



South Staffordshire and District Beekeepers Association Risk Assessment for Apiaries and Events

South Staffordshire and District Beekeepers Association is a registered charity. The Association has no paid employees and is run totally by volunteers. All members attending the apiaries at Shugborough, Hilton Green or an Association event, have a duty of care to prevent harm to themselves and others. The committee of SS&DBKA is committed to reducing the risk of accidents or incidents through the following actions:

- Education and training programmes focused on working safely with honeybees for people considering taking up beekeeping and refresher training for more experienced members
- Demonstrations of best practice provided to all novices and members using the Association Apiaries
- Supervision of apiary activities by a suitably qualified and/or experienced beekeeper
- Risk assessments for the teaching apiaries and any events organised for members of the public
- Compliance with statutory obligations to safeguard children and vulnerable adults
- Extraction, storage and bottling of honey in compliance with food safety regulations

Risk assessments are relevant to the following people:

All members of SS&DBKA

Anyone working on and maintaining the site

Anyone undertaking training including those on the Honeybee Experience and Beginner beekeeper training courses

The general public who may attend the apiary

Notices and information

The following are displayed at the apiaries:

Actions in case of an insect sting

Fire precaution

Any accidents and relevant health issues at the Association apiaries will be recorded and made known to the Committee who will take appropriate action.

Members' personal responsibility

Members are personally responsible for their own health and safety. It is expected that a member attending where they are working with bees should:

- Always wear the correct PPE (Personal Protective Equipment) such as hat, veil, suit, gloves, and footwear when working in the apiary
- Make sure they maintain them in a good condition and ensure they are completely bee-proof before entering the apiary
- Carry with them any medication for insect stings that have been prescribed to them (including an adrenaline auto-injector) and on arrival inform the organiser exactly where the medication is and who (if anyone) has their permission to administer it.
- Inform the organiser of any other relevant medical condition that might affect them during beekeeping

The risk assessment

South Staffordshire and District Beekeepers Association will have individual risk assessment for the apiaries at:

- Shugborough (Appendix 1)
- Hilton Green (Appendix 2)

A separate risk assessment should be undertaken for any external event or activity, run by the association, when required.

- Risk Assessment for External Events or activities (Appendix 3)

The completed assessment should be sent to the Association secretary.



Appendix one

South Staffordshire and District Beekeepers Association

Risk Assessment for Training Apiary at Shugborough (Version 1) April 2022

Review date: on or before 30th April 2023

The Apiary Site: The Kennels, National Trust, Shugborough Estate, Milford, Staffordshire, ST17 0XA

Emergency procedures:

The following information is displayed on the notice board, on the shed, in the apiary: Actions in case of an insect sting and Fire precaution

Location: Shugborough Estate, Milford, Stafford, Staffordshire

Post codes:

- Shugborough ST17 0XB
- Entrance to estate (Milford entrance) ST17 0UP
- Apiary is The Kennels ST17 0XA

Grid Ref: SJ 992213

What3words: silks.riding.winds

National Trust contact number: 01889 880160

National Trust main site contact in emergency: Duty Manager 07870 395452

Apiary Managers: Chris and Alan Brewin 07530 217112

There is a first aid kit available in the shed

| Hazards Identified | Associated risks | Risk LMH | Actions and controls |
|------------------------------------|---|----------|--|
| Injury/ incident/ medical issue | Lack of appropriate incident management or First Aid leading to exaggeration of injury, further injury, death | L | <p>There will be a Nominated Incident Lead whenever members are at the apiary. The name of this person will be displayed on the shed, and they will take responsibility to coordinate any response to an unplanned event including first aid arrangements. If the emergency services are called, the National Trust Duty Manager on 07870 395452 should be notified with clear information given as to location, so they can direct emergency service if necessary.</p> <p>The nominated incident lead should always have access to a mobile phone available on site and a check should be made to ensure there is adequate signal to make an emergency call.</p> <p>Any accidents or health and safety issues at the apiary should be reported to the Nominated Incident lead, who will mitigate any cause if possible, and update the Committee who will take appropriate action if required.</p> <p>The marquee is a First Aid point.</p> <p>A First Aid kit will be kept in the apiary for treatment of minor injuries and will be checked regularly by apiary managers.</p> <p>Hives to be situated away from footpaths and protected from accidental intrusion by humans or animals.</p> <p>Within the apiary, footpaths and grassed areas should be well maintained to eliminate trip hazards</p> <p>Hive stands should be well maintained to prevent risk of being knocked over.</p> <p>Lone working should be avoided where at all possible. If you must, please take a mobile phone with you and inform another responsible adult when you arrive at the Apiary and agree on an expected time to leave the site. Arrange to call a second time when you have left the site. The other responsible adult should be ready to summon assistance if the second call is not received.</p> <p>If participants behave inappropriately, potentially endangering others and they do not modify their behaviour after being asked to do so, those persons should be instructed to leave the apiary.</p> |
| Pre-existing allergy to bee stings | Bee sting leading to allergic reaction and or shock | L | <p>Anyone at the apiary with pre-existing specific allergies must inform the person in charge on the day and must carry their medication with them.</p> <p>Guidance on action to be taken following a sting is displayed on the notice notice board, on the shed</p> |

