

Irish Beekeepers' Association

Members' Handbook

Oct 2019



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Introduction

Welcome to the Members' Handbook of Irish Beekeepers' Association clg.

IBAClg was formed in October 2017 and has grown steadily since its incorporation as a company limited by guarantee. As a company, it is thus governed by company law and complies with all relevant legislation and the company constitution.

However, the underlying ethos recognises that beekeeping in Ireland, for the most part, is comprised of amateur beekeepers and thus we have produced this 'Handbook' as a guide to all members and committees. Where any inconsistencies or conflicts arise between the Handbook and Company Law or the Constitution, the latter items will of course prevail. The spirit of this document is to create something reflecting our aims/objectives and ethos but is user-friendly and guides us without being unnecessarily legalistic or acting as a constraint. A spirit of 'common sense', fairness and decency should predominate our thinking going forward. This Handbook will be updated periodically.



Mission Statement

IBAcg, is a service organisation for its beekeeping members. Bee Welfare shall be at the heart of the decision-making process at all times.

Structure

Membership

The IBAcgl has the following classes of membership: -

1. Individual Full Registered Member (affiliated to a local beekeeping group)
2. Individual Full Registered Member (affiliated to IBAcgl as an Independent member)
3. Discounted membership for those on a beginners course.

Officers

IBAcgl shall have a number of officers appointed by the directors after the AGM.

These officers shall be

- Chairperson, Vice-Chairperson, Company Secretary, Treasurer, PRO, Education Officer, H&S Officer, Membership Secretary, Liaison Officer and any others which the board from time to time may deem appropriate
- An officer may not necessarily be a director

Any office, with the exception of the Chair, may be combined with any other. No member may hold any of these offices for more than four consecutive years. Other titles may be attached to Committee Members to reflect particular areas of responsibility. A person may not stay as a director for more than 9 years.

At the 2019 AGM, it was agreed to have no more than 9 directors.

Members wanting to serve as a director should submit their nominations via their association secretaries, with a description of what skills they bring and what they can do for the company. These nominations should be sent to the company secretary 14 days before the AGM so that they can be included in the agenda.



Board of Directors and Committees

Board shall consist of up to nine directors.

Sub-Committees and 'working groups' may be established by the Board of directors. Participation by 'non-directors' is highly encouraged to reduce the burden on the directors but also so that IBAclg is an inclusive organisation and allows members to participate and assist the national association where possible.

All sub-committees are required to meet their financial responsibilities, and comply with applicable regulations.

Sub-Committees shall have in addition to budgets, a plan of activities and expected outcomes/goals. Outcomes/Goals shall be real and measurable (TOR... Terms of Reference)

A sub-committee may be long term (e.g. Education) or ad hoc / short term.



Items governed by company law and by our constitution

Holding meetings

A general meeting shall be held each year, with notice sent to members (electronically) at least 21 days beforehand.

The directors may have to call an extraordinary general meeting (EGM) of the members to deal with special or urgent business - 21 days notice is also required for this. Please refer to the [constitution](#) on our website for further details.

Meeting Minutes

Directors must arrange to keep minutes of what is said and decided at general meetings and at meetings of the board of directors. Sub-committees need notes to be kept also.

Extraordinary General meetings may be called by either the majority of the Board where an urgent matter requiring approval of the members is required under company law, or by the Associations where there is a matter of common concern arising. A call for a general meeting by the Associations shall require a minimum of 10% of delegates eligible to vote at an AGM.. This can be done by any officer of an association. More than one motion can be debated at an EGM. Upon receipt of the request from 10% of delegates, the Board must issue the notice of the meeting within 14 days. The date of the meeting must be no later than 21 days post the notice placed. (see below). As below motions for consideration by the directors for inclusion in the EGM must be filed no later than 14 days before the meeting.



Notice

Motions for consideration by the directors for inclusion in the AGM, shall be filed by the Association secretary via email or in writing to the company secretary no later than 14 days before the AGM. The notice of the date for the AGM shall be emailed to all secretaries on the IBAClg website no later than 21 days before the event is scheduled. The use of email is sufficient to provide such general meeting notice. Notice' can include written or electronic means of communications including email, social media, website etc. IBAClg undertakes to publish the list of motions and the proposing Associations no later than seven days in advance of the general meeting.

