has decided to adopt the new revised BBKA Policy when teaching beekeeping. Below is the 2018 revised and updated policy together with procedures and forms to completed.

It should be noted that when teaching child, young person or vulnerable adult, the Parent/Carer must accompany these people. Teaching a child, young person or vulnerable adult not accompanied by a Parent/Carer, the person teaching with have to have a Disclosure and Barring Service (DBS) check undertaken.

#### The British Beekeepers Association

#### Children, Young People & Vulnerable Adults Policy Statement

The British Beekeepers Association (BBKA) believes that it is always unacceptable for a child, young person or vulnerable adult to experience abuse of any kind and recognises its responsibility to safeguard the welfare of all children, young people and vulnerable adults, by a commitment to practice that protects them.

#### **We recognise that:**

- the welfare of the child, young person or vulnerable adult is paramount
- all, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from all types of harm or abuse
- working in partnership with children, young people, vulnerable adults, their parents, carers and their agencies is essential in promoting their welfare.

#### **The purpose of the policy:**

To provide protection for children, young people and vulnerable adults who receive the BBKA's services, including those related to adult members.

To provide staff and volunteers with guidance on procedures they should adopt in the event that they suspect a child, young person or vulnerable adult may be experiencing, or be at risk of, harm.

This policy applies to all members, including the board of trustees, paid staff, volunteers and anyone working on behalf of the BBKA.

#### **We will seek to safeguard children, young people and vulnerable adults by:**

- valuing them, listening to and respecting them.
- adopting child protection guidelines through procedures and a code of conduct.

#### *for staff and volunteers*

- recruiting staff and volunteers safely, ensuring all necessary checks are made, where appropriate.

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- sharing information about child protection and good practice with children, parents/guardians, staff and volunteers.
- sharing information about concerns with agencies who need to know, and involving parents/guardians and children appropriately.
- providing effective management for staff and volunteers through supervision, support and training, where appropriate.

We are also committed to reviewing our policy and good practice annually.

## **BBKA Safeguarding Children, Young People & Vulnerable Adult Policy**

### **1 Foreword**

*“The long-term success of beekeeping as a craft depends upon sustaining and developing the broadest possible base of participation. Part of this strategy is based upon the encouragement of participation by children, young people and vulnerable adults within a safe and secure environment that protects them fully while developing their potential.”* The British Beekeepers’ Association (BBKA) accepts a moral responsibility to implement procedures to provide a duty of care for children, young people and vulnerable adults, to safeguard the well being of children, young people and vulnerable adults and protect them from physical, sexual or emotional harm and from neglect and or bullying.

Beekeeping can have a very powerful and positive influence on people – especially children, young people and vulnerable adults. Not only can it provide opportunities for enjoyment and achievement, it can also develop valuable qualities such as self-esteem, self-confidence, leadership and teamwork.

The BBKA is committed to providing information to educate those working with children, young people and vulnerable adults to adopt best practice to ensure the safety and welfare of everyone within the craft of beekeeping.

This document sets out the principles and procedures to be adopted by the BBKA in its entirety. This, as with all BBKA policies, is a working

document and thus shall be reviewed against governance changes, laws and government acts.

### **1.2 Legislation and Guidance**

BBKA is mindful of its obligations under various statutes, including:

- The Children Acts 1989 and 2004 <sup>[1]</sup><sub>[SEP]</sub>
- The Protection of Children Act (PoCA) 1999 <sup>[1]</sup><sub>[SEP]</sub>
- Relevant Legislation to Safeguard Children through Recruitment, Staff and Volunteers <sup>[1]</sup><sub>[SEP]</sub>
- Standards for Safeguarding and Protecting Children in Sport 2003 and 2006 <sup>[1]</sup><sub>[SEP]</sub>
- Home Office Safe from Harm: A Code of Practice for Safeguarding the Welfare of Children in Voluntary Organisations in England and Wales <sup>[1]</sup><sub>[SEP]</sub>
- DFES Working Together to Safeguard Children <sup>[1]</sup><sub>[SEP]</sub>
- The United Nations Convention on the Rights of the Child <sup>[1]</sup><sub>[SEP]</sub>
- The Criminal Justice and Court Services Act 2000 <sup>[1]</sup><sub>[SEP]</sub>
- The Police Act 1997 <sup>[1]</sup><sub>[SEP]</sub>