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| Litigation following injury/ incident | Reputational damage, project closure, legal costs | L | All incidents will be recorded into the incident report book |
| Increased population of Bees in surrounding area | Contact with surrounding members of the public (e.g., on-site events, leading to increased likelihood of bee stings varying from minor one-off stings to anaphylactic shock | L | <p>Bee flight paths to be managed by surrounding the apiary enclosure with 1.8 m fencing/screening. Screening will be provided by shrub and tree planting and existing dense scrub in the area. This will encourage the bees to forage further away for pollen and nectar from trees and wildflowers.</p> <p>Members of the public entering the area must declare if they have had an adverse reaction to a bee or wasp sting in the past or have suffered from anaphylactic shock</p> <p>All training to include (early on) explanation of bee stings, how to avoid them and what to do if you are stung.</p> <p>Anyone working with the hives must wear appropriate protective clothing.</p> <p>A request for the loan of protective clothing must be made in advance of apiary visits if users do not have their own.</p> <p>The presence of the Apiary must be made visible via appropriate signage adjacent to the apiary fencing.</p> <p>The action to take in the event of anaphylactic shock is to be included in the “emergency procedure” and is displays on the notice board on the shed.</p> |
| Swarms | Enhanced risk of bee stings as swarm moves out of the apiary. | M | Implementation of seasonal swarm control to reduce the likelihood of swarms. |
| Tools and equipment | Cuts, abrasions, eye damage. | M | Manual gardening tools and equipment kept on site to be stored in a locked shed or carport. Should safety glasses be required to undertake a task, they will be provided by the association. If the member does not comply with wearing the glasses, the task should be stopped immediately. |
| Lifting and carrying | Physical injuries, | M | Members doing work around the site should not try to lift or move loads which are too heavy. |

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| | especially to arms and back. | | <p>Where appropriate find a mechanical way to move material (a trolley or wheelbarrow) or get assistance.</p> <p>For excessive loads seek advice and assistance.</p> <p>Some parts of hives (e.g., full supers) can be heavy. This should be explained during training and care should be taken not to become injured when making these lifts. Thus, a talk on manual handling should be provided as part of the training.</p> |
| Fire | Burns, clothing, and dry undergrowth catching fire | M | <p>Light smokers in an open area, ensure veils are not in place.</p> <p>Ensure smoker is fully extinguished after use.</p> <p>There is a water supply and hose pipe which may be employed to extinguish a small fire.</p> <p>Fire extinguishers are available in the apiary.</p> |
| Unsafe storage | Possible injury if items are inappropriately stored | M | <p>Ensure correct storage of items (e.g., smokers, feed, spare tools and hives, bee medications, bottled gas, petrol for lawn mower and that the shed and car port are locked and secured after use.</p> |
| Working at height | Risk of injury because of a fall | L | <p>Use the right type of ladder for the job</p> <p>When using a ladder, you must not work in isolation</p> <p>Use the equipment provided safely and follow a safe system of work</p> <p>Ensure you are fully aware of the risks and measures to help control them</p> |