Voting

All members are allowed to attend the AGM. Each association (incl independents) can elect delegates to vote in accordance with the constitution

Annual Filing

A company, whether trading or not, is obliged to deliver an annual return every year to the [CRO](#).

An annual return (From B1) includes details of the company's directors and secretary, its registered office, and details of its shareholders and share capital as well as its financial statements. It must be signed by a director and by the company secretary.



General Data Protection Regulation

IBAcIg will comply with this new legislation by maintaining personal data secure and private.

See [Appendix 10](#)

Communications

IBAcIg must comply with Data Protection incl. the new GDPR legislation - we now have a membership secretary. Contact membership@irishbeekeepersassociation.com

IBAcIg will respect the privacy of members

IBAcIg will respect the right of local associations to be the primary point of contact for their members

IBAcIg will communicate directly with all members on matters necessitated by company law (eg notice of AGM etc) and with the bi-monthly newsletter or otherwise when appropriate. On all other occasions, communications will be routed through local secretaries



Health and safety

Health and Safety Statement

This health and safety statement complies with the Safety, Health and Welfare at Work Act 2005 and the Safety, Health and Welfare at Work (General Application) Regulations 2007.

This safety statement outlines our requirements for managing health & safety at all IBAClg events. It is aimed at protecting everyone from accidents and ill-health while attending these events and travelling to and from them if on company business. We will endeavour to provide a safe, healthy environment for all who visit and work at these locations. This copy is available for all to view and the content will be distributed to all relevant people to be read in conjunction with any relevant method statements and risk assessments.

Every individual has a duty to take care for their own health and safety and to have due consideration for the health and safety of others. It is therefore necessary for this policy to be effective that everyone cooperates with us and is committed to the policy.

Any one visiting or working at the locations are required to use the PPE and safety equipment provided as directed, report hazards as soon as they are noticed and are encouraged to suggest ways of improving safety. They will also follow site specific method statement when on these premises and will not be under the influence of any alcohol or drugs.

To achieve a safe working system we will take all reasonably practical steps to eliminate, reduce, control or isolate risks to anyone at our event locations. We will also undertake any training necessary, and provide information and supervision to anyone working at or visiting our sites and ensure that any machinery is in good working order and fit for purpose.

The nature of the business dictates that we will protect the environment therefore we aim to use sustainable products in our work and also use environmentally friendly products



as much as possible. We will also undertake to reuse and recycle as much as possible for the same reasons.

We will annually, or as necessary, review any safety equipment, information, training and supervision necessary to protect those at risk and review the method statements for all locations.

H&S Officer healthandsafety@irishbeekeepersassociation.com



General health, safety and hygiene in beekeeping

The following are a set of behaviours that are not site or task specific but should be observed in all beekeeping activities.

Site hives/apiaries in locations not likely to cause nuisance to neighbours or the general public. Sites near property or paths/roads shall have high fences or hedges to make the bees fly up and over the public areas and are to be stock proof or in areas where livestock is not kept.

Take all reasonable steps to control swarming and aim to ensure bees are docile in temperament by elimination of those showing undesirable traits. All manipulations of bees to be carried out in accordance with Aims & Objectives of Beekeepers' Beginners Course and further Education (refer to 3 Counties and IBAClg for further information).

Removal/ Extraction/ Storage/ Sale of honey to be carried out in accordance with current legal requirements and IBAClg strongly recommends that all beekeepers [register with DAFM](#) if producing honey.

Prevention of disease - hive tools should be cleaned during and after use and before returning to storage to reduce the spread of any disease.

Wax - Wax removed during an inspection should be placed in a designated container and removed from the apiary. This is to prevent the spread of disease and discourage vermin. Never drop wax in the Apiary.

