



Swarm Collecting Process

The following explains the overall Brighton and Lewes Beekeepers' (B&L) swarm collection process. This has been updated in October 2021.

There is a named Swarm Co-ordinator. This person has the **sole** responsibility for coordinating the whole honey bee swarm collection process on behalf of B&L and will maintain a list of prospective swarm collectors and recipients (i.e. those wishing to receive a swarm.) It must be noted that a number of B&L members (and others) have also registered with the British Beekeepers Association (BBKA) for swarm collection and will be notified directly by the BBKA should a member of public report a swarm through the BBKA swarm reporting system.

There is a single *Swarm Collection Form* designed for collectors **and** recipients to complete. This should be issued to all members to record their involvement in collecting or receiving a swarm and will need updating at least annually to ensure that the data is up to date. There is a separate *Co-ordinator Sheet* that allows the swarm co-ordinator to maintain a list of members who wish to collect or to receive a swarm. Finally, there is a *Reporting Form* to allow the co-ordinator to take the details from members of the public or anyone reporting a potential swarm to be collected. All these forms are embedded at the foot of this document.

There are 3 responsible parties:

1. Swarm Co-ordinator

- Takes the call from the member of the public using the '*Reporting form*' document embedded at the foot of this document, and records contact details, i.e. name and phone number
- Records location, e.g. how high, trapped in building etc. (if the location is considered too risky to attempt a collection, then B&L have a named pest controller to manage the collection. The co-ordinator will be made aware of their contact details, each season)
- Contacts the Collector and passes on the details
- Contacts the Recipient
- Puts the Recipient and the Collector in touch with each other
- Agree with the Collector outcome of collection
- Manages the Collector and Recipient list (possibly use the '*Co-ordinator Sheet*' embedded at the foot of this document.) A recipient will go to the bottom of the list if they need/want more than one swarm, otherwise they will be taken off the list completely
- Compiles a monthly report for the committee

2. Swarm Recipient

- (Refer to the '*Swarm Collection Form*' for required information in the yellow part of the form)
- Must be a B&L member (If not you need to join)
- Name, address and contact phone numbers to be provided to the Swarm Co-ordinator

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- Are you willing to collect the swarm yourself? (think: have you done it before and do you have collecting equipment)?
- State what days and times and areas that you can collect from the collector
- Ensure that you have a built hive ready to receive the swarm, complete with frames and foundation now and not still flatpack?
- Are you away on holiday during the swarm season? (Apr - Aug); to save ringing when you're not available
- Do you have, or need, a mentor to help ? (if so. Inform the Swarm Co-ordinator)

3. Swarm Collector

- Contact the member of public to inform them of likely timescales to deal with the swarm
- Ensure that the swarm is of honeybees. If not, to inform the member of the public AND our Swarm Co-ordinator
- MUST ensure that safety is the highest priority when assessing the collection and if it is not safe to complete the collection to inform the member of public AND the Swarm Co-ordinator
- If unsafe or difficult to collect then contact B&L's specialist swarm collector
- Needs to sign on for the duration of the swarming season (Holidays excepted) and not stop when they have collected enough for themselves
- The priority for Collection is:
 - Swarm Recipient
 - Yourself
 - The rest of the members on the Co-ordinator Sheet
- The attached '*disclaimer*' form may be used
- Liaise with the Swarm Recipient to hand over.
- Contact the Swarm Co-ordinator to state action taken

Finally, please view the following short videos that are on YouTube – that explain how to collect a swarm. These are useful for the uninitiated:

- <https://www.youtube.com/watch?v=llQpQ7zJlqM&t=2s>
- <https://www.youtube.com/watch?v=b9HvHBuMxds>

Forms to be used in the swarm collecting process – see below



Swarm Collection
Form.pdf



Coordinator
Sheet.pdf



Reporting Form.pdf



disclaimer.pdf