Approved at the SS&DBKA Committee Meeting May 2022



Appendix two

South Staffordshire and District Beekeepers Association

Risk Assessment for Training Apiary at Hilton Green (Version 1) April 2022

Review date: on or before 30th April 2023

The Apiary Site: Forest of Mercia (FoM) CIC, Hilton Green, Hilton Lane, Essington, Staffordshire WV11 2BG

Emergency procedures:

The following information is displayed on the on the back of the shed door in the FoM Hilton Green apiary: Actions in case of an insect sting and Fire precaution

Post codes:

- Essington WV11 2BG
- Entrance to the FoM Hilton Green site is marked by two white tractor tyres at the entrance at WV11 2BG (the back entrance to the M6 Hilton Park services is virtually opposite the Hilton Green site)
- Apiary is on the right-hand side of the large central poly tunnel and is accessed by the circular road on the perimeter of the site

Grid Ref: SJ 95715 04394

What3words: tallest.cluttered.robot

Hilton Green contact number: 01922 419538

Hilton Green main site contact in emergency: Site Manager Dave Knowles 07525 119169

Apiary Managers: Chris Shaw 07423011239/Mel Slater 07985686965

There is a first aid kit available in the shed or the Hilton Green site kitchen.

| Hazards Identified | Associated risks | Risk LMH | Actions and controls |
|--|---|----------|--|
| Injury/ incident/ medical issue | Lack of appropriate incident management or First Aid leading to exaggeration of injury, further injury, death | L | <p>There will be a Nominated Incident Lead whenever members are at the apiary. The name of this person will be displayed on the shed door, and they will take responsibility to coordinate any response to an unplanned event including first aid arrangements. If the emergency services are called, the Forest of Mercia Site Manager, Dave Knowles on 07525 119169 should be notified with clear information given as to location, so they can direct emergency service if necessary.</p> <p>The nominated incident lead should always have access to a mobile phone available on site and a check should be made to ensure there is adequate signal to make an emergency call.</p> <p>Any accidents or health and safety issues at the apiary should be reported to the Nominated Incident lead, who will mitigate any cause if possible, and update the Committee who will take appropriate action if required.</p> <p>The location site kitchen is a First Aid point.</p> <p>A First Aid kit will be kept in the apiary for treatment of minor injuries and will be checked regularly by the apiary management team.</p> <p>Hives to be situated away from footpaths and protected from accidental intrusion by humans or animals.</p> <p>Within the apiary, footpaths and grassed areas should be well maintained to eliminate trip hazards</p> <p>Hive stands should be well maintained to prevent risk of being knocked over.</p> <p>Lone working should be avoided where at all possible. If you must, please take a mobile phone with you and inform another responsible adult when you arrive at the Apiary and agree on an expected time to leave the site. Arrange to call a second time when you have left the site. The other responsible adult should be ready to summon assistance if the second call is not received.</p> <p>If participants behave inappropriately, potentially endangering others and they do not modify their behaviour after being asked to do so, those persons should be instructed to leave the apiary.</p> |
| Pre-existing allergy to bee stings | Bee sting leading to allergic reaction and or shock | L | <p>Anyone at the apiary with pre-existing specific allergies must inform the person in charge on the day and must carry their medication with them.</p> <p>Guidance on action to be taken following a sting is displayed on the on the inside of the Apiary shed door.</p> |

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| Litigation following injury/ incident | Reputational damage, project closure, legal costs | L | All incidents will be recorded into the incident report book |
| Increased population of Bees in surrounding area | Contact with surrounding members of the public (e.g., on-site events, leading to increased likelihood of bee stings varying from minor one-off stings to anaphylactic shock | L | <p>Bee flight paths to be managed by the surrounding the apiary enclosure with 1.8 m mesh fencing on three sides and a 1.8m metal fence of the site's perimeter side. This will encourage the bees to forage further away for pollen and nectar from trees and wildflowers.</p> <p>Members of the public entering the area must declare if they have had an adverse reaction to a bee or wasp sting in the past or have suffered from anaphylactic shock.</p> <p>All training to include (early on) explanation of bee stings, how to avoid them and what to do if you are stung.</p> <p>Anyone working with the hives must wear appropriate protective clothing.</p> <p>A request for the loan of protective clothing must be made in advance of apiary visits if users do not have their own.</p> <p>The presence of the Apiary must be made visible via appropriate signage adjacent to the apiary fencing.</p> <p>The action to take in the event of anaphylactic shock is to be included in the "emergency procedure" and is displayed on the notice board on the inside of the Apiary shed door.</p> |
| Swarms | Enhanced risk of bee stings as swarm moves out of the apiary. | M | Implementation of seasonal swarm control to reduce the likelihood of swarms. |
| Tools and equipment | Cuts, abrasions, eye damage. | M | <p>Manual gardening tools and equipment kept on site to be stored in a locked container.</p> <p>Should safety glasses be required to undertake a task, they will be provided by the association. If the member does not comply with wearing the glasses, the task should be stopped immediately.</p> |