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- General Data Protection Regulation (GDPR 2016/679)
- Criminal Records Bureau
- Central Registered Body Scotland
- The Rehabilitation of Offenders Act (NI Order) 1974 (UK Wide)
- The Sex Offenders Act 1997
- The Sexual Offences (Amendments) Act 2000 (UK Wide)
- The Care Standards Act 2000 (This does not apply to N Ireland)
- The Health and Safety at Work Act 1974
- The Human Rights Act 1998 and 2000
- The Regulation of Care (Scotland) Act 2001
- Protection of Children (Scotland) Act 2003
- Safeguarding Vulnerable Groups Act 2006 (Parliament has established a statutory body to take the decisions on who should be barred – the Independent Safeguarding Authority (ISA))
- Safeguarding Vulnerable Groups (Northern Ireland) Order 2007
- [1.3 BBKA Disclaimer for Safeguarding Children, Young People and Vulnerable Adults](#)

The information in this publication is intended for use in relation to the BBKA only, and as such should not be considered as providing policies, guidelines or information covering any specific situation. The BBKA does not accept any liability to any person relating to any use of, or reliance upon, the material contained in the publication.

## 2 The Policy

### 2.1 Introduction

As a National Governing Body of beekeeping the BBKA takes its responsibilities to children, young people and vulnerable adults who participate in beekeeping at all levels seriously, to create an environment to be healthy, stay safe, enjoy and achieve, make a positive contribution and to achieve economic wellbeing which is the outcomes for Every Child Matters – Change for Children. This policy, together with the good practice guidelines clarifies what is expected of all BBKA members.

(Refer to: <http://www.everychildmatters.gov.uk/children> website)

In order to comply with the differences in legislation relating to safeguarding children, young people and vulnerable adults in different parts of the United Kingdom it has been necessary, to compile separate policies. This policy currently refers to England, Wales and Northern Ireland.

### 2.2 Terminology

**(Child/Children)/ (Young Person/Young People)** Refers to all children/young people under the age of 18 years for the purposes of this Policy.

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**(Responsible Adult)** Refers to persons who are current members of the BBKA and, desirably, part of the training team of their Division.

**(Parents)** Those who have parental rights and responsibilities in relation to children and young people. For the purposes of these guidelines it also covers carers, legal guardians and others who have the primary responsibility for the care of children and young people.

**(Vulnerable Adult)** – Is any person aged 18 or over. 'A vulnerable adult may be elderly, physically and/or mentally disabled or have learning difficulties. A person who is, or may be in need of community care services by reason of their disability, age or illness'.

## 2.3 Principles

The BBKA Policy for Safeguarding Children, Young People and Vulnerable Adults is based upon the following fundamental principles:

### 2.3.1 Children, Young People & Vulnerable Adults

- Whilst dealing with children and young people, their welfare is and always must be the paramount consideration.
- All children and young people, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual orientation, have the right to protection from abuse or neglect.
- The rights, dignity and worth of every child, young person and vulnerable adult must always be respected.
- All children, young people and vulnerable adults, must be listened to and have their views considered according to their age, maturity and understanding.
- All children, young people and vulnerable adults, have a right to participate in beekeeping in an enjoyable and safe environment.
- All incidents/suspicions of abuse, poor practice and allegations will be taken seriously and responded to in a timely and appropriate manner.
- To work in partnership with other organisations, children, young people parents and carers.

It is important the following responsibilities are adhered to : Under the Government Guidance "Working Together to Safeguard Children" 2006 BBKA has a responsibility to safeguard children and young people from abuse and neglect. (Refer to Every Child Matters Website) <http://www.everychildmatters.gov.uk>) BBKA has a duty of care to safeguard all children and young people involved in beekeeping. Any matters giving rise to concern of children or young people's welfare e.g. abuse, poor practice and allegations must be taken seriously and responded to in a timely and appropriate manner. Confidentiality must be upheld in line with the GDPR and the Human Rights Act 2000. To work in partnership with the Police, Children's Social Care Services and local Safeguarding Children's Boards (LSCB's) in accordance with their procedures. This is essential to enable these organisations to carry out their statutory duties to investigate concerns and protect all children, young people and vulnerable adults. It is the responsibility of the child protection external experts, i.e. Children's Social Care Services/Police, to determine whether or not abuse has taken place but it is everyone's responsibility to report any concerns. Recruitment of staff, volunteers and external professionals is undertaken according to the guidelines for good practice and recruitment procedures contained in this policy to safeguard and protect children and young people from abuse and themselves against allegations.

