



Within the Wood

Tool Use Policy

Within the Wood sessions may include the use of tools including knives, saws, bill hooks and other sharp tools. This policy outlines the safe use of tools in a group setting.

Storage and Maintenance

Practitioners will ensure tools:

- Are kept in good working order and cleaned regularly so they are ready for use.
- Are regularly inspected for damage and repaired or replaced as necessary.
- Are stored with blade covers on and in the locked position where appropriate.

Planning for Tool use

Practitioners will:

- Be familiar with Within the Wood's Tool Use Risk Assessment.
- Only plan for tool use if they are confident that it is appropriate for the group and there are sufficient responsible adults to do so safely.
- Only bring the required tools for the session and be familiar with how many tools they are taking to the session.

Before the session

The lead member of staff will:

- Discuss the use of tools with other practitioners and volunteers before the session. This will include which adults will be involved, the timing of the tool use, the need for tool talks and the ratios needed to supervise the activity.
- Designate areas for the use and storage of tools e.g., a tool mat and tool box.

During the session

Practitioners will ensure that:


- All participants using tools have been instructed how to do so safely including where to use the tool, how to use it and how to put it away.
- Only allow participants to use tools if supervising practitioners are confident that a participant is aware of the safe use of the tool.
- A suitably trained adult is supervising tool use and checking tools are in good condition at regular intervals, as tools can break during a session.

Within The Wood Ltd, Registered in England & Wales at Woodville Activity Centre, Woodville Road, Keighley, West Yorkshire, BD20 6JA. Company number 14711380.



- Tools are removed if not used appropriately and safely.
- Tools are counted back at the end of the session and that none have gone missing.

If procedures are not being followed or for any reason members of staff feel that tools present a risk to anyone or anything, tools will be immediately removed from the session.

Signed: 

Date: 22/03/2025

This policy will be reviewed in March 2026