



Woodventurers Use of Tools Procedure

Using tools is an important part of Woodland Learning as it enables children to learn and develop new skills. Learning to use tools safely helps children develop a sense of achievement, build greater self confidence and learn to respect safety rules. When at a Woodland Learning session, all staff/children/volunteers are expected to follow these guidelines.

- The Woodland Learning Tutors will inspect tools before each session to ensure they are sharp and in good working condition.
- Woodland Learning tutors will be trained in how to safely teach the use of each of the following tools: axe, billhook, bow saw, pruning saw, junior hacksaw, knives, brawdle, hand drill, bit and brace, secateurs and loppers.
- Prior to using each individual tool, the Woodland Learning tutor will carry out a tool talk to introduce the tools and teach how to handle each tool safely.
- Woodland Learning tutors will provide appropriate PPE – well- fitting cut proof gloves to be worn on the non-working hand.
- Whilst using hand tools children will be closely supervised by the Woodland Learning Tutor.
- All tools will be used one arm and a tool length away from other people.
- The respect position must be used when working with tools.
- Wood being sawn must be supported on a natural sawing break.
- Tools will be kept in the designated tool store and returned to the store when they are not in use.
- Any open blades must be wrapped or covered by a blade guard when not in use and knives kept in a locked box.
- All tools must be counted back into the tool bag at the end of the session.
- Any damaged or broken tools will be mended or replaced before being used again

Reviewed March 2020 by Toni Rogers

Next review date March 2021