[Notifiable Diseases](#) – see Apiculture section below

Inspections should be completed in the shortest possible time to avoid stress to the colony. In the event of a severe and uncontrollable reaction by a hive, immediately close it down. Warn other people around and retire to safety. Seek assistance if needed to deal with the situation. Gentle handling a good strain of bee and being diligent in ensuring that every hive is healthy should keep the bees well behaved and less likely to become a nuisance.



Bee suits must be clean and boots or wellingtons should be worn to protect the ankles.

Working alone is not ideal or recommended for reasons of safety, but most beekeepers have to carry out their beekeeping duties without assistance much of the time. In this situation keep a mobile phone, tell another person which apiary you are visiting and when, and also an expected time to return. Always advise the person if you are delayed. If possible obtain the [eircode](#) of the apiary in the event that the emergency services need to reach you.

Smoker: Light the smoker away from the hives. Do not wear a veil whilst lighting the smoker as it is remarkably easy to burn a hole in the veils. After use, make sure you put the smoker out by blocking the spout with a non flammable item(eg wet grass). If possible, consider getting a fireproof box to store the smoker after use and especially during transport.

Always be aware of fire risk. On hot dry days it is a good idea to use a water spray instead of a smoker. Spray Using a water or dilute sugar syrup spray can help keep the bees calm and on the comb where smoke would drive them away. A fine spray is needed. Do not soak the bees.

Every hive should have a record of inspections and this is to be filled in during the inspection.

It is a legal requirement to keep a note of all medicines used on the bees if it is planned to sell honey or other bee products. See the Beekeepers Animal Remedies Recording Template available on the DAFM website.

A First Aid Kit should always be available when going to the apiary

Stings - If stung, immediately scrape across the sting with a fingernail or hive tool. Squeezing or trying to pick it out will make it much worse. The quicker you are the less serious will be the sting. Apply antihistamine cream if necessary. Applying smoke to the area is also advised as this blocks the alarm pheromone in the sting being transmitted to other bees who might 'join the party'!



Anaphylactic shock is a life threatening emergency and needs to be dealt with immediately.

The signs to look out for are: Skin pale, cool and clammy, rapidly developing blotchy rash, shallow breathing, gasping for air, dizziness, weak pulse and rapid Itching or swelling in areas other than the site of the sting, tightness in the chest, nausea and often vomiting, unconsciousness or cardiac arrest.

Action - Remove the victim away from danger of further bee stings. Do not remove their hood until well away from the bees and it is safe to do so. Also be aware that when a person is on the ground, the veil often falls against the face. Insure that the veil is not resting against the face and that the bees can't sting through the veil. Call 999 or 112 and give exact details of the location and nature of the emergency. It is always a good idea to have the Eircode of the Apiary to allow the emergency services to get there rapidly. Lay the victim down and insulate but don't heat Offer plenty of reassurance and don't leave them. Only move them to get out of the danger area Offer nothing to drink or smoke. If the patient becomes unresponsive, check airway and place in recovery position. Monitor breathing until paramedics arrive. These reactions may be reversed by administering epinephrine (adrenaline) in the form of EpiPen. Please be aware that an EpiPen contains epinephrine and should be self-administered. If you are not a doctor, or a trained paramedic, you should make this clear before administering an EpiPen to another person at their request. The injection can be administered through clothing if the risk of being stung is too great. Video tutorials are available on EpiPen administration

Follow our [webinars via our website](#) and [YouTube Channel](#) for regular informative webinars and other beekeeping guidance



Beekeeping

-Apiculture subcommittee

Prevention of disease

Washing Soda

Buckets of washing soda should be prepared to clean hive tools during/after use and before returning to store. The suggested mixture is 1lb washing soda and one gallon of water.

Wax

Any wax removed during an inspection should be placed in a designated container and removed from the apiary. This is to prevent the spread of disease and discourage vermin.

Never drop wax in the Apiary.

Vigilance for notifiable diseases

It is a legal requirement to report any outbreak of these. Therefore members should ensure they could recognise the signs of European Foul-brood, American Foul-brood, Small Hive beetle, the Asian Hornet and the tropilaelaps clareae mite.

