



## **Elstree and Borehamwood Town Council**

### **Bee Keeping Procedure and Risk Assessment**

#### **Bee Keeping Procedure**

This policy has been formed by the Council in consultation with the National Allotment Society, British Bee Keepers Association (BBKA) and local BBKA members in order to ensure that the Council carries out its duty of care to all parties, including the beekeepers themselves, allotment plot holders, Council Staff and Members of the Public.

Only designated individuals, approved by the Environment and Planning Committee may carry out Bee Keeping activities at any Council site and only within the designated areas set aside for this purpose. These persons must sign a copy of this policy annually showing their acceptance of the procedures the Council stipulates together with their risk assessment.

The Council's need to ensure that Health and Safety legislation, regulation and best practice is adhered to is of paramount importance and overrides any other consideration.

However, recognising the importance of bees for the environment, the educational benefits and the leisure value of the 'hobby', it is the Council's intention to provide facilities that are fit for purpose and enjoyable for the users.

1. Beekeepers **MUST** be members of the local BBKA or other nationally recognised Bee Keeping association. Evidence of continued membership **MUST** be provided on an annual basis.
2. Beekeepers **MUST** have a minimum of £5million (£10million recommended) public liability insurance cover for Beekeeping activities. Evidence of this cover **MUST** be provided on an annual basis.
3. Beekeepers are **NOT** permitted to sell honey from the allotment sites for profit.
4. Beginner/New Beekeepers are required to have undertaken (and provide evidence of) a Basic Beekeeping Course.
5. Beekeepers **MUST** follow advice and guidance from BBKA and National Allotment Society in relation to keeping hives on Allotment sites.

6. Beekeepers are required to submit their own risk assessment for keeping bees on the designated sites to the Environment & Planning committee for approval prior to commencement of installing hives. The risk assessment MUST be reviewed on an annual basis.
7. The hives MUST be registered and available for inspection by the Regional Bee Inspector.
8. All beekeepers are responsible for maintaining the hives and the surrounding designated beekeeping area. This includes maintaining any trees within and overhanging) the beekeeping area and ensuring the grass is kept mowed/strimmed within the beekeeping area.
9. Beekeepers are required to warn anyone in the vicinity before opening any hives and if necessary wait for a more appropriate time to open the hives. 'Beekeeping at work' signs should be displayed at the allotment entrance when the Beekeeper is working on the site. Beekeepers are reminded that they have a duty not to cause nuisance to plotholders at the allotment sites.
10. Beekeepers MUST ensure that the Town Council has contact details to attend the hives in an emergency. This MUST be displayed near the beekeeping area and in the noticeboards and MUST include emergency cover in the event the Beekeeper is unavailable or not contactable.
11. Beekeepers MUST ensure that the Beekeeping area is not used for the storage of any equipment.
12. The Town Council Wardens will review the beekeeping areas bi-annually (usually April and September) and report any defects or required or recommended work to the Environment and Planning Committee. Any defects or recommendations MUST be reported immediately to the Town Council Wardens.
13. The Town Council can terminate any agreement for Beekeeping and require the removal of the hives giving 14 days notice to the Beekeeper at any time.

Name (Beekeeper) .....

Address (Beekeeper) .....

Signed (Beekeeper) ..... Date .....

Approved by E&P on.... Annual Review Due .....

**Review Body:** Environment and Planning Committee

**Review Period:** every 2 years

**Next Review:** November 2025