



Section 12

Tool Use

Including:

- Tools safety operating procedure
- Fire Protocol



Tool Use Policies

All tools are cleaned, maintained and stored securely by the Forest School leader. Prior to use, the Forest School leader will check the tools for any damage or instability and check for sharpness. Tools are transported to Forest School in a locked, dry container. Children must not wear gloves on their tool hands (as they can affect grip) or wear loose clothing or loose hair. Only the Forest School leader's tools can be used at Forest School.

- Potato peelers (to practice the action of scraping a blade away from themselves to peel vegetables etc.) The Forest School leader will demonstrate a safe position and the scraping action away from the body using the dominant hand. The other hand to be placed a safe distance from the peeling. These tools can be supervised on a 1:1 basis with other adults e.g. child with parent.
- Fixed blade knives (for whittling sticks) The Forest School leader will decide if the age group/ individual child is ready for using this tool. Prior to use the application of the tool will be discussed with the child/ran including the emergency 'Tool Down' procedure. The Forest School leader will demonstrate safe use with children on a 1:1 basis. Starting with the 3-point safety stance and checking there is a safe distance from others around the tool user, safely removing the sheath and holding handle with the dominant hand. The other hand manipulates the stick above the whittling area, keeping the knife work safely in front of the body. The Forest School leader demonstrates the scraping technique and closely supervises the child whilst using the tool. Knives must be re sheathed and returned to the secure container immediately after use.
- Bow saw (for cutting wood into discs) The Forest School leader will decide if the age group/ individual child is ready for using this tool. Prior to use the application of the tool will be discussed with the child/ran including the emergency 'Tool Down'



procedure. The Forest School leader will demonstrate safe use with children on a 1:1 basis. Starting with the safe standing stance and checking there is a safe distance from others around the tool user. The Forest School leader will demonstrate the sawing technique with the blade cover on showing the children how to

- hold the tool safely in the knuckle grip and how to hold the wood securely on the A frame with the other hand to keep it safe from the blade. Depending on the age of the child, the leader may take the opposite end of the bow saw to assist the child with the sawing motion, each taking turns to push. The Forest School leader closely supervises the child whilst using the tool. The Bow saw must be sheathed and returned to the secure container immediately after use.

Tools Operating Procedure

Axe	
Tool used for:	Cleave (split) wood or cutting, shaving or hewing rough wood.
Transporting to forest school:	In a locked container in the boot of the car.
Safety Checks:	Check shaft Check the joining of axe head to shaft Check blade for dints.
PPE (needed and for whom)	Hard hat for felling trees. Safety boots. For child and staff



Additional Safety Equipment to be used:	
Ratio Adult/Child:	1:1
Safe Body Stance:	Three points of contact. Hand holding top of wood you are sharpening.
Safe Action:	Prepare a safe site - risk assessing the area. Blade moving away from the body, facing downwards. Keep wood between you and the axe at all times. If used for splitting hold parallel to front of the body, use mallet to drive blade in to the wood
How to Clean:	Use cloth and WD40 to ensure all dirt and moisture is off the blade.
Storage:	Store in large water proof and air tight container with a protective sheath/ cover. In a locked cupboard.
Loppers & Secateurs	
Tool used for:	Removing twigs/branches
Transporting to forest school:	In a locked container in the boot of the car.
Safety Checks:	Check handles



	<p>Check springs</p> <p>Check blades</p> <p>Check dints</p>
PPE (needed and for whom)	Glove on hand not using the secateurs
Additional Safety Equipment to be used:	Hard hat for anyone involved in removing small branches of trees.
Ratio Adult/Child:	1:1 to begin with
Safe Body Stance:	Three points of contact
Safe Action:	<p>Prepare a safe site - risk assessing the area.</p> <p>Open safety catch and use like scissors, using gloved hand to keep wood/vine/small branch sturdy</p>
How to Clean:	Use cloth and WD40 to ensure all dirt and moisture is off the blade.
Storage:	<p>Store in a locked bag or box. With a protective sheath/ cover.</p> <p>In a locked cupboard.</p>

Mallet	
Tool used for:	Hitting axes into wood, wood into the ground. The woodlands hammer.



Transporting to forest school:	In a locked container in the boot of the car.
Safety Checks:	Check handles Check joining to the head Check head
PPE (needed and for whom)	
Additional Safety Equipment to be used:	Hard hat
Ratio Adult/Child:	1:1 to begin with
Safe Body Stance:	Three points of contact
Safe Action:	Hold handle and hit froes, axes or gauges into wood.
How to Clean:	Remove dirt etc. with a dry cloth
Storage:	Store in a locked bag or box. With a protective sheath/ cover. In a locked cupboard.

