

# **Health and Safety Policy**

Revised (23 October 2014)

## **1. General**

It is WBKA policy to ensure the health, safety and welfare of its volunteers, and of other persons who could be affected by its undertaking. The association will undertake assessments of risks and instigate arrangements that, so far as reasonably practicable, ensure:

- a). Places where volunteers work or meet are maintained in a safe condition
- b). Equipment and systems of work are safe and without risk to health
- c). Adequate welfare facilities are available
- d). Information, instruction, training and supervision is provided to ensure the health and safety of its volunteers, suppliers, visitors and that of other persons who may be affected by its activities.
- e). Risk assessment and risk management advice is provided to local associations in line with the latest guidance from the Health and Safety Executive (HSE)
- f) Risks are appropriately transferred either to those who are able to control them (e.g. Exhibitors or suppliers at events) or to avoid undue burden on the membership by insurance
- g) Insurance cannot be purchased for penalties (fines etc.) for failure to comply with legislation.

## **2. Responsibilities**

The Management Team (Trustees) of the WBKA have the key role in maintaining the health, safety and welfare standards of their volunteers and will regard the Health and Safety of anyone who may be affected by its activities with equal importance to that of being the voice of beekeeping in Wales. The Management Team will have overall responsibility for ensuring that people are identified, systems and processes put in place to enable the health and safety policy of the WBKA to be implemented. They will ensure that a Trustee is delegated to undertake more detailed management of such systems and processes.

## **3. The Chair**

The Chair will have an oversight role in ensuring that the Health and Safety responsibilities of the Management Team are on the Agenda when necessary and are given sufficient time for discussion .

## **4. Health and Safety Trustee**

This person will:

- a). Provide guidance and advice to the Management Committee on health and safety matters

- b). Work with the Secretary and other Trustees to identify and appoint a health and safety officer from amongst the membership of the WBKA
- c). Work with the Health and Safety Officer to identify systems and procedures which will enable the Associations and their members to work safely whether on Association business or when acting as volunteers for the WBKA and for all to comply with the appropriate regulations. Systems and procedures may be in actual form for use by the WBKA or in template form for adaption by individual associations and will be appended to this policy as Arrangements.
- d). Report at least annually on the health and safety preparedness of the WBKA and where appropriate on health and safety activity in member associations
- e) Work with other Trustees who may have over lapping responsibilities

## 5. **Health and Safety Officer:**

The Health and Safety Officer will:

- a). Work and regularly communicate as necessary with the Health and Safety Trustee
- b) Regularly review this policy and any supporting documentation in the light of changing legislation or any other identified need for change ( and in any case at least annually) and make any recommendations for change to the Trustees.
- c) Develop arrangements to enable the WBKA to comply with current health and safety legislation and submit such arrangements to the Trustees for approval
- d) Assist member associations to comply with health and safety legislation or similar by the development of template documents/procedures/guidance which can be adapted for use by those associations
- e) While each member association will have responsibility to undertake risk assessments, provide guidance in general terms on risk assessment and control and in particular assist those who have specific responsibility for events run by the WBKA
- f) Report on any concerns he or she may have with regard to current compliance with legislation or other H&S guidance

## **H& S Appendix - Arrangements**

### **1. Risk Assessment:**

A risk assessment is simply a careful examination of what, within an activity such as an apiary meeting, could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm. The HSE provide a good template for doing this on their website and the WKBA will provide a completed example on their website that associations can download and amend as appropriate.

### **2. Meetings and Training**

A meeting or training event hosted by the WBKA will have a responsible person for health and safety who will ensure that a risk assessment has been completed and that its findings are relevant and complete and that the recommendations are being implemented.

### **3. Spring Conference**

The Spring Conference will have a detailed Risk assessment carried out which will take into consideration any existing assessments provided by the owner of the venue and those of suppliers / exhibitors. The purpose of the assessment will be to ensure the safety of both volunteers and public attendees

### **4. Consultation**

Local associations represent the front line of beekeeping in Wales and will always have the most experience, up to date information and contact with the general public. The WBKA will regularly consult with associations regarding safety matters during the council meetings and will record any health and safety concerns or initiatives raised. This information will be used to review this policy and decide on what support needs to be provided.

### **5. Cascade of Policy**

As stated above, local associations will be in the front line of beekeeping and its public face. While the associations do not normally employ individuals and thus have no legal obligation to develop a safety policy it would be good practice for each association to recognise its moral obligation to safeguard its members, volunteers and any member of the public who might be affected by them by formalising any arrangement in such a policy.

It would be good practice to have an individual officer recognised who will drive the issue forward and while they may not always be the person who would carry out any necessary risk assessments they would prompt those who should do so and report back to their Chair when necessary. Risk assessments should be the minimum requirement for premises used e.g. meeting venues, activities, events and association apiaries. The format for responsibilities may follow those set out above for the WBKA.