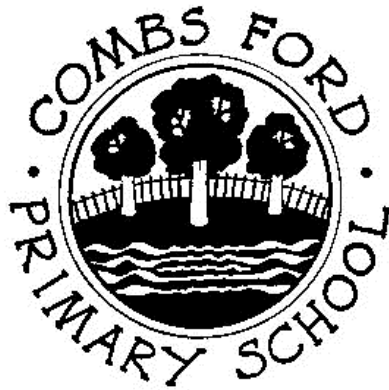


# Combs Ford Primary School

## Health and Safety Code of Practice

### Tool Use



Successful Learners ~ Confident Individuals ~ Responsible Citizens

#### Declaration

This Code of Practice is for all adults who support regularly Combs Ford Primary School Forest School sessions and must be read as part of their induction process. A copy is always available in the woodland for reference. This Code of Practice is based on documentation from Suffolk Wildlife Trust as recognised experts in Forest School training and delivery.

<b>Updated On:</b>	12 <sup>th</sup> October 2024
<b>Updated By:</b>	Kathryn Day (Headteacher and Forest School Leader)

## Essential Requirements



- Adhere to the adult to child supervision ratios below.
- Qualified First Aider present (refer to the *Accident and Emergency Procedures (Including First Aid)* in the *Combs Ford Primary School Forest School Handbook* and the [First Aid Policy \(CET\)](#)).
- Hand-held radios for calling for support and the Emergency Service are always charged and in the woodland during Forest School sessions.
- *Risk-Benefit Assessments* for *Tool Use* are in place and adhered to.
- Guidance in the [Health and Safety Policy \(CET\)](#), [Child Protection and Safeguarding Policy \(CET\)](#), and [First Aid Policy \(CET\)](#) must be followed.
- Staff and volunteers must have received relevant training and be suitably experienced in the activity.
- Where necessary, appropriate Personal Protective Equipment (PPE) must be supplied and used.




General Points of Safety for Using Tools	
<b>First Aid:</b>	<p><b>Cuts (NHS)</b></p> <ul style="list-style-type: none"> <li>• Wash and dry your hands thoroughly.</li> <li>• Clean the wound under drinking-quality running tap water – avoid using antiseptic as it may damage the skin and slow healing.</li> <li>• Pat the area dry with a clean towel.</li> <li>• Apply a sterile adhesive dressing, such as a plaster.</li> </ul>
<b>Risk Assessments:</b>	<ul style="list-style-type: none"> <li>• Carry a mobile phone to call 999 if required and know where vehicle access to site is.</li> <li>• Adhere to individual tool risk assessment.</li> <li>• Adults should be trained to use the tools and should be supervising – not working on their own project.</li> <li>• Start each session with a tool use talk and training session, even if tools have been used before.</li> <li>• Are there groups that you wouldn't use tools with? Only use tools if the children are listening to instructions and are being sensible and safe.</li> <li>• Maintain 'Blood Bubble' and 'Triangle of Doom' – see below.</li> </ul>
<b>Tool Storage:</b>	<ul style="list-style-type: none"> <li>• Set up your tool store area away from main walkways and working area.</li> <li>• Tools should be counted in and out at start and end of session using a signing in and out chalkboard.</li> </ul>
<b>Work Areas:</b>	<ul style="list-style-type: none"> <li>• Have a designated work area where you know the tools and the children will be.</li> <li>• This could be marked out with a tarpaulin.</li> <li>• Make sure that the saw benches, boxes and logs are stable.</li> </ul>
<b>Abilities of the Group:</b>	<ul style="list-style-type: none"> <li>• Consider how much support your group will need.</li> </ul>
<b>Maintenance:</b>	<ul style="list-style-type: none"> <li>• Maintaining tools will make them last longer and keep them safe to use.</li> <li>• Don't use blunt or damaged tools – they are dangerous.</li> </ul>

## Supervision Ratios

The minimum ages and adult to child ratios below are at the discretion of the Forest School Leader and will be considered in conjunction with the behaviour and ability of the children. Because a child meets the minimum age requirement **does not** guarantee that tools will be used. Tools must not be used with children under the stated minimum age. The ratios given represent adult to tool.


