



# EssexBeekeepers'Association

## Health and Safety Policy

### 1. Introduction

The Essex Beekeeper's Association (EBKA) Central Executive Committee (CEC) has overall responsibility for health and safety, through this Association Policy, and for ensuring that it fulfils its legal responsibilities. It recognises that it is the duty of all members to uphold the Association Policy. It will provide any necessary funds and resources to put it into practice.

The EBKA is committed to ensuring that its activities are safe and it will do whatever it can to provide for the health, safety and welfare of all volunteers, members and visitors, and to ensuring that risks to volunteers, members and visitors are minimised at all times.

EBKA will observe the Health and Safety at Work Act 1974 ("HASAWA") and all relevant regulations and codes of practice made under it.

This policy will be reviewed annually by the Governance Subcommittee. Point 3 to be shared annually with Trustees at the March CEC meeting to stress its importance.

### 2. Responsibilities

Divisional committees, Honey Show committee or CEC appointed Secretaries, as relevant, shall take responsibility for ensuring that there is an Appointed Safety Officer (ASO) for every event that they are organising. If the ASO is unable to attend an event, a Proxy should be appointed. Either the ASO or their Proxy must have a copy of the Risk Assessment at every event.

When an ASO stands down, it is the responsibility of the Divisional Committee to organise handover training for the next ASO.

All accidents or unsafe incidents will be reported to the CEC.

### 3. The Appointed Safety Officer (ASO) for each event is responsible for:-

- a. Assessing the risk to the health and safety of volunteers, members and visitors, identifying what measures are needed to comply with EBKA's health and safety obligations, and completing a written Risk Assessment
- b. Ensuring that venues or vehicles used for trips are safe and without risk to health including safe ways of entering and leaving the event
- c. Ensuring that clear instructions are given to all attendees in advance as to the safety clothing they are responsible for supplying. For example: bee suits, footwear, gloves, etc.
- d. Ensuring that equipment is safe and well maintained
- e. Providing information, instruction, training and supervision to members in safe working methods and procedures as required



- f. Encouraging members to cooperate in ensuring safe and healthy conditions and systems by effective joint consultation
- g. Establishing emergency procedures as required
- h. Report any incident to the divisional committee and to the CEC via the Divisional Trustee on the relevant form.

#### **4. Members' Responsibilities**

All EBKA members will ensure that:

- a. They are aware of the contents of this safety policy
- b. They comply with this policy
- c. They take care of themselves and others who may be affected by their actions or omissions
- d. They will report all accidents, or unsafe situations, and any near misses (things which could have led to an accident), to the ASO for the event or another CEC member without delay
- e. They record accidents, or near misses at shows, events, courses or meetings, on the approved accident report form
- f. They are aware of all fire procedures for the area in which they are working
- g. If they identify anything which they think could be in any way unsafe, they report it.

#### **5. Risk Assessments**

- a. The ASO for each event will ensure that all premises and tasks are assessed in line with the current Health and Safety legislation.
- b. Risk Assessments of each activity will be carried out by the appointed member in consultation with other members involved with planning of that activity and ensure hazards are dealt with as outlined in the Risk Assessment.
- c. Risk Assessments of regular venues will be carried out at least annually by the appointed member.
- d. Responsibility for observing the decisions made in the Risk Assessment lies with all members.

#### **6. Specific Risks to Beekeepers**

Some specific hazards and measures to consider when completing Risk Assessments:-

- a. Bee stings (swelling to eyes or throat particularly; anaphylaxis)
- b. Siting of apiaries, farm animals, machinery, public paths, etc.
- c. Manual handling (lifting heavy hive parts/equipment)
- d. Working at height or in unusual situations
- e. Working in public places, e.g. when taking swarms
- f. Travel, including transport of live bees
- g. Lone Working - working alone and/or in remote places including in agricultural settings
- h. COSHH - storage, use and disposal of chemicals – oxalic acid, etc.
- i. Extracting and processing honey - ensuring hygiene
- j. Burns and scalds – sterilising equipment, blowlamp use, wax processing, etc.
- k. Fire (such as when lighting, using or extinguishing a smoker).



- I. Other areas for consideration – disabilities: physical (sight loss, hearing loss, mobility issues, heart problems, diabetes, epilepsy etc.) or psychological mental health issue, dementia
- m. Members or visitors under the influence of drugs or alcohol.
- n. Contagious diseases and the need to obey current regulations.

## 7. Training

In order to comply with legislation and to promote the health, safety and welfare of members and visitors, health and safety training will be provided as follows:

- a. At inductions
- b. On the introduction of new technology
- c. When changes are made to venues
- d. When training needs are identified during Risk Assessments.

In addition:

- e. Beginners' courses include sessions on managing risk through the correct use of personal protection equipment, good handling of bees, and appropriate positioning of apiary sites
- f. EBKA and its divisions advise all new beekeepers to participate in sessions run at teaching apiaries to gain practical experience with working with bees in a supportive and controlled environment
- g. EBKA maintains a website with a section on Health and Safety documents with sample Risk Assessments.
- h. Elsewhere on the website we offer basic advice on swarming and contact information for swarm collection services run by members
- i. EBKA and its divisions organise talks and occasional practical open days or training events on specialist topics relating to best practice in beekeeping, including First Aid in the apiary, e.g. dealing with Anaphylaxis and Cardiopulmonary Resuscitation (CPR).
- j. It is recommended that the Basic Assessment qualification is obtained for running beehives on allotments, out apiaries and places accessible by the public.

## 8. Resolving health and safety problems

Any member or visitor with a health and safety concern must first tell the Appointed Safety Officer responsible at the event.

If, after investigation, the problem is not corrected in a reasonable time, the matter should be referred to the CEC via the Divisional Trustee.

If the ASO decides that no further action is required, but the member or visitor is not satisfied with this, the person may then refer the matter to the CEC Chair. This must be in writing.

If the person is still dissatisfied, the matter will be entered on the agenda for the next meeting of the CEC.

## 9. Effective date of this Health & Safety Policy

This Health & Safety Policy was revised in August 2023. In the event of any further updates, an appropriate notice will be issued to you.



**Effective date: August 2023**

**Accident report form:**

*Available on the EBKA website*

**Risk Assessments:**

*Available for use on the EBKA website:*

- a. *EBKA Apiary Risk Assessment*
- b. *BBKA Display of Observation Hives*
- c. *BBKA Running a Honey Show*
- d. *BBKA Use of an Apiary for Training*