



John Clare Primary School

Inspire - Nurture – Celebrate

Outdoor Learning and Forest School Policy

Editions and Revisions:

Reviewed	November 2024
Approved by Local Governance Committee	4th December 2024
Next Review Date	December 2026

Introduction

This Policy contains information, policies and procedures relating to the running of the Outdoor Learning and Forest School sessions. It will enable the success and smooth running of each session, providing a safe and happy environment to explore.

Forest Schooling

We believe children have the right to play and have access to outdoors. We are lucky enough to have access to a wooded nature area within our school grounds. We would like to offer the opportunity of Forest Schooling on a regular basis throughout the year to expand on our nature inspiring environment.

‘Forest Schooling is an innovative educational approach to outdoor play and learning’
Forest schools.com

Forest School uses natural resources to stimulate imagination, creativity and investigation. Activities can include:

- Woodwork using tools, e.g. making musical instruments, jewellery, decorative items
- Natural art
- Exploring and identifying wildlife
- Caring for wildlife
- Shelter building
- Bug hunts

There are many benefits to Forest School. For example, it can:

- Develop physical abilities and help children to stay active and healthy
- Enhance self-awareness and improve emotional and social skills
- Promote cooperation and teamwork
- Encourage children to take care of themselves and others, developing empathy
- Develop care, appreciation and respect for wildlife and wild places
- Extend knowledge and understanding of the natural world

The outdoor environment can:

- Provide a positive impact on children’s sense of wellbeing
- Help with all aspects of children’s development
- Offers opportunities for doing things in different ways and on a different scale
- Develop the freedom to explore
- Give first-hand experience of weather, seasons and the natural world

The Forest School sessions allow the children to explore and investigate within a natural environment that will build confidence, self-esteem, problem solving, communication skills, creativity and teamwork. Through stimulating activities, the children will explore their senses, test their ideas and assess their own risks.

Provision

Outdoor Learning and Forest School sessions may take place within our Wildlife Area. This is at the end of the school playing field within a secure area surrounded by fences, which is not accessible by the public. The children will be offered activities and time during the different seasons to explore the environment and the nature within it.

Environmental Impact

We aim to teach the children about caring for nature in a variety of ways, from creating habitats, feeding the birds, looking after the plants and learning about how the environment changes. We will also use nature to provide a backdrop to our areas of learning and development.

An Ecology Impact Assessment and Management Plan has been created (appendix 1) that will ensure we minimise the effect of activities to the site. We want to show what the Wildlife Area has to offer without any detrimental effect on the wildlife. This is also another aspect of learning and will help the children to think about and look after the environment.

Forest School Bag

The Forest School bag is designed to be a fully equipped bag that is ready to take on our outings. The bag will contain:

- A laminated list of contents
- First Aid kit
- Water
- Forest School Handbook
- Tissues
- Spare hat, scarf, gloves, sun hat
- Walkie talkies / Mobile
- Blanket

The bag will be checked and replenished on a regular basis.

Forest School Rules

There will be set rules for the time we spend in the Forest School area, this includes going to and from the site.

- When we arrive, we will sit at the circle to remind ourselves of the rules
 - Mark out the boundaries for the pond as a 'NO' go area unless supervised
 - Do not pick anything living – we look after our wildlife
 - Do not put fingers near faces – germs and irritants
 - Remind the children of the 'Call Back' signal
 - We treat the Wildlife Area as an extension of the classroom – no running or shouting during lessons unless instructed otherwise

Health and Safety

We believe that the health and safety of children is of paramount importance: our school is a safe and healthy place for children, parents, staff and volunteers.

We aim to make children, parents, staff and volunteers aware of health and safety issues and to minimise the hazards and risks to enable the children to thrive in a healthy and safe environment.

- Our member of staff responsible for health and safety is: Sarah Nicolson (Headteacher)
- This person has received the necessary Health and Safety training and is competent to carry out these responsibilities. Further advice is also given by H21 - external H&S advisors.
- We display the necessary health and safety posters in: our main school corridor and staff room.