Tool	Minimum Age	Ratio: EYFS	Ratio: KS1	Ratio: LKS2	Ratio: UKS2
Bow Saw	1	1:1	1:1	1:2	1:4
Hack Saw	1	1:1	1:1	1:4	1:6
Laplander <sup>+</sup>	11	-	-	-	-
Secateurs	8	-	-	1:1	1:4
Loppers	11	-	-	-	-
Vegetable Peelers	1	1:1	1:4	1:6	1:6
Knives	6	-	1:1	1:2	1:4
Spoke Shave	3	1:1	1:2	1:4	1:4
Draw Knives	8	-	-	1:1	1:2
Turning Chisel	10	-	-	-	1:1
Palm Drill	1	1:1	1:4	1:6	1:6
Manual Hand Held Drill	1	1:1	1:1	1:2	1:2
Froe	1	1:1	1:1	1:1	1:3
Spoon Knife	10	-	-	-	1:1
Metal Trowel	1	1:1	1:6	1:10	1:10
Spades and Shovels	7	-	-	1:6	1:6
Garden Forks	10	-	-	-	1:4
Auger	8	-	-	1:1	1:1
Small Hammer or Mallet	1	1:1	1:2	1:6	1:6
Hammers	8	-	-	1:6	1:6
Screwdriver	6	-	1:2	1:6	1:6
Tools not suitable for use by primary school children (with minimum age in brackets):					
<ul style="list-style-type: none"> <li>• Battery-powered drills (11)</li> <li>• Swinging Axe (13)</li> <li>• Mattocks or Picks (16)</li> <li>• Post Driver (16)</li> </ul>					
<ul style="list-style-type: none"> <li>• Adhere to and minimum age and adult to child supervision ratios.</li> <li>• + In the table above, Laplanders can have the same minimum age and ratios as Bow Saws as long as the children don't open or shut the blades. Otherwise, the minimum age and ratios in the table above should be adhered to.</li> </ul>					

Bow Saw and Folding (Laplander) Saw	
	
<b>Describe how you would check, clean, maintain and store saws:</b>	
<b>Check:</b>	<ul style="list-style-type: none"> <li>✓ No teeth missing.</li> <li>✓ Tighten joint.</li> <li>✓ Make sure locking parts are in working order.</li> <li>✓ Check that the handle is not damaged or cracked and is secure.</li> </ul>
<b>Clean:</b>	<ul style="list-style-type: none"> <li>✓ When cleaning – make sure that your fingers don't get cut on the sharp edge of the blades.</li> <li>✓ Use a paintbrush or toothbrush to brush any dirt off the blade.</li> <li>✓ If the blades are badly stained or sticky, use wire wool to clean.</li> <li>✓ Rub with mineral oil and a cloth – WD40 keeps the water away so the blade doesn't rust.</li> </ul>
<b>Maintain:</b>	<ul style="list-style-type: none"> <li>✓ Ideally, check and clean every time you use the tools, but realistically as often as you can.</li> <li>✓ Bow saw blades can be replaced.</li> </ul>
<b>Store:</b>	<ul style="list-style-type: none"> <li>✓ Laplanders – store in a locked box.</li> <li>✓ Bow Saws – store in a plastic box in a locked cupboard.</li> <li>✓ Use a signing-in and out chalkboard.</li> <li>✓ Bow saws – make sure the blade protector is on and store blade-down.</li> <li>✓ Laplanders – always transport with the blade folded shut.</li> </ul>
<b>Explain how you would facilitate safe use of saws with your own client group, including carrying techniques and PPE where appropriate:</b>	
<b>Carrying:</b>	<ul style="list-style-type: none"> <li>• Carry by your side, holding the handle with the teeth facing the ground.</li> </ul>
<b>Safety Equipment (PPE):</b>	<ul style="list-style-type: none"> <li>• Make sure you've got a glove on the hand holding the wood.</li> <li>• Bow Saw blade guards should be removed by an adult.</li> <li>• Laplanders can be opened by holding the handle and pressing the button with one hand. Fold out the blade carefully until it clicks into its locked position.</li> </ul>
<b>Body Position:</b>	<ul style="list-style-type: none"> <li>• Make sure your body is parallel to the saw and the wood.</li> <li>• Ungloved hand holding the saw should cross under the gloved hand that's bracing the wood – if the saw slips it won't cut the hand.</li> </ul>



