

PETERSFIELD AND DISTRICT BEEKEEPERS ASSOCIATION

RISK ASSESSMENTS POLICY

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RISK ASSESSMENTS POLICY

It is the policy of the Petersfield and District Beekeepers Association ("PDBKA") that a risk assessment is carried out in respect to all activities, manipulations and substances and that the policy is regularly reviewed and documented where necessary. This responsibility rests with Trustees and who will nominate competent people to carry out these assessments.

The PDBKA has a general responsibility to ensure, so far as is reasonably practicable, the health and safety of members and other persons who may be visit or attend the PDBKA Apiary or any other activity supervised by the PDBKA provided they act in accordance with any instruction or direction given by the person nominated to be in charge of the Apiary or other activity. The PDBKA shall carry out a 'suitable and sufficient' assessment of all risks to the health and safety of members and others arising at or from an activity. The PDBKA shall also carry out risk assessments for specific types of hazards such as those associated with bees, substances, manual handling. The purpose of this document, therefore, is to:

- (a) Provide guidance to enable members or other persons to comply with the risk assessment duties as required.
- (b) Introduce a structured, systematic and pro-active approach to the management of risk.
- (c) Outline the five principal steps to risk assessment.

DEFINITIONS

RISK ASSESSMENT: A structured and systematic procedure; for **identifying hazards** and **evaluating risks**; in order to prioritise decisions to reduce risks to an acceptable level.

HAZARD: Something with the inherent 'potential to cause harm'. This can include bees, substances, methods of work or work organisation.

RISK: Is the chance, great or small, that someone will be harmed by the hazard. The magnitude/scale of the risk is measured in terms of its consequences, frequency and severity. It can be expressed as:

$$\text{RISK} = \text{HAZARD SEVERITY} \times \text{LIKELIHOOD/PROBABILITY OF OCCURRENCE}$$

COMPETENCY

Assessments should be conducted by a competent person nominated by the Trustees. Assessors should have an understanding of the hazards, an ability to make sound judgements and knowledge of the best ways to reduce those risks identified. Competency does not require a particular level of qualification but may be defined as a combination of knowledge, skills, experience and personal qualities, including the ability to recognise the extent and limitation of one's own competence.

SUITABLE AND SUFFICIENT ASSESSMENT

A 'suitable and sufficient assessment' is required by the PDBKA is one that assesses the following:

- Correctly and accurately identifies a hazard.
- Disregards inconsequential risks and those risks associated with life in general.
- Determines the likelihood of injury or harm arising.
- Quantifies the severity of the consequences and the numbers of people who would be affected.
- Takes into account any existing control measures.
- Identifies any specific legal duty or requirement relating to the hazard.

- Will remain valid for a reasonable period of time.
- Provides sufficient information to enable the Trustees to decide upon appropriate control measures, taking into account the hazards that may exist in any activity.
- Enables the person in charge to prioritise remedial measures.

CARRYING OUT THE ASSESSMENT

Step 1: Look For the Hazards

This necessitates an inspection of the PDBKA Apiary or any site to be used for an activity to identify any risks or hazards which may reasonably be expected to cause harm. Ignore the trivial and concentrate only on significant hazards which could result in serious harm or affect several people. Involve any members in this exercise as they may be aware of any hazards which are not immediately obvious. Manufacturers' instructions, data sheets, check lists and accident records will assist in identifying hazards.

Step 2: Decide Who Might be Harmed and How

Take into account members or other persons or members of the public in general as well as those people who may not be in the Apiary or site at other times when not attended by members. Consider how such people may be harmed. Pay particular attention to lone visitors and those with disabilities since they may be more vulnerable.

Step 3: Assess The Risks

Evaluate the risks arising from the hazards and decide whether existing precautions are adequate or more should be done.

Even after all precautions have been taken, usually some risks remain. Decide for each significant hazard whether this remaining risk is acceptable. Consider whether the existing precautions:

- Meet the standards set by legal requirement
- Comply with any recognised precautions.
- Represent good practice.
- Reduce risk as far as is reasonably practicable.

If the answer to any of the above is 'NO' then consider what further precautions can be taken to control the risk so that harm is unlikely (see hazard/risk control page 6/7).

Step 4: Record Assessment Findings

An assessment should be supported by accurate record keeping unless the identified risk is trivial and the likelihood of injury is remote or that the adverse consequences would result in a very minor injury. The significant risks only, therefore, need to be recorded. Records should contain at least the following information:

- A description of the process/activity assessed
- Identification of the significant risks.
- Identification of any members or other persons at particular risk.
- Date of assessment and, where appropriate, next review.

- The name of the person carrying out the assessment.

Step 5: Assessment Review

An assessment must be kept up to date and reviewed periodically to ensure that it remains valid. Factors that may necessitate an automatic re-assessment include:

- A change in legislation.
- A change in control measures.
- Any significant change in the procedures.
- Use of treatments or organic acids or other substances.
- Any other reason to suspect that the original assessment is no longer valid or could be improved.