Awareness raising

- Our induction training for staff and volunteers includes a clear explanation of health and safety issues, so that all adults are able to adhere to our policy and procedures as they understand their shared responsibility for health and safety. The induction training covers matters of employee wellbeing, including safeguarding and manual handling.
- We keep records of these induction training sessions and new staff and volunteers are asked to sign the records to confirm that they have taken part.
- Health and safety training is included in the annual training plans of staff, and health and safety is discussed regularly at our staff meetings.
- We operate a no-smoking policy.
- We make children aware of health and safety issues through discussions, planned activities and routines.

Hygiene

- We seek information from the Health Protection Agency to ensure that we keep up-to-date with the latest recommendations.
- Our daily routines encourage the children to learn about personal hygiene.
- Children will be advised of not eating items found outside and keeping hands away from faces.
- Tissues and wipes will be provided for immediate use outside.
- Children will wash their hands upon returning back to into school.

Outdoor area

- Our outdoor area is securely fenced.
- Our outdoor area is checked daily for safety and cleared of rubbish, animal droppings and any other unsafe items before it is used.
- Adults and children are alerted to the dangers of poisonous plants, herbicides and pesticides.
- We leave receptacles upturned to prevent collection of rainwater. Where water can form a pool on equipment, it is emptied and cleaned before children start playing outside.
- Our outdoor sand pit is covered when not in use and is cleaned regularly.
- We check that children are suitably attired for the weather conditions and type of outdoor activities.
- We supervise outdoor activities at all times.

Activities, resources and repairs

- Before purchase or loan, we check equipment and resources to ensure that they are safe for the ages and stages of the children using them.
- We keep a full inventory of all items in the setting for audit and insurance purposes.
- The layout of our play equipment allows adults and children to move safely and freely between activities.
- All our equipment is regularly checked for cleanliness and safety, and any dangerous items are repaired or discarded.
- We make safe and separate from general use any areas that are unsafe because repair is needed.
- All of our materials, including paint and glue, are non-toxic.
- We ensure that sand is clean and suitable for children's play.
- Physical play is supervised.
- We teach children to handle and store tools safely.
- Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.

Session Checks

Before each Forest School session, a further site check will be conducted to ensure the safety of the children and adults involved.

These may involve those below, along with any activity checks;

- Remove all litter
- Remove any faeces
- Remove obvious trip hazards and mark out areas as out of bounds where necessary
- Remove any overhanging vegetation
- Ensure the risk assessments are carried out for the session activities
- Check all the resources are ready for the session
- Ensure the Forest School rucksack is replenished as necessary

Site Risk Assessments

The law does not require that all risk is eliminated, but that 'reasonable precaution' is taken. This is particularly important when balancing the need for children to be able to take appropriate risks through physically challenging play. Children need the opportunity to work out what is not safe and what they should do when faced with a risk.

A risk assessment has been completed for the outdoor space and will be regularly checked and updated through the year. If there are any changes to the site during the year that involves a change of landscape, additions to structures or change of plants, then the risk assessment will be modified accordingly.

Session Risk Assessments

Each activity that takes place will be risk assessed. This will include the resources we may provide, any possibilities of accidents or how children could misuse the props. There will always be an element of risk and that is how children learn to develop self-control. There may be situations that occur and this will be dealt with as a 'dynamic risk assessment'.

For example:

If we are using stones in an activity and a child is throwing them about, we will offer the child the option of 'how can we make this safe?'

From this we could make a natural target to practise hand-eye coordination and throw the stones into selected shapes made from sticks and leaves.

Working together will enable the child to make choices, offer advice, build on their knowledge, develop and manage their own risk taking, with our guidance.

Weather

There is a famous quote: 'There is no such thing as the wrong weather just the wrong clothes.'

However, there may be circumstances when the Forest School leader decides to shorten the time spent outside or possibly cancel a session. This is based on the safety and wellbeing of the children.