Secateurs and Loppers	
	
<b>Describe how you would check, clean, maintain and store secateurs and loppers:</b>	
<b>Check:</b>	<ul style="list-style-type: none"> <li>✓ Check that blades aren't bent or chipped.</li> <li>✓ Do the blades open and close smoothly?</li> <li>✓ Make sure locking parts are in working order.</li> <li>✓ Check that the handle is not damaged or cracked and is secure.</li> </ul>
<b>Clean:</b>	<ul style="list-style-type: none"> <li>✓ When cleaning – make sure that your fingers don't get cut on the sharp edge of the blades.</li> <li>✓ Use a paintbrush or toothbrush to brush any dirt off the blade.</li> <li>✓ If the blades are badly stained or sticky, use wire wool to clean.</li> <li>✓ Rub with mineral oil and a cloth – WD40 keeps the water away so the blade doesn't rust.</li> </ul>
<b>Maintain:</b>	<ul style="list-style-type: none"> <li>✓ Ideally, check and clean every time you use the tools, but realistically as often as you can.</li> <li>✓ Blades can be sharpened by undoing the nuts. Always wear a glove on the hand holding the sharpening stone or strap.</li> </ul>
<b>Store:</b>	<ul style="list-style-type: none"> <li>✓ Store in a locked box.</li> <li>✓ Use a signing-in and out chalkboard.</li> <li>✓ When out of the box and not in use, store with the blades up leaning against a tree – dirt will blunt the blades.</li> </ul>
<b>Explain how you would facilitate safe use of secateurs and loppers with your own client group, including carrying techniques and PPE where appropriate:</b>	
<b>Carrying:</b>	<ul style="list-style-type: none"> <li>• Secateurs: Carry like scissors (hand around blades) with safety catch on.</li> <li>• Loppers: carry down by your side holding the bottom arm or they will swing open.</li> </ul>
<b>Safety Equipment (PPE):</b>	<ul style="list-style-type: none"> <li>• None.</li> </ul>
<b>Maximum size of item cut with Secateurs:</b>	<ul style="list-style-type: none"> <li>• Little finger size (adult).</li> <li>• Thumb size (child).</li> </ul>
<b>Maximum size of item cut with Loppers:</b>	<ul style="list-style-type: none"> <li>• Thumb size (adult).</li> </ul>
<b>Positioning of tool when not in use:</b>	<ul style="list-style-type: none"> <li>• Rest against a tree with the blades up – dirt will blunt the blades.</li> </ul> <div style="text-align: right;">  </div>

**Additional  
teaching notes:**

- Both secateurs and loppers should be used with the smiley face up.
- The bottom blade (or anvil on anvil loppers) is the chopping board and the top blade is the knife.
- When you're passing tools, make a big thing out of it, "Dolly, I'm passing you the loppers."
- NEVER pass blade-first – use the handles.
- Or, put the tools down and the next person can pick them up.