HAZARD/RISK CONTROL

The selection and implementation of the most appropriate method of risk or hazard control is crucial to any success in reducing the risk of injury or ill health to persons affected by apiary activities. A hierarchy of control options are listed but it may be necessary to implement a number of these measures in combination to adequately reduce the risk. The list is not exhaustive:

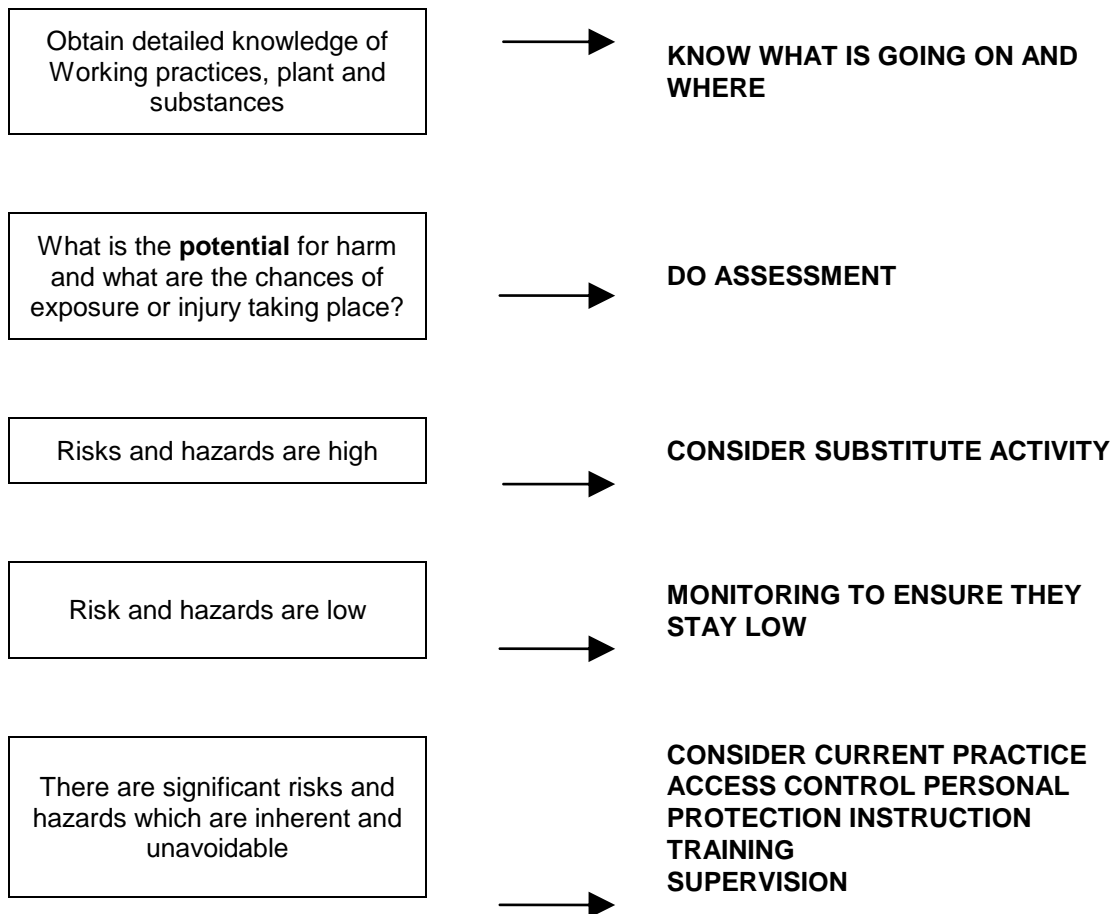
- Minimise hazards with bees by working by safe methods by wearing safety clothing.
- Keep bees with good behaviour and none aggressive and not followers
- Substitution any treatments by something less hazardous.
- Control use of handling any of chemical treatments or organic acids.
- Personal protective equipment PPE when handling hazardous substances
- Entry to apiary controlled to ensure adequate work areas for manipulations.
- Adequate supervision.
- Adequate training/staff and students.
- Information/instruction (where appropriate signs, labels, handouts).
- Procedure for dealing with any stings or where a person suffers with anaphylactic shock

All these measures should be considered within the overall context of achieving 'a safe system of work' that reduces the risk to an acceptable level.

EVALUATING THE RISK AND SETTING PRIORITIES

The risk assessment should enable the Nominated Person to prioritise remedial measures. In many cases it will be clear that some risks require attention before others. Where there is uncertainty a risk rating may be attributed to each identified hazard. The factors relating to **severity** and **likelihood** of harm are given should be assessed by the Nominated Person who shall implement action accordingly.

RISK ASSESSMENT FLOW CHART



DOES THE COMBINATION LEAD TO A REASONABLE DISCHARGING OF OUR DUTY OF CARE?

NO

YES

Improve necessary components until it does OR cease activity

Ensure regular monitoring



HAZARD CHECKLIST

- 1 Hazards Associated with Bee Hives and Equipment (including Non-Powered Plant and Hand Tools)
- 2 Hazards Associated with Materials and Substances
 - Health Hazards
 - Hazardous Substances
- 3 Hazards Associated with the Apiary
- 4 Hazards Associated with the Apiary Environment
- 5 Hazards Associated with Methods for manipulating Bees
- 6 Hazards Associated with Apiary Organisation
- 7 Other Types of Hazard