European and American foulbrood - Full instructions including a guide on how to submit samples can be found under bee health on the following website

<https://www.agriculture.gov.ie/farmingsectors/beekeepinghoney/>

<https://www.agriculture.gov.ie/farmingsectors/beekeepinghoney/beehealth/>

These samples are to be advised to Dr Mary Coffey immediately and submitted using the form on the web page to Dr.Mary F Coffey Bee Disease Diagnostic Service Teagasc, Oakpark Research Centre, Carlow.

Small hive beetle and Tropilaelaps clareae mite are statutory notifiable pests within the European Union. If you suspect finding of these you must notify DAFM by contacting Dr Rachel Wisdom at The Plant Health Laboratory by telephone immediately on 01 6157363, by email to rachel.wisdom@agriculture.gov.ie or beekeeping@agriculture.gov.ie . DAFM will then arrange for samples to be submitted



for identification if necessary. The postal address is Plant Health Laboratory, DAFM, Backweston, Cellbridge, Co Kildare.

The Asian hornet is not a statutory notifiable pest within the European Union but is an invasive species. If you suspect finding this hornet please contact DAFM immediately to confirm the identity using the contact details above who will then notify the National Biodiversity Data Centre and the National Parks and Wildlife Service who have the responsibility for invasive species or contact them directly at <https://records.biodiversityireland.ie/record/invasives#7/53.455/-8.016>



Insurance

Each member of the IBAcg has insurance through membership of the company. For full policy details contact treasurer@irishbeekeepersassociation.com

The Public Liability relates to beekeeping activities of our members and has a € 6,500,000 limit of liability.

A notice of cover is available for members attending farmers markets etc, where proof of cover is required. The Public Liability insurance also covers officers of associations undertaking their activities in connection with their group.

In addition, the association are covered to have meetings, study groups, beginners courses, demonstrations and honey shows throughout the year.

Members are covered to attend various shows and events to a maximum of 7 per year

Member to Member cover included

Noted many member association Apiarys are located on Third Party Land. A general indemnity to principal clause will apply. Specific indemnities to particular bodies can be arranged ie Coillte, Teagasc etc

In addition the insurance covers product liability up to € 6,500,000.

Committees should consider D&O insurance separately



Selling honey and other products.

Members wishing to sell their honey and other products are encouraged to register with the DAFM. See appendices. [Application for registration as Honey Producer](#)

Insurance covers casual beekeepers producing honey for own use, and possible sale of excess honey.

Large scale honey producers producing honey and honey based products for sale on a more commercial basis are also covered.

There is no cover if imported honey is used in the products, covered is for use of own products only.

Typical honey based products include –

- Honey – cut, run & creamed
- Beeswax candles
- Soap made from beeswax/caustic soda
- Lip balm made from beeswax and occasional addition of lavender or similar oils
- Mead (honey and water). You do need a liquor licence to sell mead
- Hand and skin creams made with the addition of shea butter (or coconut oil, olive oil, rapeseed oil) and
- Propolis.



Labelling of honey

The IBAClg would encourage its members to follow the DAFM labelling requirements as listed below.

In designing a label for honey the following points should be considered to comply with legislative requirements:

- Purchaser must not be misled and there must be no medicinal claim.
- The information must be easy to understand, clearly legible, easily visible and indelible (won't rub out or wash off the label).
- Name of the food (honey) and net quantity must be in the same field of vision.
- Label must be at least in English.
- Product name must be stated; no food ingredient, additive, or anything other than honey may be added to product sold as honey.
- Honey may be labelled and sold as "Honey" or if desired as one of the following subtypes (as appropriate): Blossom or Nectar Honey, Honeydew Honey, Drained Honey (honey obtained by draining decapped broodless combs) Extracted Honey (obtained by centrifuging decapped broodless combs) Pressed Honey (obtained by pressing broodless combs with or without the application of moderate heat not exceeding 45°C)
- Other types of honey that must be labelled as such are: Comb Honey (includes cut comb honey) Chunk Honey or cut comb in honey (honey containing one or more pieces of comb honey) Filtered Honey (honey obtained by removing foreign organic or inorganic matter in such a way as to result in significant removal of pollen)
- Baker's Honey (honey that is only suitable for industrial use or as an ingredient in other foodstuffs. It may have a foreign taste or odour and/or have begun to ferment or have fermented and/or have been overheated.)
- In the case of Baker's Honey the words "Intended for Cooking Only" must appear in close proximity to the product name. Honey Labelling Guidance Leaflet No. 1 of 2016 Page 2 of 2.
- Except in the case of Filtered Honey or Baker's Honey, the product name may be supplemented by information referring to: Floral or vegetable origin if the product comes wholly or mainly from the indicated source and possesses the organoleptic, physico-chemical and microscopic characteristics of that source and /or information



