

Forest School - Safe Use of Hand Tools Policy

| Date | Review Date | Coordinator | Nominated Governor |
|---------------------|---------------------|--------------------|---------------------------|
| October 2020 | October 2021 | Ian Carson | Catherine Khan |

The use of hand tools is an integral part of the Forest School experience

Before using tools with participants the tools will be introduced, their use explained and then children will receive instruction as to how to use them safely. A tool script is used when introducing new tools and as an aide memoire when participants use them. The form of script is easily adapted if other tools are introduced. Example scripts are included at the end of this policy.

The following tools are amongst those most likely to be used with children as part of our Forest School sessions.

- Bow saw
- Loppers
- Stick peeler
- Sheath knife
- Bill Hook
- Mallet

Tools are used under close supervision. With KS2 children this is with a minimum of 1:4 ratio. When tools are initially introduced or children are younger the ratio will generally be closer to 1:2 until participants have shown a reasonable level of confidence or even 1:1.

The Forest School leader will be responsible for overseeing safe use and maintenance of all tools. When not in use the tools are stored in a secure setting. A full list of all tools is kept with the tools and a separate list carried when tools are taken out on site. This allows the tools to be counted out and in.

When using any items it is essential that appropriate personal protection equipment is used. These may include gloves, hard hats, safety boots and high visibility jackets dependent on the task. The Forest School leader is able to advise further.

Basic risk assessments have been completed for each tool. However, as with any risk assessment it is advisable to review and modify as appropriate dependent upon the individuals involved and specific conditions.

Tool Talk Scripts

Bow saw



- This is a bow saw.
- This is the handle.
- This is the cover.
- I take the cover off like this.
- This is the blade.
- This is the cutting edge.
- When I have finished with the bowsaw I put the cover back on like this.
- I stand with the bow saw like this.
- I walk with the bow saw like this.
- I pass the bow saw like this.
- When I use the bow saw I use it two arms and a tools length away from anyone except my partner like this.
- I use the bow saw to cut wood bigger than a two pence piece.
- I have bare hands on the tool.
- I have a glove on my helper hand.
- When I am not using the bow saw I put it down with the handle facing forwards and the blade facing inwards.
- When I have finished with the bow saw I put it in the designated place or in the toolbox provided.

Billhook



- This is a billhook.
- This is the handle.
- This is the cover.
- I take the cover off like this.
- This is the blade.
- This is the cutting edge.
- When I have finished with the bill hook I put the cover back on like this.
- I stand with the billhook like this.
- I walk with the billhook like this.
- I pass the billhook like this.
- When I use the billhook I use it two arms and a tools length away from anyone except my partner like this.
- I use the bill hook to cleave (split) wood.
- I have bare hands on the tool.
- When I am not using the bill hook I put it down with the handle facing forwards and the hook and blade facing inwards.
- When I have finished with the bill hook I put it in the designated place or in the toolbox provided.

Loppers



- These are loppers.
- This is the handle.
- I take the cover off like this.
- This is the blade.
- This is the cutting edge.
- When I have finished with the loppers I put the cover back on like this.
- I stand with the loppers like this.
- I walk with the loppers like this.
- I pass the loppers like this.
- When I use the loppers I use them two arms and a tools length away from anyone else.
- I use the loppers to cut wood thinner than a two pence piece.
- I have bare hands on the tool.
- When I am not using the loppers I put them down with the handle facing forwards and the blade facing behind me.
- When I have finished with the loppers I put them in the designated place or in the toolbox provided.

Sheath Knife



- This is a fixed blade knife.
- This is the handle.
- This is the cover.
- I take the cover off like this.
- This is the blade.
- This is the cutting edge.
- When I have finished with the knife I put the cover back on like this.
- I stand with the knife like this.
- I walk with the knife like this.
- I pass the knife like this.
- When I use the knife I use it two arms and a tools length away from anyone except my partner like this.
- I use the knife to cut cord and to whittle.
- I have bare hands on the tool.
- I have a glove on my helper hand.
- When I am not using the knife I put it down with the handle facing forwards and the blade facing inwards.
- When I have finished with the knife I put it in the designated place or in the toolbox provided.

Stick Peeler



- This is a stick peeler.
- This is the handle.
- This is the cutting edge.
- I stand with it like this.
- I walk with it like this.
- I hold the stick peeler like this.
- I always use it 1 arm and a tool length away from other users.
- When I am using it I always use it on the outside of my body and away from me
- When whittling I wear a glove on my helper hand.
- When I am not using it I place it on the ground with the handle facing forwards and the blade pointing in.
- When I have finished using it I put it in the place or box that is provided.

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| Headteacher: | Catherine Khan <i>Catherine Khan</i> | Date: | |
| Chair of Governing Body: | | Date: | |

Oakfield Community Primary School