- We recognise the statutory responsibility of the Children's Social Care Services to ensure the welfare of children and young people.

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## 2.3.2 Adults who work with children, young people and vulnerable adults

- All adults who work with children and young people have a right to be treated with respect and dignity irrespective of their gender, disability, 'race', sexual orientation, marital status, age, religious or political belief and offending background. [SEP]
- All adults who work with children and young people have a right to know what the BBKA expects of them in terms of their responsibilities and conduct towards others. [SEP]
- All adults who work with children and young people have a right to fair and just treatment whenever a concern is raised about them including their conduct towards others. [SEP]

## • 2.3.3 Parents [SEP]

- Parents have a right to expect that BBKA Divisions, to which they entrust their children and young people, provide appropriate care and protection for them. [SEP]
- It is the right of a parent to be able to check how well a Division is run, for the sake of the child's or young person's safety and the parent's peace of mind. [SEP]

## • 2.4 Responsibilities [SEP]

- It is important the following responsibilities are adhered to: [SEP] Under the Government Guidance "Working Together to Safeguard Children" 2006 BBKA has a responsibility to safeguard children and young people from abuse and neglect. (Refer to Every Child Matters Website) <http://www.everychildmatters.gov.uk>)  
BBKA has a duty of care to safeguard all children, young people and vulnerable adults involved in beekeeping. [SEP] Any matters giving rise to concern of children or young people's welfare e.g. abuse, poor practice and allegations must be taken seriously and responded to in a timely and appropriate manner. [SEP] Confidentiality must be upheld in line with the GDPR and the Human Rights Act 2000. [SEP] To work in partnership with the Police, Children's Social Care Services and local Safeguarding Children's Boards (LSCBs) in accordance with their procedures. This is essential to enable these organisations to carry out their statutory duties to investigate concerns and protect all children, young people and vulnerable adults. [SEP] It is the responsibility of the child protection external experts, i.e. Children's Social Care Services/Police, to determine whether or not abuse has taken place but it is everyone's responsibility to report any concerns. [SEP] Recruitment of staff, volunteers and external professionals is undertaken according to the guidelines for good practice and recruitment procedures contained in this policy to safeguard and protect children and young people from abuse and themselves against allegations.

## 2.5 Implementing the Policy

The purpose of the BBKA Policy for Safeguarding Children, Young People and Vulnerable Adults implementation is the first step to safeguard the welfare of children and young people within BBKA. The policy has to be put "into practice" i.e. implemented, to become effective. All BBKA Divisions must implement this policy – this is a mandatory policy.

Effective implementation will:

- Promote a consistent response to all child protection matters [SEP]
- Help maximise child safety and protection whilst in the care of the BBKA Divisions [SEP]
- Reassure staff and volunteers by increasing their confidence to engage in activities with children and young people [SEP]

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- Reduce the risk of litigation against the BBKA Division<sup>[1]</sup><sub>[SEP]</sub>
- **2.5.1 Assent** <sup>[1]</sup><sub>[SEP]</sub> All members involved in beekeeping at every level must agree to abide by the BBKA Policy for Safeguarding Children, Young People and Vulnerable Adults. <sup>[1]</sup><sub>[SEP]</sub>

A copy of the policy is available to:

- All BBKA Divisional Secretaries who must ensure that the policy is accessible to all <sup>[1]</sup><sub>[SEP]</sub> members of the Division.
- Board of Trustees<sup>[1]</sup><sub>[SEP]</sub>
- General Operations Secretary <sup>[1]</sup><sub>[SEP]</sub>
- BBKA Staff <sup>[1]</sup><sub>[SEP]</sub> including volunteers

A copy of the policy is also available on the BBKA Website [www.britishbeekeepers.co.uk](http://www.britishbeekeepers.co.uk)

## 2.6 Actions taken by the BBKA

- The BBKA has updated the Safeguarding Policy for Children, Young People and Vulnerable Adults. This is mandatory for all Associations and Divisions to implement. <sup>[1]</sup><sub>[SEP]</sub>
- The BBKA has highly recommended that all Divisions and Associations have a 'Responsible Adult' appointed. <sup>[1]</sup><sub>[SEP]</sub>
- BBKA will review and update the policy for Safeguarding Children, Young People and Vulnerable Adults and for any other child protection issue that is put forward by the BBKA membership that needs to be reviewed. <sup>[1]</sup><sub>[SEP]</sub>
- BBKA will maintain confidential records of all complaints, concerns and sanctions against the BBKA Divisions/Members. <sup>[1]</sup><sub>[SEP]</sub>