referring to: Regional, territorial or topographical origin, if the product comes from the indicated source.

- Net quantity must be stated in grams (g) or kilograms (kg) as appropriate.
- The country or countries of origin where the honey has been harvested must be stated. If the honey originated in more than one country the following may be used (as appropriate): “blend of EU honeys” “blend of non-EU honeys” “blend of EU and non-EU honeys”
- As a single ingredient unprocessed food, honey does not require to be labelled with a nutritional declaration. If a nutrition declaration is provided on honey it must be accurate and presented in a clear format using the correct units of measurement as well as the correct order of presentation (all as set out in Regulation (EU) No 1169/2011).
- The date of minimum durability, which must be preceded by the words "best before end..." unless the date includes an indication of this. The date of minimum durability of a food is defined as the date until which the food retains its specific properties if properly stored. Honey should retain its specific properties for a number of years if correctly stored, therefore it's up to the beekeeper/honey packer to determine what a suitable shelf life for their product should be taking into account the nature of the product.
- Unless the best before date is stated as a specific date, the Lot Number must be stated and should be preceded by the letter “L” so it's clearly distinguishable as such. Lot means batch of sales units of a foodstuff, produced, manufactured or packaged under practically the same conditions. For beekeepers with more than one apiary it is suggested a different Lot Number should be allocated to honey from each apiary or each blend from different apiaries. The Lot Number may be written on the label by hand.
- The label must state the name/business name and address of the producer/packer or if appropriate the company for which the honey was packed for established within the EU. The name and address must be sufficiently detailed to allow the individual / business involved to be contacted by post.



This is an example of what your label should contain



For guidance purposes copies of the legislation relating to the labelling of honey are available on the Department's website at:

<http://www.agriculture.gov.ie/farmingsectors/beekeepinghoney/> If necessary please update your procedures to ensure that honey you offer for sale complies with the labelling requirements. If you require any advice or clarification in relation to this issue please: Email: Beekeeping@agriculture.gov.ie or Phone: 01 505 8804



Criteria for the production and sale of nuclei

A nucleus (plural nuclei) is a small bee colony [read [here](#)]. The production and availability of nuclei is paramount to the success of the beekeeping industry in Ireland. Without the constant availability of nuclei, beginners cannot enter the craft and may be tempted to import. It is therefore very important that nuclei are of a certain standard before being offered for sale, especially to the unsuspecting and often over enthusiastic beginner. Bees should always have the following characteristics:

- Good honey producers
- Non swarming strain
- Disease resistance
- Mite resistant
- Cleaning behaviour
- Docile

Bees with the above traits are suitable for the breeding of queen and the production of nuclei.

Nuclei are usually classed as Over-Wintered or Summer/Autumn produced. Criteria for an Overwintered Nuclei. Overwintered Nuclei offer many advantages to the buyer.

Firstly the colony is well established with a queen that is proven and the possibility of collecting a crop of honey with proper management. The risks associated with overwintering are no longer an issue if purchased in late April and the first inspection is completed by the seller assuring that all is within the necessary standard.

The following should be considered when purchasing:

1. Queen must not be more than one year old, bred from good quality native stock.
2. Queen should be clipped and marked. With the correct previous years colour.
3. Queen egg laying viability should be greater than 95%.
4. Queen should be laying in a minimum of 2/3 of at least 2 frames.
5. Frames should be standard Hoffman type all of the same design.
6. No frames should be broken or damaged in any way.