Peelers		
		
<i>Describe how you would check, clean, maintain and store peelers:</i>		
<b>Check:</b>	<ul style="list-style-type: none"> <li>✓ Check that blades are secure and sharp.</li> <li>✓ Check that blades are not bent or chipped.</li> <li>✓ Check that the handle is not damaged or cracked and is secure.</li> </ul>	
<b>Clean:</b>	<ul style="list-style-type: none"> <li>✓ When cleaning – make sure that your fingers don't get cut on the sharp edge of the blades.</li> <li>✓ Use a paintbrush or toothbrush to brush any dirt off the blade.</li> <li>✓ If the blades are badly stained or sticky, use wire wool to clean.</li> <li>✓ Rub with mineral oil and a cloth – WD40 keeps the water away so the blade doesn't rust.</li> </ul>	
<b>Maintain:</b>	<ul style="list-style-type: none"> <li>✓ Ideally, check and clean every time you use the tools, but realistically as often as you can.</li> <li>✓ Peelers cannot be sharpened.</li> </ul>	
<b>Store:</b>	<ul style="list-style-type: none"> <li>✓ Store in a locked box.</li> <li>✓ Use a signing-in and out chalkboard to count the knives in and out of the box.</li> </ul>	
<i>Explain how you would facilitate safe use of peelers with your own client group, including carrying techniques and PPE where appropriate:</i>		
<b>Carrying:</b>	<ul style="list-style-type: none"> <li>• Carry with the blade pointing downwards.</li> </ul>	
<b>Safety Equipment (PPE):</b>	<ul style="list-style-type: none"> <li>• Make sure you've got a glove on the hand holding the wood.</li> </ul>	
<b>Safe Working Position:</b>	<ul style="list-style-type: none"> <li>• Ask children, "What do we need to think about when using peelers?"</li> <li>• Answer: "Protecting ourselves and other people."                             <ul style="list-style-type: none"> <li>○ Sit down on a tree stump or log with knees apart.</li> <li>○ Put your elbows on your knees.</li> <li>○ Work to the front or the side (see below).</li> <li>○ Work towards the floor.</li> <li>○ Work away from you, never towards you.</li> <li>○ If you need to look away, stop whittling.</li> </ul> </li> <li>• Remember your <b>Blood Bubble</b> and your <b>Triangle of Doom</b>.</li> </ul>	
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;"> <p><b>Blood Bubble</b></p> <ul style="list-style-type: none"> <li>• With your blade sheathed and your peeler in your hand, trace a circle around you with your arm outstretched.</li> <li>• No-one else should be in your Blood Bubble.</li> </ul> </td> <td style="width: 50%; vertical-align: top;"> <p><b>Triangle of Doom</b></p> <ul style="list-style-type: none"> <li>• Groin to knees.</li> <li>• Don't use your leg as a rest – if the peeler slips it will go into a main (femoral) artery.</li> </ul> </td> </tr> </table>	<p><b>Blood Bubble</b></p> <ul style="list-style-type: none"> <li>• With your blade sheathed and your peeler in your hand, trace a circle around you with your arm outstretched.</li> <li>• No-one else should be in your Blood Bubble.</li> </ul>
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	 <p style="text-align: center;">Working to the Front</p>	 <p style="text-align: center;">Working to the Side</p>
<p><b>Positioning of tool when not in use:</b></p>	<ul style="list-style-type: none"> <li>• If you're resting, hold the blade to the side of you.</li> <li>• When not using the blade, place it on the ground beside you.</li> </ul>	
<p><b>Additional teaching notes:</b></p>	<ul style="list-style-type: none"> <li>• Ask children, "What do we need to think about when using peelers?"</li> <li>• Answer: "Protecting ourselves and other people."</li> <li>• Then go through Safe Working Positions (above).</li> </ul>	



Knives	
<b>Describe how you would check, clean, maintain and store knives:</b>	
<b>Check:</b>	<ul style="list-style-type: none"> <li>✓ Check that the sheath is intact.</li> <li>✓ Check that there is a cord on your knife and that it isn't frayed or broken.</li> <li>✓ Check for nicks and marks on the blade.</li> <li>✓ Check that blades are secure and sharp.</li> <li>✓ Check that the handle is not damaged or cracked and is secure.</li> </ul>
<b>Clean:</b>	<ul style="list-style-type: none"> <li>✓ When cleaning – make sure that your fingers don't get cut on the sharp edge of the blade.</li> <li>✓ Use a paintbrush or toothbrush to brush any dirt off the blade.</li> <li>✓ If the blades are badly stained or sticky, use wire wool to clean.</li> <li>✓ Rub with mineral oil and a cloth – WD40 keeps the water away so the blade doesn't rust.</li> </ul>
<b>Maintain:</b>	<ul style="list-style-type: none"> <li>✓ Ideally, check and clean every time you use the tools, but realistically as often as you can.</li> <li>✓ Knives can be sharpened using a knife sharpener.</li> <li>✓ Knives can also be used by rubbing honing paste onto a leather strap and rubbing the blade one way or another. This also gets rid of nicks.</li> <li>✓ Always wear a glove on the hand holding the sharpening stone or strap.</li> <li>✓ Carbon steel knives are easier to sharpen than stainless steel but they rust.</li> </ul>
<b>Store:</b>	<ul style="list-style-type: none"> <li>✓ Store in a locked box.</li> <li>✓ Use a signing-in and out chalkboard to count the knives in and out of the box.</li> </ul>
<b>Explain how you would facilitate safe use of knives with your own client group, including carrying techniques and PPE where appropriate:</b>	
<b>Carrying:</b>	<ul style="list-style-type: none"> <li>• Carry your knife with the cord over your shoulder and around your body.</li> <li>• Always carry the knife in its sheath.</li> <li>• Only remove the sheath when you're sitting down.</li> <li>• Wrap the knife's cord around the sheath securely so that the knife remains in sheath during storage.</li> <li>• There's a little bump on the sheath to help you pull the knife out of the sheath easily and safely – only take the knife out of its sheath once you're sitting down.</li> </ul>
<b>Safety Equipment (PPE):</b>	<ul style="list-style-type: none"> <li>• Make sure you've got a glove on the hand holding the wood.</li> </ul>