## 2.7 Monitoring Procedures

The BBKA Policy for Safeguarding Children, Young People and Vulnerable Adults will be regularly reviewed:

- In accordance with changes in legislation and guidance on the protection of children and <sup>[1]</sup><sub>[SEP]</sub> young people. <sup>[1]</sup><sub>[SEP]</sub>
- Following any issues or concerns raised about the protection of children and young <sup>[1]</sup><sub>[SEP]</sub> people within the BBKA. <sup>[1]</sup><sub>[SEP]</sub>
- Any other circumstances that may arise. <sup>[1]</sup><sub>[SEP]</sub>

# Members Rules and Handbook

## Code of Conduct for Young Beekeepers

Having FUN, a POSITIVE ATTITUDE and GOOD HUSBANDRY are the most important things for young beekeepers. The Young People's Code of Conduct applies to all children and young people.

### Expected minimum standards of behaviour and conduct

As a young beekeeper I will:

- Respect my craft:
  - Be on time and be polite
  - Try my hardest and do my best
  - Accept success and failure
  - Respect the beekeeping facilities and equipment
  
- Respect others:
  - Listen and respond to my mentor/trainer/experienced beekeeper
  - Respect the decisions of officials
  - Control my emotions – verbal or physical abuse is not acceptable
  - Never bully, spread rumours or tell lies (including social media e.g. Facebook)
  - Protect other beekeepers from abuse and bullying
  - Welcome new young people
  - Make sure I tell my mentor/trainer/experienced beekeeper/parents if I think another young person needs help
  
- Have Self Respect:
  - Take responsibility for my actions
  - Never smoke, drink alcohol or take drugs (other than prescription)
  - Never use inappropriate language or gestures
  - Tell someone I trust if the behaviour of others makes me feel uncomfortable

### Breaking the Code of Conduct

By joining the BBKA, you are agreeing to stick to this Code of Conduct and all of the BBKA policies, Rules, Regulations and Procedures.

If you break the Code of Conduct your parents or guardian will be informed and your behaviour may be investigated and disciplinary action may be taken.

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## CONSENT FORM (Part A: PARENT/CARER COPY)

<b>ORGANISATION NAME: (e.g. Division/County/ Region)</b>	
Name of an Organisation Official:	Position (e.g. Secretary):
Tel No:	Mobile:
E-mail:	
Venue Address (Outdoors)	Venue Address (Indoors)

<b>The following details to be completed by the Parent/Carer:</b>			
I have agreed with the BBKA organisation that the normal plans for the arrival/departure of my Child/Young Person will be:			
Time:	Place:		
I have authorised the following people to collect my Child/Young Person			
Name:	Name:	Name:	Name:

<p><b>If parents/carers do not remain with their child/young person they must agree to these conditions.</b></p> <p><b>The following are typical conditions (Organisations should add or delete conditions as they see fit):</b></p> <p>Parents/carers are responsible for the following:</p> <ul style="list-style-type: none"> <li>Remaining with their child/young person until the session commences.</li> <li>Collecting their child/young person at the time stipulated.</li> <li>Informing the organisation of any relevant medical conditions which may affect the child/young person.</li> </ul> <p>Parents/carers must be aware of the following:</p> <ul style="list-style-type: none"> <li>In the event of insufficient supervisory personnel, the session will be cancelled.</li> <li>if an emergency medical situation arises, the organisation will need authorisation to administer first aid and/or other medical treatment.</li> </ul> <p>Parents/carers must acknowledge and understand the following:</p> <ul style="list-style-type: none"> <li>relevant BBKA Codes of Conduct as part of normal beekeeping, some minor physical contact may be necessary.</li> </ul> <p>Children/young people are responsible for the following:</p> <ul style="list-style-type: none"> <li>Complying with their Code of Conduct, the Organisations Rules.</li> </ul>
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Print Name: Parent/Carer	Signed: Parent/Carer	Date:
Print Name: BBKA Organisation Official	Signed: BBKA Organisation Official	Date:

# Members Rules and Handbook

## CONSENT FORM (Part B: ORGANISATION COPY)

<b>TO BE RETAINED BY: BBKA ORGANISATION</b>			
Name of Child/Young Person:	Date of Birth:	Male Female	<input type="checkbox"/> <input type="checkbox"/>
Address:			
Name of Parent/ Carer:	Date of Birth:	Male Female	<input type="checkbox"/> <input type="checkbox"/>
Tel No: Parent/Carer	Mob: Parent/ Carer		
Email: Parent/Carer)			
Only the following people are authorised to collect this child/young person:			
Name:	Name:	Name:	Name:

<b>EMERGENCY CONTACT INFORMATION:</b>	
In an emergency alternative adult contact:	Relationship to child/young person:
Tel No: Alternative adult	Mob: Alternative adult
Are there any activities in which your child/young person cannot participate:	

<b>MEDICAL INFORMATION:</b>	
Any specific medical condition or disability: Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please give details:
Details of medication required: (pain relief/inhaler etc)	
<b>By signing below, you are agreeing to the following:</b>	
<p>1. I have read and fully understand the details as in Part A of the Agreement between the BBKA Organisation and the Parent/ Guardian/Carer regarding my Child/Young Person</p> <p>2. In an emergency medical situation and if the need arises, I give my consent for administration of first aid and/or other medical treatment which in the opinion of a qualified medical practitioner may be necessary. In such circumstances, I understand that, all reasonable steps will be made to contact me.</p>	

<b>Print Name:</b> Parent/Carer	<b>Signed:</b> Parent/Carer	<b>Date:</b>
Details on the form will be held securely and will only be shared with others who need this information in order to meet the specific needs of your child/young person.		

# Members Rules and Handbook

## GUIDANCE DOCUMENT FOR

## PHOTOGRAPHING AND FILMING CHILDREN/YOUNG PEOPLE

### Introduction

The BBKA is committed to providing a safe environment for children and young people. It is essential to ensure that all necessary steps are taken to protect children and young people from the inappropriate use of their images in resource and media publications, on the internet and elsewhere.

Parents/Carers often want to be able to celebrate the achievements of their children and young people when taking part in beekeeping activities through taking photographs or films. The BBKA wants to promote their activities to encourage increased participation. The BBKA does not advocate the banning of photography or the use of images of children and young people, but recommends that appropriate and proportionate safeguards should be in place to ensure a safe environment for children and young people. This guidance will help to ensure that all necessary steps are taken to protect children and young people from the inappropriate use of their images in resources and media publications, on the internet and elsewhere. The guidance applies whether images are taken using cameras, mobile phones or any other equipment.

### What are the potential concerns?

There have been concerns about the risks posed directly and indirectly to children and young people through the use of photographs and videos on websites and other publications. Images can be used as a means of identifying children and young people when associated with personal information, e.g. this is X who lives at Y; is a member of the Z Club and who likes a certain music group. This information can make a child or young person vulnerable to an individual who may wish to start to contact and start to “groom” that child or young person for abuse – online (e.g. through websites or social networking), or through direct contact in the off-line, “real” world. Information placed on the internet has also been used by estranged parents (e.g. in adoption or domestic violence circumstances) to identify, trace and cause significant difficulties for children and young people. Also, the content of a photograph can itself be inappropriate, or be used or adapted for inappropriate use. There is evidence of inappropriate or adapted material finding its way onto sites showing child and young people abuse images, and of inappropriate images being shared between groups of offenders.

BBKA Associations/Divisions should develop a policy in relation to the use of images of children and young people on their websites and in other publications. The organisation should make decisions about the type of images they consider suitable and that appropriately represent the organisation, without putting children and young people at increased risk. The organisation should ensure that parents/carers, children, young people and others understand and support their policy. When assessing the potential risks in the use of images of children and young people, the most important factor is the potential of inappropriate use of the images of children and young people.

By being aware of the potential risks and taking appropriate steps, the potential for misuse of images can be reduced.

The BBKA advises everyone to adopt the following principles:

The interests and welfare of Children and Young People is paramount;  
Children, Young People and their Parents/Carers have a right to decide whether their images are taken and how these may be used;  
Children, Young People and their Parents/Carers must provide written consent for their images to be taken and used;  
Consent is only meaningful when the organisation ensures that children, young people and their parents/carers understand the nature of potential risks associated with the intended type, use and distribution of the images.