7. All combs should be in a good and clean condition, preferably less than one season old.
8. Comb containing excess drone or unusable cells should be rejected.
9. Combs should where possible be free of chalk brood.
10. All cells should be checked for AFB and the nuclei rejected if any signs or symptoms of AFB are found. **[notify Department if found]**
11. Nuclei should be checked for signs and symptoms of EFB in April and rejected if found. **[notify Department if found]**
12. At least four combs should be covered by bees.
13. Bees should be free of Nosema & Acarine.
14. Adequate stores should be present to last the colony at least 7 days.
15. Two frames of Brood - Two frames of Food - Two frames of bees shanken in to the Nuc is standard.

Colonies will vary from season to season. However the importance of not selling underperforming bees cannot be over Stressed. It is better for the seller to keep nuclei an extra two/three weeks rather than selling to a beginner who discovers that there is no return from his investment and commitment at the end of the year.

Criteria for Summer/Autumn Nuclei Many beekeepers make up nuclei as a swarm control method during late May/June. As This is quite an acceptable method of beekeeping and can produce good quality nuclei.

The same criteria applies to these nuclei as to the over winter one but the following should also be taken into consideration.

1. Queen should not be raised from a colony that exhibits traits that are not specified at the Beginning of this document.
2. Queens should not be raised from eggs or larvae in the nuclei. Introduced from this years queens reared but he nuclei producing beekeeper.
3. Point of hatching queen cells, virgin queens or mated queen from a breeder queen should be used to head up the nuclei.
4. Nuclei should **only** be sold after the queen is laying showing sealed brood, preferably on several frames in order to assess her viability. with the same health checks as autumn Nuc



5. It may not be practical to clip a young queen [colony may reject her if both clipped and marked]but the option of marking her for ease of identification should be considered.

The summer nuclei should be ready for sale end of July/early August. There is still adequate time for the beginner to manage it to an adequate size colony without too much difficulty.

Nuclei made at the end of or after the honey flow will again build up there is a higher possibility of losing them over the winter. Often there is not enough time to assess the queen. If the season is drawing to a close it is advised for the purchaser to get the seller to over winter the nuclei and then purchase it the following spring. Order your nuclei in August/September to avoid disappointment as stocks can be scares depending on winter losses. All sales of nuclei should include leaflet on advise as to what is needed as the colony expands. Seller should keep records of all sold nuclei for traceability.



Queen Marking

the internationally agreed code of colours for queen marking is as follows:

GREY or WHITE for any year ending 1 or 6	WILL	☆
YELLOW for any year ending in 2 or 7	YOU	☆
RED for any year ending in 3 or 8	RAISE	☆
GREEN for any year ending 4 or 9	GOOD	☆
BLUE for any year ending in 5 or 0	BEES	☆



Finance

- IBAcgl strives to run a 'lean ship'.
- Directors and committee members are volunteers and remain unpaid except for vouched expenses and very modest contribution towards mileage. No honoraria or unvouched expenses will exist.
- Accounts will be prepared annually, reviewed by an accounting firm, and filed with the companies office. The accounts will be made available beforehand, presented at the AGM to all members attending, and then circulated to all members afterwards. As IBAcgl is a company, it must produce a set of accounts (financial statements) which is more comprehensive than an income & expenditure account.
- The Treasurer will try to respond to all queries in a transparent and timely manner
- IBAcgl is a not-for-profit company and will be prudent in maintaining at least 3 months average cash on hand at all times.
- All queries can be submitted to treasurer@irishbeekeepersassociation.com



Education

An Education subcommittee handles ongoing education and a system of exams is now in place.

See [Appendices](#)

Contact education@irishbeekeepersassociation.com



Child Protection Policy

IBAcIg does not currently admit juvenile members but does have a recommended Child Protection policy which we should all follow

See [appendix 1](#)



Appendices



Appendix 1 - Child protection Policy Statement.