Weather	Risk	Control
Sunny / hot	Too hot Dehydration Sun burn/stroke/heat	Check temperature Correct protection - hats Take drinks Offer shade
Windy	Extreme wind Broken branches Resources blowing away	Site check for safety Remove branches Wear suitable clothing Change activity to embrace the wind
Rain	Cold and wet Soggy ground Thunder and lightning	Site check for safety Wear coats Wear wellies and enjoy the mud and puddles
Snow	Cold Ground too slippery	Site check the ground Wear coats Wear hats, gloves, wellies

Tools

Using tools within forest schooling is an ideal way of building confidence, developing hand eye coordination and creative skills. However, it is essential that the tools are used correctly and safely. There are numerous guidelines that will help to keep everyone safe, such as:

- using the right tool, with the right wood and for the right job
- ensuring tools are kept clean and dry to prevent rusting
- keeping tools within their protective shields, to reduce the risk of accidents
- cleaning and storing tools is an essential part of keeping them in good condition

Tools that we deem as 'dangerous' are stored away in our locked cupboard. Only adults are allowed into the cupboard to retrieve the tools.

We will always use Personal Protective Equipment and explain the safety rules to the children, including storage, holding and using them.

The ratio for safe tools use will be decided by the Forest School leader, according to the activity and each child's progression and ability to tackle the task.

The children will have opportunities to use tools such as hammers, nails, drills, saws, palm drills, gimlets and screw drivers. This will always be assessed based on the child's attention, focus and ability.

Tool Assessments can be found in appendix 2.

PPE

While using tools, it is extremely important to keep yourself safe and protected. It is a statutory requirement for employers to provide suitable Personal Protective Equipment for those exposed to a risk to their health or safety while working. The equipment or clothing helps to provide adequate control during these duties or activities. (Personal Protective Equipment at work regulations 1992).

Risk assessments will decide on whether PPE is necessary and needed for each activity. There will always be goggles, glasses and gloves provided during these types of activities and the children will be advised on all safety rules.

Fire

As part of the Forest School experience it is not unusual to have an open fire. This helps to enhance the children's learning and development with some risky activities. Opportunities and discussions about fire can help with discovering how to manage their own risk and safety. Safe practice is a must, and risk assessments have been completed to ensure that the guidelines are followed.

Fire guidelines

- Around the fire circle a safety talk will be demonstrated
- Water will always be on site
- A fire cannot be built or lit without the fire safety equipment
- Keep igniters in a safe place
- Fire proof materials are on hand (blanket)
- A marked area around the fire will set a 1.5 metre boundary, a fire square
- There will always be an adult in charge of the fire
- A lit fire will never be unattended
- The fire will always be built / set up within a safe area, no overhanging trees
- The best position of one knee will be used
- Hair must be tied back, tassels, scarves tucked away
- The fire will be put out and ashes disposed of safely
- In the event that a fire cannot be put out safely then the call back signal will be announced
- Do a head count on children and adults
- Relocate to a safe place
- Contact the emergency services

- Alert the school office
- Have a member of staff to stand by gates to direct the emergency services

Kelly kettle

During forest school we may use a fire to heat water in our Kelly Kettle for hot chocolate;

- Follow the fire guidelines as above
- Never leave the bung in whilst heating water.
- When the fire is going in the Kelly Kettle base, carefully add the chimney top to it by holding the handle parallel to the ground, supporting each side by your gloved hands.
- When lit, do not stand directly over, or look straight down the chimney.
- Never blow into the top.
- When pouring out the water, support the base by holding the bung chain in one hand and the handle with the other. Gloves to be used at all times.
- To put the fire out, pour the remaining water into the base.
- Once cooled the ashes can be disposed of



Food

There will be a 'Nil by mouth policy' for anything found in the area, unless this activity has been specifically planned for. Children will be reminded not to put their fingers or hands in their mouths or noses. On occasions we may bring drinks and snacks children will use wipes and water to clean their hands before consumption.

Toileting

As part of our routine to get ready for outdoors, the children are invited to go to the toilet before leaving the classroom. If a child does need to go then it is only a short walk back to the main school building. In EYFS, it may be necessary for a child to be accompanied back to the main building if there are sufficient adults present for safeguarding purposes. If this is not possible, the entire group will return to the main building.

Safeguarding

Our school works with children, parents and the community to ensure the rights and safety of children, young people and vulnerable adults. Our Safeguarding Policy details our commitment to building a 'culture of safety'; in which children, young people and vulnerable adults are protected from abuse and harm in all areas of our service delivery.