Easy rules to remember:

Where possible do not include the name of the child/young person whose image is being used;

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If naming a child/young person or a group of children in an image, only use their first names, as this will reduce the risk of inappropriate, unsolicited attention from people within and outside of beekeeping;

Avoid the inclusion of other detailed information about individual children/young people;

Ask for the child/young person permission to use their image. This ensures that they are aware of the way the image is to be used. A Photography and Filming Consent form is one way of achieving this.

Ask for parental permission to use an image of a child/young person. This ensures that parents are aware of where and how the image of their child/young person will be, (e.g. in a beekeeping magazine, magazine, on a website, on Face book, etc). A Photography and Filming Consent form is one way of achieving this. Ensure parents/carers understand the nature of the potential risks associated with the intended use of the image/s.

Be clear about how and for how long images will be securely stored (including how access to the images, associated consents and other information will be controlled);

Only use images of children and young people in suitable dress/kit (including required or recommended safety wear) to reduce the risk of inappropriate use;

Images should positively reflect children and young peoples' involvement in beekeeping (e.g. showing smiling participants rather than anxious or unhappy ones) and promote the best aspects of beekeeping;

With regard to the actual content it is difficult to specify exactly what is appropriate given the wide diversity of beekeeping. However, there may be some activities where the risk of potential misuse is much greater than others. With these, the content of the photograph should focus on the activity rather than on a particular child/young person and should avoid full face and body shots.

Create and publicise a procedure for reporting the use of inappropriate images or the use of inappropriate images, to reduce the risks to children/young people. Follow the BBKA procedures, ensuring the appropriate adult/ Child Protection Officer is informed.

## First steps and things to think about:

- Establish the type of images that appropriately represent beekeeping for the web and other media; Think about the level of consideration you give to the use of images of children and young people in other publications, for example, the processes involved in choosing appropriate images for a newsletter or magazine. Apply an increased level of consideration to the images of children and young people used in a web site.

## Guidelines for Use of Photographic Filming Equipment at Beekeeping Events

Provide a clear brief about what is considered appropriate in terms of content and behaviour; Where appropriate, issue the photographer with identification which must be worn at all times; Inform children, young people and parents/carers that a photographer will be in attendance at an event and ensure they consent to both the taking and publication of films or photographs which feature and clearly identify their child/young person (e.g. close ups, small group and team photographs);

At many events, organisers and others will reasonably wish to take wide angle, more general photographs of the event sites etc. Separate to the issue of contents for 'identifying' photographs/footage of individual participants (as above) parent/carers and children/young people should at least understand that these type of images will be taken during, or at specific points in the event, e.g. information could be included on the parental consent form. It is not reasonable, practical or proportionate to require parental consents for taking these general types of images, or to preclude it on the basis of the concerns or a small number of parents/carers;

Do not allow unsupervised access to children/young people or one to one photographic sessions at events;

Do not approve/allow photographic sessions outside the event or at a child's/young person's home; Children, young people, parents/carers and others should be informed that if they have concerns they can report these to the organiser;

If parents/carers or other spectators are intending to photograph or video at an event they should also be made aware of your expectations;

Spectators should be asked to register at an event if they wish to use photographic equipment;

Concerns regarding inappropriate or intrusive photography should be reported to the event organiser or official and recorded in the same manner as any other child protection concern;

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Clarify issues of ownership, retention and access (by event staff, participants and parents/carers to the images;

**Other Professional Photographers/Filming/Video Operators** wishing to record the event should seek accreditation with the Event Organiser by producing their professional identification for the details to be recorded. Ideally, this should be provided before the event takes place.

**Students or Amateur Photographers/Film/Video Operators** wishing to record the event should seek accreditation with the Event Organiser by producing their student or club registration card and a letter from the Club/Educational Establishment outlining their motive for attending the event and planned use of the material.

## Accreditation procedure

A system should be established. Professionals should register prior to the event and their identification details be recorded. Ideally, they should be:

Name and address of the person using the camera;  
Names of subjects (if specific);  
The reason or use of the images are being or intended to be put to;  
Signed declaration that the information provided is valid and that the images will only be used for the reasons given.

Ideally, identification details should be checked with the issuing authority prior to the event. On registering, promoters of events could consider issuing a coloured identification label on the day which can serve to highlight those who have accreditation, but they must ensure that where events occur regularly, the colour and or type of identifying label is changed to prevent unofficial replication.

