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| **Planning** |
| We suggest a minimum of three personnel at your school to be trained. This is to ensure that school is able to sustain its beekeeping project and to ensure the resource we provide will continue to be used in the education and development of your young people.  |  Ideally, three teachers from different disciplines to ensure the broadest possible educational use for your apiary.A **SEN teacher** because of the benefits already identified for children with special educational needs and/or complex behaviours. Teaching Assistant (especially if you operate a growing or sustainability project)Caretaker or gardenerGovernor, parent or volunteer  | Selected staff to comply with your Schools’ safeguarding requirements.Selected staff to attend basic training provided by your local Beekeepers’ Association. | Named Personnel and discipline:1. Jo Parish – School Secretary

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3.  |
| Have your school’s trained personnel attended *at least* one practical apiary session?As part of basic training, local beekeepers’ associations offer practical apiary sessions to give potential beekeepers first-hand experience of working with bees. | Practical apiary experience is essential to ensure new beekeepers find working with bees a comfortable and enjoyable experience.  | Are your trained personnel comfortable working first-hand with bees? Briefly state what further requirements, if any, they have?Both staff completed a comprehensive beekeeping course for beginners, which involved theory and practical sessions at an apiary with Cornwall College over a number of months.  |
| How will your school manage its bees in the holidays? This is particularly an issue in the Easter and Summer holidays | Is the apiary accessible during the holidays? Are the trained personnel willing and able to attend during the holidays?Is there a person(s) on site during the holidays or a neighbour who is watching over your bees?Is there a swarm response procedure in place?Is there an emergency procedure in place in accordance with the risk assessment? Have you thought about security?  | Please use this space to provide your answers:Both staff live locally, and are both willing and able to attend during the holidays. If either of them are planning a holiday at any time, they will aim to arrange hive inspections around the holiday to be able to complete them together. If this is not possible, they will ask another member of staff/family/volunteer to assist with the hive inspection so they are not completing it alone.Mrs Parish also attends the site regularly with the school dog Luna is will be able to physically check the hives whilst doing this. The hives are within a fenced area and there will be a padlock on the gate. If swarming Mrs Parish and Mrs Bishop are first point of contact, if not swarm contact is on emergency list.  |
| Making the right connections | The BBKA will ensure your school is linked to a local BKA who is willing and able to support you.We will also link you to a Beacon School who is willing and able to assist you with the educational dimensions of the project  | In accordance with your risk assessment, you should register with the National Bee Unit :<https://secure.fera.defra.gov.uk/beebase/public/register.cfm>Make contact with your local Bee Inspector.Please write in here the names of your BKA mentor, the name of your BKA and your Beacon School contact. | BKA mentor to be confirmed |
| Siting your apiary | Your local association will be able to provide advice on the most suitable location. | You may have to consider screening off your apiary depending on the selected location.If you need to screen it, please write in the estimated cost. We may be able to help in certain situations.Do you have an incinerator to dispose of old and unusable equipment? | Have you taken advice on the siting of your apiary? Have you met the recommended requirements?Advise taken from LBKA. Fence constructed to keep area secure. Any old/unusable equipment will be taken off site by Mrs Parish/Bishop for disposal. |
| Time commitment | Excluding the commitment to basic training, it is estimated that each hive with an active colony will require approximately **46 hours** per year to maintain including 20 hours of beekeeping knowledge improvement. | Please confirm your school is able to sustain this time commitment?As your apiary develops, you should add a further 26 hours per additional hive.  | We understand the time commitment: YES |
| Financial commitment | There will be start-up costs, like hives, bees, suits and apiary fencing and also on-going expenses; for example; your school’s membership fee, replacement wax and frames, sundry equipment etc. | It would be wise to budget at least £2,500 for starting your apiary, and whilst It is impossible to be precise, we estimate your on-going expenditure will be on average, approximately £300 per annum per hive. **Please note**, some years your costs will be higher. You may need to replace equipment or wish to purchase additional equipment (honey processing, candle making etc.) | Is your school able to commit to this level of expenditure?YESIf not at present, is your school open to fundraising days? (ideas on the website soon)YES |