Our Designated Safeguard Lead is: Sarah Nicolson (Headteacher)

In her absence, the Deputy DSL is: Caroline Johnson

When the school is open but the designated person is not on site, a suitably trained deputy is available at all times for staff to discuss safeguarding concerns through our Trust Safeguarding network.

The designated person (and the person who deputises for them) understands LSCB safeguarding procedures, attends relevant LSCB training at least every two years and refreshes their knowledge of safeguarding at least annually.

Staff Ratios

In EYFS, we provide a staffing ratio in line with the Safeguarding and Welfare Requirements of the Early Years Foundation Stage to ensure that children have sufficient individual attention and to guarantee care and education of a high quality.

In other year groups throughout the school, staffing ratios are determined on level of need and activities.

Our staff are appropriately qualified and we carry out checks for enhanced criminal records and barred list checks through the Disclosure and Barring Service in accordance with statutory requirements.

Technology

During Forest School sessions it is helpful to record children's activities, so we may use cameras and tablets to take pictures and record learning. Such devices are used according to our Acceptable Use Policy.

Related Policies

Acceptable Use Policy

Behaviour Policy

Critical Incident Policy

Educational Visits Policy

Equality Statement and Objectives

EYFS Policy

First Aid Policy

Health and Safety Policy

Safeguarding and Child Protection Policy


SEND Provision and Inclusive Education

Appendix 1: Ecological Impact Assessment chart for Forest School Area


Identify the impacts	What is the nature of the impact? (Does it affect parts of the woodland structure? Is it seasonal? Is it effected by the frequency of use?)	What can you do to minimise / avoid the impact? Can you mitigate circumstance with a positive solution?	How will this information inform your management plan? (How does this affect your long term planning, who will do it? by when? How often?)
Group	Soil erosion Changes the landscape Damage to plants Noise pollution	Set routes to follow Section off areas to rotate Educate group Do not pick live plants – use already fallen sticks, leaves	Group agreements Signs Regular site checks
Rubbish	Affect wildlife, animals trapped, eating Damage habitats	Provide a bag Litter picks Signs	Regular site checks
Flora	Plants, new shoots and bulbs may get trampled Kill off species Loss of habitat Picking flowers Deadwood Unsafe branches	Educate group Section off areas Removal of unsafe wood	Regular site checks Identification Signs Section off areas to recover Review by tree surgeon
Fauna	Disturbing nests for birds, bees and wasps Interrupt breeding Hibernating animals Bug hunting	Section off areas Educate group Carefully lift and replace wood	Regular site checks Identification Signs Zoned off areas for animal privacy
Tree climbing	Damage trees, new shoots, leaves Disturb birds nesting	Tree assessment Use redundant branches for den building or woodwork Remove risky branches Signs	Site checks Review by tree surgeon Use redundant branches for den building or woodwork
Bug hotel	Rot away and become unstable Materials blow away leaving bug hotel empty	Replace and replenish wood, sticks, bricks Check stability	Regular checks Section off until fixed

Fires	Out of hand if not controlled Damage to environment Kill wildlife – smoke Impact to neighbouring buildings - smoke	Always have water Use proper equipment Raise off the floor Remove ash safely	Risk assessments Rules Site checks before hand Always check the weather
Structures	Affect immediate area – flatten plants or wildlife Unstable – subsidence Rusty or rotten Loose parts Drainage issues	Checks and monitor wear and tear	Regular site checks Replace when necessary
Willow	Loose branches Tunnel collapsing Too overgrown	Checks and monitor Check stability Prune – use for craft	Regular site checks Prune during dormant period
Wooden buildings Playhouse Bird hide	Affect immediate area – flatten plants or wildlife Rotten wood Rusty loose parts Unstable – subsidence Leaking roof	Check wear and tear of the wood Checks and monitor the moving parts Check all screws and nails Paint to treat	Regular site checks Maintenance work during volunteer / community days Remove and replace parts when necessary
Pond	Rubbish and decay could lead to poor water quality Edges collapse due to erosion Poor management – lack of wildlife	Carefully clear water Check ph Check edges also for safety Involve local wildlife groups - Froglife	Regular site checks Monitor water on a regular basis Organise for wildlife groups to be involved
Activities	Non organic objects brought into area Rubbish left behind – danger to wildlife Chemicals or toxins could poison area Tools for woodworking	Make sure all equipment is kept to a minimum All equipment and rubbish is taken away – leaving no trace Account for all tools and lock away	Create equipment bag that is accountable Always site check before leaving every session Maintain tools and lock away securely
Intruders	Trespassers causing damage Dogs / cats entering area cause stress to animals Dog / cat faeces	Site checks before every session should highlight any intruders Identify how intruders got in and repair	Regular check of fences and security