Storm Kettle Operating Procedure

Storm Kettle	
Storm Kettle	
Tool used for:	Brewing water, small fire



Transporting to forest school:	In a locked container in the boot of the car.
Safety Checks:	<p>Check handle</p> <p>Check kettle looking for damage</p> <p>Make sure everyone is wearing appropriate clothing.</p>
PPE (needed and for whom)	Fire Gloves
Additional Safety Equipment to be used:	<p>Water</p> <p>First aid kit</p>
Ratio Adult/Child:	1:1 to begin with
Safe Body Stance:	Safely away from the kettle do not lean over fire area.
Safe Action:	<p>Prepare a safe site - risk assessing the area.</p> <p>Step 1: Fill with water</p> <p>Fill the outer skin of your storm kettle with water</p> <p>Step 2: Fire</p> <p>Light a fire in the kettles hollow centre, and feed it gradually through the top with twigs, or other fuels. Never lean over or place your hand to close to the top</p> <p>Step 3: Pour</p>



	When the water boils, pour your drink by lifting on the string at the kettles base.
How to Clean:	Remove dirt etc. with a dry cloth
Storage:	Store in a locked bag or box. With a protective sheath/ cover. In a locked cupboard.



Fire Safety Policy

Campfires and the use of storm kettles are an important part of Forest School and are used in many sessions. Pillarwood Farm Pre-school and Children's Woodland Adventures aim to ensure that all children and adults participating in Forest School sessions with fires and/or storm kettles will do so safely and with as little risk to their health as possible.

Location

- Only previously agreed areas will be used for campfires
- Campfire areas are enclosed by logs to prevent the spread of fire.
- Storm kettles are only used on flat ground and any woodchip or leaf litter must be brushed away before use.

Positioning of Children and Adults

- Fire areas are surrounded by seating logs at least 1.5 metres from the fire pit.
- When the campfire is in use, children are not permitted to access the area without permission.
- When allowed to access the campfire, children must walk around the outside of the seating logs and wait for permission to step over. Once permission has been given, they must sit; ensuring legs are drawn into the log and not outstretched.
- Once seated around the campfire, the children must remain seated until directed by an adult to move.



- Children will be taught how to change seats by standing, stepping over the log and then walking around the outside of the seating area. They must never cross the inner area.
- Long sleeves and trousers must always be worn.
- Children are not permitted to throw anything onto the fire.
- Advice on the appropriate way for dealing with smoke will be given to the children: they are advised to turn their head to one side, placing their hand across the face, to close their eyes and count to 30 (or ask an adult/peer to count for them)
- If there is a clear wind direction, seating in the line of smoke is to be avoided.
- If wind direction is variable, the leader should rearrange the seating if at all possible.

Type of Fire

Training is provided for leaders regarding the best fire lay to use for a session

Safety and Responsibility

- Only adults are permitted to light fires, unless children are under the direct supervision of a Ranger. This will usually be the Forest School

Leader.

- Fires are lit using cotton wool, petroleum jelly and a strike stick.
- No flammable liquids are to be used to light or accelerate fires.
- No plastics are to be burnt.



- If sessions involve children adding fuel to the fire, this must be done with one to one adult supervision.
- Sticks/wood must be placed, not thrown, from the side of the fire. The hand should never go over the fire.

Extinguishing

- All fires must be extinguished at the end of a session.
- Water should always be to hand during campfire sessions.
- Whenever possible, all fuels should be burnt off to ash.
- Forest School Leaders should ensure that any large remains of wood, especially when using a long log fire, are separated from one another.
- At the end of the session, the fire must be doused down with water and stirred until all smoke and steam has ceased.
- Large build ups of potash, from several fires, need to be dispersed. This must only be done when it has totally cooled, preferably the following day. It should be finely scattered throughout the woodland to enable natural decomposition.

Storm (Kelly) kettles

- Only adults are to light the fire in the fire pan unless children are directly supervised by a leader
- The storm kettle must be placed on flat, clear ground.
- Children must be seated at least 1.5 metres away from the storm kettle.
- Children can feed the fire with one to one supervision, but they must have been shown how to do so safely. (stick held at the end and dropped in from the side; hand should never be placed over the top of the kettle)



- Fuel should burn itself out, but if it doesn't it must be extinguished with water (see above)
- Storm kettles should never be boiled with the cork in.