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| Lifting and carrying | Physical injuries, especially to arms and back. | M | <p>Members doing work around the site should not try to lift or move loads which are too heavy. Where appropriate find a mechanical way to move material (a trolley or wheelbarrow) or get assistance.</p> <p>For excessive loads seek advice and assistance.</p> <p>Some parts of hives (e.g., full supers) can be heavy. This should be explained during training and care should be taken not to become injured when making these lifts. Thus, a talk on manual handling should be provided as part of the training.</p> |
| Fire | Burns, clothing, and dry undergrowth catching fire | M | <p>Light smokers in an open area, ensure veils are not in place.</p> <p>Ensure smoker is fully extinguished after use.</p> <p>There is a water container at The Apiary and a hose pipe on the site which may be employed to extinguish a small fire.</p> <p>Fire extinguishers are available in the FoM Hilton Green kitchen area.</p> |
| Unsafe storage | Possible injury if items are inappropriately stored | M | <p>Ensure correct storage of items (e.g., smokers, feed, spare tools and hives, bee medications, bottled gas, petrol for lawn mower and that the shed is locked and secured after use.</p> |
| Working at height | Risk of injury because of a fall | L | <p>Use the right type of ladder for the job</p> <p>When using a ladder, you must not work in isolation</p> <p>Use the equipment provided safely and follow a safe system of work</p> <p>Ensure you are fully aware of the risks and measures to help control them</p> |

Approved at the SS&DBKA Committee Meeting May 2022



Appendix Three

South Staffordshire and District Beekeepers Association

Risk Assessment for Events and Activities

Review date: on or before 30th April 2023

Event/Activities site:

Emergency procedures:

Post codes:

Grid Ref: **What3words:**

Event contact number:

Event site contact in emergency:

SS&DBKA Event/Activity contact number:

| Hazards Identified | Associated risks | Risk LMH | Actions and controls |
|--------------------------------------|--|----------|--|
| Moving vehicles for on-site/off site | Persons/ livestock/ vehicle being hit by vehicle | | Adhere to movement of vehicle advised by on site staff. Observe any speed restriction. |
| Carrying stock from parked | Trips & falls - possible cuts, bruises | | Park vehicle as close to stall as access allows Unload safely with consideration toward other stallholders and event staff. Be mindful of uneven surfaces when carrying stock. Move vehicle when goods are unloaded / loaded. |

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| vehicle to stall | | | |
| Setting Up Stock | Cuts, bruises | | <p>Ensure table is on a flat surface</p> <p>Do not set up stock close to edges of table ensuring table is not overloaded.</p> <p>Do not put heavy items on weak structures.</p> <p>Ensure the observation hive is stable and secure.</p> <p>Display education boards and empty hive is not placed on a thoroughfare/walkway</p> |
| Observation hive including livestock (bees) | Sting | | <p>Observation hive to have laminated safety glass</p> <p>Ventilation areas to be covered with mesh</p> <p>Securely fixed to table</p> <p>Ensure bees are safe.</p> <p>Carry personal protection equipment.</p> |
| Display educational boards | Trips, possible bruises | | <p>Ensure display boards are not on uneven ground.</p> <p>Use stand supports with boards as necessary</p> |
| Display empty hive | Trips, possible bruises | | <p>Ensure display empty hive is not on uneven ground.</p> |
| Verbal abuse | Upset | | <p>Report to event organisers. Zero tolerance.</p> |
| Covid-19 | Future ill health and spread of disease | | <p>To reflect Government guideline at the time of event</p> |
| Other (please specify) | | | |

Approved at the SS&DBKA Committee Meeting May 2022