A clear brief about what is considered appropriate in terms of content and behaviour should be issued. It may include a list of any areas where photographic and recording equipment including mobile phones, is forbidden under all circumstances (e.g. changing rooms, toilet areas). Unsupervised access to children/young people or one to one photographic sessions at event or photographic sessions outside the events or at a child's/young person's home should not be approved/allowed.

## Guidelines for Use of Photographic Filming Equipment by Parents/Guardians/ Spectators/Participants at Beekeeping Events

If parents/carers or other spectators are intending to photograph or video at an event they should also be made aware of your organisation's expectations;

Anyone who is intending to use photographic filming equipment should be asked to register at an event and copies of the Register should be retained for five years;

It is helpful for the event organisers to provide some indication e.g. a sticker for each registered camera, or badge to be displayed by the spectator to help others recognise those who have registered, and respond to those who do not appear to have registered;

**Public information:** the specific details concerning photographic/video and filming equipment registration should, wherever possible, be published prominently in event programmes and must be announced over the public address system, prior to the start of the event.

## The recommended wording is:

In line with the recommendation in The BBKA Safeguarding Children and Young People Policy, the promoters of this event request that any person wishing to engage in any video, zoom or close range photography should register their details with Event Organiser, or equivalent, at the spectator desk before carrying out any such photography. If parents/carers have any particular concern about their child/young person being photographed or filmed they should notify the organisers

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The promoter reserves the right to decline entry to any person unable to meet or abide by the promoter's conditions.

If you are concerned about any photography taking place at this event, please contact the Event Organiser/Club Official who will be pleased to discuss this matter with you.

At all Sessions:

At all times there is no intention to prevent trainers, or similar, using videoing as a legitimate coaching aid. However, children/young people and their parents/carers should be aware that this is part of the training programme and consent to it. Care should be taken in the secure storage of such materials and films. If anyone has concerns that someone they do not know is using their sessions for photography or filming purposes, they should ask them to leave and contact their Governing Body or (depending on the nature of the concerns) the police for further advice.

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# Members Rules and Handbook

## PHOTOGRAPHY AND FILMING CONSENT FORM

Organisation Information (Division/County/Region)	
Organisation Name:	

In accordance with the BBKA Safeguarding Children, Young People & Vulnerable Adult Policy, we will not permit photographs or other images of children/young people to be taken without the consent of the parents /carers and the child/young person.

The BBKA Guidance Document Photographing/Videeing Children and Young People should be read in conjunction with this Consent Form.

The Organisation will take all steps to ensure these images are only used for the purposes they are intended. If you become aware that these images are being used inappropriately you should inform the Organiser and the BBKA Membership Services immediately.

Consent Information	
<b>To be completed by Parent/Carer:</b>	
<input type="checkbox"/>	I consent to..... (Organisations Name) Photographing/videeing .....(my child/young person's name)
<input type="checkbox"/>	I have read/am aware of the BBKA Photographing/Videeing Children and Young People document
<input type="checkbox"/>	I have read/am aware of how the organisation will use these images in future
<b>To be completed by the Child/Young Person:</b>	
<input type="checkbox"/>	I .....(Child/young person's Name) consent to .....(Organisation's Name) Photographing/videeing my involvement in beekeeping.
<input type="checkbox"/>	I have read/am aware of the BBKA Guidance Document Photographing/Videeing Children and Young People
<input type="checkbox"/>	I have read/am aware of how the organisation will use these images in future

Child's Name	Signature	Date
Parent's Name	Signature	Date

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## INCIDENT REPORT FORM

In the event of an incident, the following procedure should be followed (For incidents involving Children please use the Safeguarding Incident Report Form):

- Contact Emergency Services/Relevant Authorities if required;
- For all incidents, complete two copies of this form, keep one copy of the form in the incident book and forward one copy to organisation's secretary;

Organisation Information (Division/County/Region etc)	
Organisation Name:	
Name of Official in attendance:	Position:
Address	
Telephone Number:	Mobile:
E-mail address:	

Person(s) involved in incident or alleged to have caused the incident: (use separate sheet if necessary)		
Name:	Date of Birth	Male <input type="checkbox"/> Female <input type="checkbox"/>
Address:		
Telephone Number:	Mobile:	
E-mail address:	Position in Organisation:	