Appendix 2: Tool Assessments

Tool	<p>Bow Saw</p> 
Purpose	<ul style="list-style-type: none"> ● For cutting larger pieces of wood ● Cutting green or dead wood ● Ability to change blades according to wood type
Safety Equipment	<ul style="list-style-type: none"> ● Clip on blade guard when not in use ● Store in tool bag during transportation
Personal Protective Equipment	<ul style="list-style-type: none"> ● Glove on non-working hand ● Long trousers ● Protective enclosed shoes
Adult: child ratio recommendations, age/ability recommendations?	<ul style="list-style-type: none"> ● Can be 1 to 1 using pull and push motion, to provide maximum supervision ● Can be 1 to 2 to include another person to secure wood being cut ● Can be 1 to 3 to include 2 people to secure longer length of wood being cut
Transportation	<ul style="list-style-type: none"> ● Carry by your side ● Blade facing down ● Pass by handle
Working Space	<ul style="list-style-type: none"> ● Secure wood to a safe level ● Create a safe working space away from others ● Use arms-length to make sure saw is out of reach ● Use safe kneeling position
Method of Use	<ul style="list-style-type: none"> ● Secure wood a raised level ● Score 3 backward cuts ● Saw using a push and pull motion
Inspection	<ul style="list-style-type: none"> ● Check for rust ● Check for bumps, chips and blunt blade ● Check handle is secure
Cleaning and Maintenance	<ul style="list-style-type: none"> ● Wire brush to clear mud and chunks


	<ul style="list-style-type: none">● Use oiled cloth on blade to prevent rusting● If blunt, unscrew blade and replace
Storage	<ul style="list-style-type: none">● Replace clip blade● Store on a tool bag● Store in dry conditions


Tool	Bit and Brace 
Purpose	<ul style="list-style-type: none"> ● To drill holes into wood ● Hole size depends on using different sized drill bits
Safety Equipment	<ul style="list-style-type: none"> ● Remove drill bits when not in use ● Keep drill bits secure
Personal Protective Equipment	<ul style="list-style-type: none"> ● Gloves ● Long trousers ● Protective enclosed shoes
Adult: child ratio recommendations, age/ability recommendations?	<ul style="list-style-type: none"> ● Can partner using this tool as a 1 to 1 ● Partner can hold, turn or secure wooden piece (using protective gloves) ● Provide supervision for more able clients
Transportation	<ul style="list-style-type: none"> ● Carry by your side ● Drill bit removed ● Pass by handle
Working Space	<ul style="list-style-type: none"> ● Secure wood to a safe level ● Create a safe working space away from others in case of slips or chippings ● Use arms-length to make sure drill is out of reach ● Use safe kneeling position
Method of Use	<ul style="list-style-type: none"> ● Make sure drill bit is secure ● Line up secured wood ● Apply pressure from top and use other hand to turn crank
Inspection	<ul style="list-style-type: none"> ● Check drill and chuck for cracks/breaks ● Check chuck and handle motion is smooth ● Check for rust ● Check drill bits for cracks
Cleaning and Maintenance	<ul style="list-style-type: none"> ● Lubricate moving parts ● Replace old damaged drill bits ● Check drill bit grip

Storage	<ul style="list-style-type: none">● Remove drill bits when not in use● Store drill bits in a secure box● Store in dry conditions
---------	--


