



## Elstree and Borehamwood Town Council

### Bee Keeping Procedure and Risk Assessment

#### Bee Keeping Procedure

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 in writing their acceptance of the procedures the Council stipulates together with the risk assessment criteria.

These documents have been formed by the Council in consultation with the Hertfordshire Association of Beekeepers 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. 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.

#### Health, Safety and Environment Risk Assessment

Operation	Hazard	Who or What might be harmed?	Risk Factor	Controls to Reduce Risk	Are controls Adequate
Attending to and opening up of bee hives	Bee Stings	Bee Keepers Assistants People in close proximity to hives	Low	Bee Keepers to wear full (PPE) bee keeping suits, gloves and wellington boots. Hives only to be opened when people (unprotected) are not present in locality.	Yes

Persons being in vicinity of active bee hives	Bee Stings	Anybody being in vicinity and in bee flight path	Low	Display of warning signs in Allotment approach and on gate to bee keeping enclosure	Yes
Persons being in vicinity of active bee hives when weather or other factors make them irritable	Bee Stings	Anybody being in vicinity and in bee flight path	Low	Keep bees confined to hives	Yes
Working with or being in close proximity to apiary	Anaphylactic shock following bee sting	Bee Keepers Assistants People in close proximity to hives	Low	Beekeepers and those closely involved to be aware of the risk. Council to issue letter to all Allotment Plot holders. Emergency procedure signage/ information to be on display and to include:- 1) Guide to symptoms 2) First Aid measure 3) Precise location and details for calling Ambulance service	Yes
Lighted smoker to calm bees	Fire	Bee Keepers Assistants People in close proximity to hives	Low	Ensure smoker is lit and extinguished inside Bee Enclosure (mulched ground) away from outside brambles. Dispose of smouldering smoker contents in bucket of sand.	Yes

Manual Handling / Lifting	Muscular / Skeletal injury	Bee Keepers Assistants	Low	Bee Keepers / Assistants to be aware of good lifting practices and to avoid lifting excessive weights single handed Wear steel toe-capped safety footwear when lifting heavy objects	Yes
Trips and Slips	Muscular / Skeletal injury	Bee Keepers Assistants	Low	Ground to be kept clear with no trailing leads and well mulched	Yes
Assembly of hive components	Eye injury	Bee Keepers Council Staff	Low	Wear Safety over glasses	Yes
Assembly of hive components using hand tools	Cuts and abrasions	Bee Keepers Council Staff	Low	Wear Safety Gloves	Yes
Using Chemicals	Exposure of persons and environment to hazardous fumes and chemicals	Bee Keepers Assistants People in close proximity to hives	Low	Carry out COSHH assessments for all chemicals / hazardous substances and implement appropriate control measures	Yes
Collection and preparation of Honey for human consumption	Uncontrolled food hygiene	Persons consuming honey	Low	Good hygiene techniques and suitable containers for collection. The Council takes no responsibility for the quality of the Honey.	Yes

## **Note 1**

**Hazards** (Definition: A source of possible harm)

Examples of operational hazards:

Working in workplace subject to: Glare; Poor lighting; Stroboscopic effect; Arc welding; Molten metal; Use of lasers

Working in: Furnace; Cold room; Outdoor work; Hot weather; Cold weather; Wind chill factor; Rain; Snow; Sleet etc Temperature

Working in: Tank; Chimney; Pit; Basement; Unventilated room; Vessel; Silo; Any workplace not designed for continuous occupancy

Working with electrical equipment with: worn cables; faulty plugs; inadequate earthing. Electricity working with or near water:

Contaminated water where rats are present; Poorly maintained re-circulating and hot water. Water; Leptospirosis; Legionella.

Using noisy equipment/plant; Movement of traffic; Office disturbance noise

Personnel handling loads: Lifting; Lowering; Carrying; Pushing; Pulling; Hot/Cold loads; Rough loads

Personnel using: Keyboard; Screwdriver; Hammer and chisel; Bricklaying; Power tool; Vibrating tools

Seated at workplace; Work above head height; Work at floor level;

Damaged/sloping floors; Trailing cables; Oil or other spills; Debris; Uneven steps/floor; Wet floor surfaces; Worn carpets;

Inappropriate storage on floor; High shelving; Furniture too close to doors; Too much furniture; Bookcases.