Incident Information:	
Are you reporting your own concerns or responding to concerns raised by someone else?	
My own concerns <input type="checkbox"/>	Other persons details:
Someone else's concerns <input type="checkbox"/>	
What Happened?	
Where did it happen? (location and address)	
How did it Happen?	
When did it happen? (time and date)	
When was it reported? (time and date)	
Who was it reported to?	Tel/Mob No:
Who was it reported by?	Tel/Mob No:

## Members Rules and Handbook

Witness Details	
Any witnesses? Yes <input type="checkbox"/> No <input type="checkbox"/>	Witness name and contact details:
	Witness 1
	Witness 2
	Witness 3

Incident Notification	
Has the incident been reported to any external agencies? Yes <input type="checkbox"/> No <input type="checkbox"/>	Which Agency was it reported to?
	When was it reported? Time & Date:
	Who reported it? Name & Contact details:
	Agreed Actions/Advice given:

Follow up actions	
Recommended follow action:	
Division/County/Region Secretary informed? Yes <input type="checkbox"/> No <input type="checkbox"/>	When? Time & Date:
	By Whom? Name & Contact details:
BBKA Membership Services informed? Yes <input type="checkbox"/> No <input type="checkbox"/>	When? Time & Date:
	By Whom? Name & Contact details:
Have those involved returned to beekeeping? Yes <input type="checkbox"/> No <input type="checkbox"/>	If not, why not?
	Is further action required to encourage them back into beekeeping?

Individual Completing the Form			
Signature	Print Name	Position	Date
Organisation Official (Committee Member)			
Signature	Print Name	Position	Date

# Members Rules and Handbook

## SAFEGUARDING INCIDENT REPORT FORM

In the event of a safeguarding incident, the following procedure should be followed (for incidents that do not involve Children, please use the standard Incident Report Form

- Contact Emergency Services/Relevant Authorities if required;
- For all safeguarding incidents, complete two copies of this form, keep one copy of the form in the incident book and forward one copy to organisation's secretary;

Organisation Information (Division/County/Region etc.)	
Organisation Name:	
Your name:	Position:
Address	
Tel No:	Mob:
E-mail:	

Child/Young Persons Details			
Child's Name:	Date of Birth	Ethnic Origin	Male <input type="checkbox"/> Female <input type="checkbox"/>
Parent/Carer's Name:			
Address			
Tel No:		Mob:	
Email:			
Have Parents/Carers been notified: Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please give details of what was said:		

Whose concerns are being reported?	
Are you reporting your own concerns or responding to concerns raised by someone else?	
My own concerns <input type="checkbox"/> Someone else's concerns <input type="checkbox"/>	If someone else's concerns, their details:
	Name:
	Relationship to the child:
	Position in organisation:
	Contact details:

Person(s) involved in the incident or alleged to have caused the incident:		
Name:	Date of Birth:	Male <input type="checkbox"/> Female <input type="checkbox"/>
Address:		
Telephone Number:	Mobile:	
E-mail address:	Position in Organisation:	

Incident Information:
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## Members Rules and Handbook

What Happened?	
Where did it happen? (location and address):	
How did it Happen?	
When did it happen? (time and date)	
When was it reported? (time and date)	
Who was it reported to?	Tel No:
Who was it reported by?	Tel No:
Any witnesses? Yes <input type="checkbox"/> No <input type="checkbox"/>	Witness name and contact details:
	Witness 1:
	Witness 2:
Has the incident been reported to any external agencies? Yes <input type="checkbox"/> No <input type="checkbox"/>	Which Agency was it reported to?
	When was it reported? (time & date):
	Who reported it? (name & contact details):
	Agreed actions/Advice given:
Child/Young Persons Account of Incident: (In their own words)	

<b>Actions taken and Follow Up Actions</b>
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## Members Rules and Handbook

Actions taken and Recommended follow up action:	
Division/County/Region Secretary informed?  Yes <input type="checkbox"/> No <input type="checkbox"/>	When? (time & date):  By Whom? (name & contact details):
BBKA Membership Services informed?  Yes <input type="checkbox"/> No <input type="checkbox"/>	When? (time & date):  By Whom? (name & contact details):
Have those involved returned to beekeeping?  Yes <input type="checkbox"/> No <input type="checkbox"/>	If not, why not?  Is further action required to encourage them back into beekeeping?

Additional Information

Individual Completing the Form			
Signature	Print Name	Position	Date
Organisation Official (Committee Member)			
Signature	Print Name	Position	Date