Tool	<p>Gimlet/palm drill</p> 
Purpose	<ul style="list-style-type: none"> ● To drill or bore small holes in wood
Safety Equipment	<ul style="list-style-type: none"> ● Gloves
Personal Protective Equipment	<ul style="list-style-type: none"> ● Use glove on non-working hand ● Long trousers ● Protective enclosed shoes
Adult: child ratio recommendations, age/ability recommendations?	<ul style="list-style-type: none"> ● Depending on age supervision can be 1 to 1 for younger and less able clients ● Provide overlooking supervision for more able clients
Transportation	<ul style="list-style-type: none"> ● Carry by side ● Screw point down
Working Space	<ul style="list-style-type: none"> ● Secure wood to a safe level ● Create a safe working space away from others in case of slips or chippings ● Use arms-length to make sure gimlet is out of reach ● Use safe kneeling position
Method of Use	<ul style="list-style-type: none"> ● Make sure wood is secure on a flat surface ● Apply pressure from top and use gloved hand to secure wood ● Twist and push ● Never hold wood in the hand while using the gimlet
Inspection	<ul style="list-style-type: none"> ● Check handles are secure if palm drill has a separate handle ● Check for bends ● Check screw point for chips, rust and bluntness
Cleaning and Maintenance	<ul style="list-style-type: none"> ● Clear wood ● Oil to prevent rust
Storage	<ul style="list-style-type: none"> ● Securely in a box

	<ul style="list-style-type: none">● Store in dry conditions
--	---


Tool	<p>Loppers</p> 
Purpose	<ul style="list-style-type: none"> ● For cutting smaller branches ● No more than a diameter of about 2cms
Safety Equipment	<ul style="list-style-type: none"> ● Gloves ● Hard hat (if cutting above head height)
Personal Protective Equipment	<ul style="list-style-type: none"> ● Gloves ● Long trousers ● Protective enclosed shoes ● Hard hat
Adult: child ratio recommendations, age/ability recommendations?	<ul style="list-style-type: none"> ● 1 to 1 for full control of tool on younger clients ● Provide supervision for more able clients
Transportation	<ul style="list-style-type: none"> ● Carry by side ● Carry and pass using handles
Working Space	<ul style="list-style-type: none"> ● Make sure the space around and underneath the branch is clear of obstructions / people ● Be aware of own working space / tripping
Method of Use	<ul style="list-style-type: none"> ● Cut wood near the hinge ● Use length / angle opening for maximum leverage
Inspection	<ul style="list-style-type: none"> ● Check for rust ● Check for bumps, chips and blunt blade ● Check handle is secure
Cleaning and Maintenance	<ul style="list-style-type: none"> ● Clear wood ● Brush and wash sap off blades ● Oil blade to prevent rust ● Lubricate moving parts
Storage	<ul style="list-style-type: none"> ● Securely in a box ● Store in dry conditions


Tool	Penknife 
Purpose	<ul style="list-style-type: none"> ● Cutting small pieces of wood ● Shaping and whittling ● De-barking
Safety Equipment	<ul style="list-style-type: none"> ● Use sheath ● Locking system to hide blade ● Gloves
Personal Protective Equipment	<ul style="list-style-type: none"> ● Use glove on non-working hand ● Long trousers ● Protective enclosed shoes
Adult: child ratio recommendations, age/ability recommendations?	<ul style="list-style-type: none"> ● 1 to 1 for full control of tool on younger clients ● Provide supervision for more able clients
Transportation	<ul style="list-style-type: none"> ● Sheath or lock blade away when not in use ● Pass by handle
Working Space	<ul style="list-style-type: none"> ● Use sitting down in a secure position ● Use an arms-length in distance away from others for a safe working space
Method of Use	<ul style="list-style-type: none"> ● Use sitting down ● Lock elbows into body ● Use actions/strokes working away from you
Inspection	<ul style="list-style-type: none"> ● Check handle is secure ● Check sheath is not cracked or split, still clicks into place ● Check locking system still holds the blade in place ● Check moving hinge ● Check blade is secure, clear and sharp ● Check for rust
Cleaning and Maintenance	<ul style="list-style-type: none"> ● Wipe and clean off wood and sap ● Sharpen blade with wet stone ● Oil blade to prevent rust

Storage	<ul style="list-style-type: none">● Sheath or lock blade away when not in use● Securely in a box● Store in dry condition
---------	--

