

Safe Hand Tool Use Policy

Date	Authorised Signature	Review Date

Statement of intent

To enable Wheatley Hill School to have Forest School sessions it will be essential to use real hand tools. This allows children to develop new skills and maintain the woodland. Children and adults will be trained through tool talks on safe handling of the tools and will work with an experienced member of staff to develop their own skills.

Aim

To allow children and adults to use tools safely within the woodland setting.

Method

Before any tool is used a tool talk must be given to each child or adult who is new to the tool. These can be found within the Forest School Hand book and Guide book. Procedures must be followed at all times; this includes the position of the adult or child's body when they are using the tool.

Tools will be stored safely in a designated bag and only adults will remove them. The bag will be kept within the fire circle where an adult will be present at all times. All tools will be counted in and out at the start and end of each session to ensure no tools get left within the woodland or lost.

Most tools will require one to one supervision with children from the Early Years sector; bow saws may require two children to use the tool to work in teamwork. Children must not be left alone with tools.

All tools will be checked for damage or wear before use, damaged tools will be disposed of safely or repaired. Tools will be cleaned, repaired and maintained on a regular basis. Wooden handles will be checked for cracks and splintering. Metal heads will be checked that they are not moving and firmly in place. Blades will be checked for chips, dents, cracks or rust. Sheaths and guards will be kept clean, oils and waxes will be used to maintain handles. Oil such as WD40 will be used for moving mechanisms. Rust can be sanded off and blades sharpened by a adult using a sharpening stone.

Monitoring of policy

This policy will be reviewed annually but may also be influenced earlier by new research and government guidelines.