



Use of Tools Procedure

Using tools is an important part of Woodland Learning as it enables learners to develop new skills. Learning to use tools safely helps learners 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.

All tools for use in sessions and for woodland management are kept in the strongbox. There are enough bags for each programme running in the woods. These must be signed out and signed in before and after use in a session.

Maintenance:

- Tools will be maintained by the Woodland Tutors who are responsible for cleaning/sharpening/maintaining and keeping tools in good working order.
- Tools will be checked before each session to ensure they are sharp and in good working condition.
- Any tools that are broken will not be used and must be returned to Woodventurers Woodland Learning office where replacement tools will be given.
- All tools must be counted out of and back into the tool bag before and after use.
- Following each session, tutors must clean and oil the tools before returning to the tool box and storing securely until the following session.
- Any damaged or broken tools will be mended or replaced before being used again

Storing:

- Tools will be stored in a toolbag in close proximity of the woodland tutors
- Sharp edges must be wrapped or covered by a blade guard/sheath/leather holster or fabric wrapping when not in use.
- The toolbag must be kept closed unless removing or replacing tools.
- Tools will be kept in the tool box when they are not in use.
- All tools must be counted out and counted back into the tool bag/box at the end of the session.

Using:

- Tutors are trained in how to safely teach the use of each of the following tools: bow saw, pruning saw, junior hacksaw, knives, palm drill, hand drill, secateurs and loppers.
- Prior to using each individual tool, the Woodland Learning tutor/Forest School Leader will introduce the tools and teach how to handle, use and store each tool safely. This includes:

Name of tool and identify parts of the tool

Handling and transporting,

Purpose of individual tool - what it's used for and when

Using safely, what to do when you have finished

- Learners will be provided with appropriate PPE – well-fitting cut proof gloves to be worn on the non-working hand. Where appropriate safety goggles/glasses, rigger gloves or hard hat will also be used.
- When using tools it is essential to maintain a stable position either sitting or standing.
- Where possible, wood being sawn must be well supported to prevent it moving whilst being sawn.
- All tools will be used in a space one arm and a tool length away from any other people.
- Whilst using hand tools learners will be closely supervised by the Woodland Learning Tutor to ensure they are following the rules.
- All attendees are expected to act in a safe manner when using tools. Any learner who brandishes a tool as a weapon or acts in an unsafe manner that may cause harm to themselves or others will not be allowed to use tools.

Reviewed February 2022 by Toni Rogers

Next review date February 2023