Driving Fatigue leading to poor operation of vehicle; Movement of vehicles Injury to operative; Injury to pedestrians; Collision with building, vehicle or other object

Fragile roof; Edge of roof; Edge of mezzanine floor; Work on ladder; Erecting scaffold; Hole in floor;

Low headroom; Sharp projections; Dirty windows/screens.

Obstructions and obstructed view; High stacks; Inadequate racking; Stacking at heights; Stacked goods; Grain silo; Tank; Reservoir; Swimming pool; Sump

Work over river; Work near canal Drowning in liquid, dust or grain

Lifting equipment Hydraulic leak; Worn equipment; Malfunctioning equipment; Wrong equipment.

Expel hazardous or explosive substance.

Incompetent operatives

Work outdoors: Insect bites; Sunburn; Heat or Cold; Weather; Criminal attack;

Angry customer; Drunken person; Difficult person; Drug abuser;

Home visit; Mentally ill person;

Lightning; Flash flood; Snow/ice.

Examples of environmental hazards:

Storage, handling and disposal of chemicals and solvents

Creation and disposal of waste (both hazardous and non-hazardous)

Maintenance of equipment containing ozone depleting substances (ODS)

Unnecessary use of energy (electricity or gas)

Unnecessary use of water

## **Note 2**

### **Operational Issues: Who might be harmed?**

Bee Keepers  
Assistants  
Allotment Plot Holders  
Council Staff  
Contractors  
Visitors  
Members of the public  
Disabled people  
Young persons  
New starters  
Women of childbearing age  
Pregnant ladies and nursing mothers  
People with illnesses

It is necessary to consult all relevant Members of Staff and seek advice from experts as necessary.

Also take into account the current state of health of relevant staff when completing risk assessments, e.g. heart condition; asthma; pregnancy.

In respect to illness, a health check may be required and for pregnancies a Maternity Risk Assessment must be carried out.

See Young Persons and Students (2.OP.29) and Women of Childbearing Age (2.OP.30).

### **Environmental Issues: What might be harmed?**

Air (emissions to air)  
Land (ground contamination)  
Water (ground water and river contamination)  
Earth's resources (use of non-renewable resources)

### Note 3

#### Calculation of Risk Factor

**RISK ASSESSMENT FORM NOTES**

**NOTE 3. CALCULATE THE RISK FACTOR**  
Combined Hazards, likelihood (L), severity (S). Estimate the risk as High, Medium or Low taking existing Controls into account.

LIKELIHOOD	Likely	High	High	High
	Possible	Medium	Medium	High
	Unlikely	Medium	Medium	Medium
		Minimal	Minor	Major
		SEVERITY		

  

High	Immediate requirement to review and investigate the case for removing/reducing the risks or improving the controls
Medium	Requirement to apply reasonable practicable improvements
Low	Risk reviewed to determine if the risk can be reduced through simple improvement measures

### Note 4

#### Controls

Are the measures currently in place to either eliminate the hazard or to control the risk to the lowest level reasonably practicable.

#### HIERARCHY OF CONTROLS

Eliminate:

If the hazard can be taken away this must happen first.

Substitute:

If the hazard can be changed in some way to reduce the inherent danger then it must be next.

Segregate:

If engineering measures can be taken to physically segregate the hazards from the people then this must be done next.

Separate:

If the people can be removed from the danger area then this must be done next.

**Safe Practices:**

If the way of working can be changed to reduce exposure to the hazard then this must be done next.

**PPE:**

Personal protective equipment may only be regarded as the last means of control when or if there remains a possibility of harm resulting from the hazard.

Environmental Hazards - users should describe controls and/or processes in place to reduce or eliminate the environment hazard identified, e.g. segregate waste to divert from landfill/ store chemicals in line with COSHH requirements to prevent emissions to air and ground contamination/ turn off all lab equipment when not in use to minimise energy consumption.

Information, instruction and training must be provided to ensure the safe execution of all work procedures.

**Review Body:** Environment and Planning Committee  
**Review Period:** every 3 years  
**Next Review:** July 2025