



Tool Policy

The use of hand tools during activities enables children to learn practical skills and develop fine motor skills and co-ordination. They will also develop confidence, independence, an understanding of risk, a feeling of responsibility and positive self-esteem. The use of natural materials in creating items connects them with the environment: an elder tree can provide a whistle or beads, a birch tree provides paper. As practitioners we can use tools to spark imagination, inspiration and creativity!

This policy applies to all tools including; potato peelers, knives, bowsaws, pullsaws, billhooks, secateurs, loppers, hammers and drills.

The following guidelines apply to tool use:

- **All tools will be checked for safety before session.**
- **Tools will be counted out by staff and checked back in after each activity.**
- **All tools will be demonstrated and safety discussed before use.**
- **Adult supervision and assistance with use of tools will be appropriate to the age and experience of the group.**
- **Adults are responsible for modelling safe transportation, tool use and storage.**
- **Designated areas will be identified when working with tools to ensure area is appropriate and safe.**
- **Risk assessments will include the tools, working area and activity.**
- **Knife work should always be supervised 1-1 by an adult and adequate space (blood bubble) will always be taught, demonstrated and applied.**
- **Any tools deemed unsafe or unsuitable for purpose during the session to be removed.**
- **All maintenance to be recorded.**
- **In the unfortunate event of an injury, however minor, follow first aid policy and complete accident form.**