We, Irish Beekeepers' Association CLG are committed to protecting children from harm.

Committee members, members and volunteers in this organisation accept and recognize our responsibilities to develop awareness of the practices which cause children harm.

See separate [comprehensive statement available on our website](#) and to be circulated in tandem with this handbook



Appendix 2 - Constitution

See [secretaries page](#) on our website for the current version of the constitution.

This will be circulated also by email/pdf annually to all members or at anytime if requested.

Contact secretary@irishbeekeepersassociation.com

A current version is also filed with the Companies office www.cro.ie



Appendix 3 - Beekeepers Animal Remedies Record

[Beekeepers Animal Remedies Recording Template](#)

Beekeeper's Animal Remedies Recording Template

Beekeeper's Name: _____

Purchase Records:

Invoices including product name and quantity, supplier and date should be retained to cover incoming records.

Administration Details:

Note: If not stated on invoice Batch / Lot Number for Animal Remedy should also be recorded below.

No.	Date of Administration	Name and Quantity of Animal Remedy Administered	Identity of Apiary to which Animal Remedy was Administered	Identity of Hive(s) to which Animal Remedy was Administered	Date of Expiry of Withdrawal Period	Name of Person who Administered the Animal Remedy	Name of Prescribing Veterinary Surgeon (if appropriate)	Quantity of unused Animal Remedy returned (if appropriate)
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Appendix 5 - registration as a Honey Producer

IBAcg recommends that members register as Honey Producers

This is free and can be done by downloading the relevant form from the following website

[Application for registration as Honey Producer](#)



Date	<i>Date of Inspection</i>	Varroa	<i>The number of Varroa mites in colony</i> <i>(l,m,h=low, medium or hig, (say) 1000=estimated poulation)</i>	
Q	<i>Presence of the Queen</i> <i>(P Queen seen, x Queen not found, c Queen clipped,</i> W,Y,R,G,B <i>Queen marked with appropriate colour code)</i>	Temper	<i>The docility of the colony</i> <i>(10=nice calm bees, 8=agitated, 6=bees sting etc.)</i>	
QC	<i>Presence of Queen Cells</i> <i>(x=none, 10x=10 seen but all removed, 2L=2 seen and left alone)</i>	Feed	<i>How much feed given</i> <i>(2LS=2litres of light syrup, 1HS=1lites heavy syrup etc.)</i>	
Brood	<i>State of the Brood</i> <i>(e=eggs seen, P=brood patternOK, 3=brood covering 3 frames, x=no brood)</i>	Supers	<i>How many supers removed or added</i> <i>(1=one super added, -0.5 frames removed etc.)</i>	<i>The examples given in brackets illustrate how a numerical scoring system can be derived. If the records are to be used for the Certificate in Beekeeping Husbandry the scoring system should be explained to the assessor.</i>
Stores	<i>The quantity of stores available</i> <i>(10=equivalent of 10 super frames available)</i>	Weather	<i>The temperature and cloud cover</i> <i>(c=cloudy, s=sunny, r=rainy, f=fair)</i>	<i>Either Metric or Imperial units may be used.</i>
Room	<i>The avaialble space for the Queen to lay eggs</i> <i>(5=equivalent of 5 brood frames available)</i>	Notes	<i>Anything of interest to add</i> <i>(lots of propolis, brood box needs repair etc.)</i>	The headings marked in bold are important and must be maintained for the Certificate in Beekeeping Husbandry.
Health	<i>The state of the brood and adult bees</i> <i>(P= all is OK, CB?=possible chalk brood, EFB? = possible EFB etc.)</i>			If you are not sure whether a disease is present, it is advised that you consult a more experienced beekeeper. If you think EFB or AFB may be present it is mandatory that you call the Appointed Bee Inspector.