Tool	<p>Billhook</p> 
Purpose	<ul style="list-style-type: none"> ● Use for splitting green wood ● Slicing and stripping wood ● Cutting off side branches ● Coppicing and assisting with hedge laying
Safety Equipment	<ul style="list-style-type: none"> ● Wrap blade in cloth when not in use ● Gloves
Personal Protective Equipment	<ul style="list-style-type: none"> ● Use glove on non-working hand ● Long trousers ● Protective enclosed shoes
Adult: child ratio recommendations, age/ability recommendations?	<ul style="list-style-type: none"> ● Partner using this tool to give 1 to 1 ● Provide supervision for more able clients
Transportation	<ul style="list-style-type: none"> ● Carry by side, cutting edge facing down ● Carry and pass using handles
Working Space	<ul style="list-style-type: none"> ● Make sure the space around and underneath the side branch is clear of obstructions / people ● Be aware of own working space / tripping ● If splitting use stable work surface ● Using an arms-length in distance to use mallet safely ● Use safe kneeling position
Method of Use	<ul style="list-style-type: none"> ● Make sure wood for splitting is secure on stable work surface ● Billhook is placed on wood and hit with the mallet
Inspection	<ul style="list-style-type: none"> ● Check handles are secure ● Check blade is secure, clear and sharp ● Check for rust
Cleaning and Maintenance	<ul style="list-style-type: none"> ● Wire brush to clear mud and sap ● Use oiled cloth on blade to prevent rusting ● Sharpen using agar stone in circular rubbing motion along the blade
Storage	<ul style="list-style-type: none"> ● Wrap blade in cloth when not in use

	<ul style="list-style-type: none">• Store in dry conditions
--	---

Tool	<p>Mallet</p> 
Purpose	<ul style="list-style-type: none"> ● Used for hitting to manipulating an item ● Striking a tool to provide the driving force for the sharp edge
Safety Equipment	<ul style="list-style-type: none"> ● Gloves
Personal Protective Equipment	<ul style="list-style-type: none"> ● Use glove on non-working hand ● Long trousers ● Protective enclosed shoes
Adult: child ratio recommendations, age/ability recommendations?	<ul style="list-style-type: none"> ● Can partner using this tool as a 1 to 1 ● Partner can hold and secure wooden piece (using protective gloves) or provide the striking force of the mallet ● Provide supervision for more able clients
Transportation	<ul style="list-style-type: none"> ● Carry by the handle down by your side
Working Space	<ul style="list-style-type: none"> ● Use a stable and secure work surface ● Using an arms-length in distance to use mallet safely ● Use safe kneeling position
Method of Use	<ul style="list-style-type: none"> ● Hit another tool to provide the driving force ● Adjust strength depending on size of wood
Inspection	<ul style="list-style-type: none"> ● Check for cracks and splits
Cleaning and Maintenance	<ul style="list-style-type: none"> ● Wipe off mud and chips ● Whittle handle if chipped ● Keep dry
Storage	<ul style="list-style-type: none"> ● Store in dry conditions

Tool	Trowel/spade 
Purpose	<ul style="list-style-type: none"> ● To dig or transfer soil, leaves, sand
Safety Equipment	<ul style="list-style-type: none"> ● Gloves
Personal Protective Equipment	<ul style="list-style-type: none"> ● Use glove on non-working hand ● Long trousers ● Protective enclosed shoes
Adult: child ratio recommendations, age/ability recommendations?	<ul style="list-style-type: none"> ● Once advised of safe use, can be supervised in small groups ● Larger groups if age and ability allow
Transportation	<ul style="list-style-type: none"> ● Carry down by side
Working Space	<ul style="list-style-type: none"> ● Make sure area is clear of hands and feet before digging ● Be aware of own working space / tripping
Method of Use	<ul style="list-style-type: none"> ● Hand trowel can be used for digging out small holes, transferring small amounts of soil, leaves ● Spades are used to dig larger holes, using one foot to push spade
Inspection	<ul style="list-style-type: none"> ● Check handles are secure ● Check for rust
Cleaning and Maintenance	<ul style="list-style-type: none"> ● Wipe /brush off excess mud

	<ul style="list-style-type: none">● Wash and dry
Storage	<ul style="list-style-type: none">● Store in dry conditions