| Completing your risk assessments and advising your insurer | See our model risk assessment and associated documents for guidance. |  | Insurer advised YES/NORisk Assessment done YES |
| Dealing with Anaphylaxis  | Although low risk, the effects of anaphylactic shock can be serious if there isn’t a robust plan in place to deal with it. | Please refer to the NHS guidelines and make sure you have permission from parents to administer medication should anybody need it if this forms part of your plan. | Please confirm you have a plan in place. Please return a copy of your written plan with this document. |
| Preparing your apiaryYou may need to do some ground work to prepare a suitable site for your apiary. | If you need vegetation cleared or manual assistance for ground works, consider contacting the Probation Service who may be able to help as part of the Community Payback Scheme.  | You may be able to arrange this kind of support for weekends or when the school is in recess. |  |
| Working out where to store your spare equipment and bee suits. | This may not sound like much but imagine what forty bee suits are going to look like hanging-up!You will need external space to store spare equipment and internal storage for other equipment. | Your local BKA will advise you on this matter.You will also need to consider where you can build and maintain equipment.How will you launder your bee suits? Please answer here: | Suits will be laundered at home, maintenance of equipment will be done in and around the polytunnel area if possible, if not taken home by Mrs Parish/Bishop. There is a spare PE shed which we are using to store equipment, and the 6 children’s suits are stored in the school corridor.  |
| Ordering your equipment and bee suits | **Inventory coming** |  |  |
| Equipment assembly  | Before your bees are delivered, you will need to have completed apiary preparations and assembled your equipment. | Are you sure everything is ready?Do you require any assistance from the BBKA or your local BKA? | NO |
| **Beekeeping** |
| Arrival of your bees | Usually, your first bees will be supplied by your local BKA and your mentor will help you hive them.  | As many of your nominated beekeepers as possible should be in attendance. | Please enter that date of arrival: 07/05/2022 |
| First and subsequent inspections | The early inspections in your first season are an ideal opportunity for your beekeeping team to learn what a healthy colony looks like.  | As many of your beekeepers as possible should be in attendance. | The first few inspections will be done without children present.  |
| Dealing with swarms | As your apiary develops, swarms are a possibility. Please ensure you have in place a robust swarm management plan. | The BBKA model risk assessment provides a basic management plan; please use it as a basis for your school’s specific plan.  | Swarm procedure agreed and in place?YES/NOPlease attach a copy |
| **Teaching** |
| Have the BBKA’s lesson plans, as they are relevant to your school, been distributed to the appropriate teachers?  | We suggest that your teaching staff meet to discuss how they may incorporate the plans into their teaching? | As a school, are you happy to complete a simple annual return to help the BBKA monitor the performance of its educational resource?  | Please confirm:YES |
| **Community involvement** |
| As it develops, your apiary will provide a wonderful opportunity for your school to engage with parents and the local community. | Existing beekeeping schools involve parents in beekeeping activities, run clubs, sell their honey and hive products, open their apiaries to the community.  | Is this something you would be interested in?Would you be interested in BBKA produced materials to support this?Do you foresee any difficulties or barriers to this? | YESAny ideas?YESWhat would be helpful?Please describe: |
| Part of our plan is to engage youth activity groups in beekeeping activities in partnership with our schools.(THIS IS NOT A STIPULATION OF BECOMING A BEEKEEPING SCHOOL) | In the early stages, your apiary is unlikely to be suitable for this purpose but as it develops, it may be suitable for occasional weekend activities for groups such as the Scouts.  | Would your school be prepared to work with us on this?Do you foresee any difficulties? | YESYES |
| Your local BKA may arrange group activities for youth activity groups (Scouts, Guides, Brownies etc) (THIS IS NOT A STIPULATION OF BECOMING A BEEKEEPING SCHOOL) | These activities would take place at weekends and/or during the school holidays  | Do you agree to lend your bee suits if requested to do so by your BKA?  | YES |