Appendix 7 - H&S

All H&S reports and enquiries should be sent to the IBAClg H&S Officer

healthandsafety@irishbeekeepersassociation.com

Comprehensive guidance is available across a number of headings - each local association is highly recommended to appoint a H&S Officer

Members can download the following documents from our [website](#)

Alternatively, our H&S Officer can email you these documents in pdf or Word/Excel format for you to 'piggy-back' and use locally

-  IBA - Risk assessments.pdf 

-  IBAClg - H&S Statement (Oct 2019).pdf 

-  IBA - H&S Method statements - EXAMPLE.pdf 

-  IBAClg H&S Log Template for local assoc.s.pdf 



Appendix 8 - Beekeepers' Code of Conduct

The Golden Rule is Treat Members, Visitors and the Bees with Respect.

Participate as an active member in the Local Association to gain Knowledge, skills and competence to become a responsible beekeeper and be supportive to learners.

Site hives/apiaries in accordance with Handbook guidelines eg. locations not likely to cause nuisance to neighbours or the general public, sites to be stock proof and not close to locations where Bloodstock is worked , trained or exercised.

Take all reasonable steps to control swarming and aim to ensure bees are docile in temperament by elimination of those showing undesirable traits. All manipulations of bees to be carried out in accordance with Aims & Objectives of Beekeepers' Beginner Course and further Education .

Removal/ Extraction/ Storage/ Sale of honey to be carried out in accordance with Health & Safety Standards and current legal requirements. Refer to www.irishbeekeepersassociation.com for updates in information.

Strive to be supportive of the Pollinator Plan.

Photographs/Filming of Minors attending events: First seek permission from parents/responsible adults to take/use photos/films of potentially identifiable children. Information that allows minors to be identified by name/home or school location must not accompany photos in promotion or display materials unless explicit permission has been obtained as above.



Appendix 9 - Education

IBAcIg has a dedicated Education Sub-committee

Click [here](#) for exam papers, syllabus and other general information

Contact education@irishbeekeepersassociation.com



Appendix 10 - Data Protection Policy



DATA PROTECTION POLICY

Introduction

At Irish Beekeepers Association C.L.G. privacy and data protection rights are very important to us.

Irish Beekeepers Association C.L.G. is registered under the **Data Protection Acts 1988 and 2003** as a **data controller and data processor** and all personal data will be maintained in accordance with the obligations of that Act.

Data Protection is the safeguarding of the privacy rights of individuals in relation to the processing of personal data, in both paper and electronic format. The Data Protection Acts 1988 and 2003 (the “Data Protection Acts”) lay down strict rules about the way in which personal data and sensitive personal data are collected, accessed, used and disclosed. The Data Protection Acts also permit individuals to access their personal data on request, and confer on individuals the right to have their personal data amended if found to be incorrect.

This document outlines Irish Beekeepers Association C.L.G.’s policy to help ensure that we comply with the Data Protection Acts.

Inquiries about this Data Protection Policy should be made to: **Irish Beekeepers Association Address**



Appendix 11 - Insurance

Insurance Cover

IBAClg has a comprehensive beekeeping insurance policy in place for its members

Facilitated via O'Leary Insurance Brokers and underwritten by Hiscox Insurers

A copy of the summary and detailed statements incl T&C's is available at all times by request to the Treasurer

treasurer@irishbeekeepersassociation.com



Appendix 12 - Ways to contact IBAClg

Much of what's in this handbook is contained also on our website

www.irishbeekeepersassociation.com

Members are encouraged to visit the website for regular updates and to keep abreast of what's happening [see [calendar of events](#)]

To get in touch with the Association...

Chairperson contact@irishbeekeepersassociation.com

Secretary secretary@irishbeekeepersassociation.com

Membership membership@irishbeekeepersassociation.com

Treasurer treasurer@irishbeekeepersassociation.com

Education education@irishbeekeepersassociation.com

PRO PRO@irishbeekeepersassociation.com

Newsletter editor@irishbeekeepersassociation.com

H&S healthandsafety@irishbeekeepersassociation.com

Advertising advert@irishbeekeepersassociation.com

Liaison liaison@irishbeekeepersassociation.com

You can also use the 'Contact Us' page on our website

<https://www.irishbeekeepersassociation.com/contact-us.html>

[or alternatively, contact your local secretary who can liaise with us on your behalf if required]



~ End of Handbook ~