<p><b>Safe Working Position:</b></p>	<ul style="list-style-type: none"> <li>• Ask children, “What do we need to think about when using knives?”</li> <li>• Answer: “Protecting ourselves and other people.”               <ul style="list-style-type: none"> <li>○ Sit down on a tree stump or log with knees apart.</li> <li>○ Put your elbows on your knees.</li> <li>○ Work to the front or the side (see below).</li> <li>○ Work towards the floor or onto a surface.</li> <li>○ Work away from you, never towards you.</li> <li>○ If you need to look away, stop whittling.</li> </ul> </li> <li>• Remember your <b>Blood Bubble</b> and your <b>Triangle of Doom</b>.</li> </ul>	
	<p><b>Blood Bubble</b></p> <ul style="list-style-type: none"> <li>• With your blade sheathed and your knife in your hand, trace a circle around you with your arm outstretched.</li> <li>• No-one else should be in your Blood Bubble.</li> </ul>	<p><b>Triangle of Doom</b></p> <ul style="list-style-type: none"> <li>• Groin to knees.</li> <li>• Don't use your leg as a rest – if the peeler slips it will go into a main (femoral) artery.</li> </ul>
		
	<p>Working to the Front ↑</p>	<p>Working to the Side ↑</p>
	<p><b>Splitting Wood with a Knife</b></p> <ul style="list-style-type: none"> <li>• If you're splitting wood with a knife, work with the knife parallel to your body so that it doesn't get knocked towards you.</li> <li>• Be careful of knots in the wood as these are tough to get through and can alter the trajectory of the knife.</li> </ul>	
<p><b>Positioning of tool when not in use:</b></p>	<ul style="list-style-type: none"> <li>• If you're resting, hold the blade to the side of you.</li> <li>• When not using the blade, make sure that it's in its sheath.</li> </ul>	
<p><b>Additional teaching notes:</b></p>	<ul style="list-style-type: none"> <li>• Ask children, “What do we need to think about when using knives?”</li> <li>• Answer: “Protecting ourselves and other people.”</li> <li>• Then go through Safe Working Positions (above).</li> </ul>	

**UK Knife Law and its Relevance to Forest School:**

- “It is illegal to carry and sharp or bladed instrument in a public place (with the exception of a folding pocket knife which has a blade that is less than 7.62cm (3”) without lawful authority or reasonable excuse.”
- This includes pretty much everything in the average Forest School toolbox.
- The spirit of the law is that people who carry ‘tools’ sit outside this offence.
- Educational Establishments don’t count as public places but do count as places where it is illegal to have a blade without good reason.
- If your car is on a public road (moving or parked) it is in a public place.
- Take sensible steps to ensure that you are complying with the law and are acting a non-threatening way by: only carrying tools that you need and are suited to the job you’re doing; choosing brightly coloured tools; storing the same type of tools together in locked boxes; sheathing or wrapping blades; carrying tools in the boot of your car or the bottom of your backpack; making sure only over 18s carry tools.
- Carry a copy of ‘FSA Forest School Tool Statement’.



**Forest School tool transport statement**




To whom it may concern.

This person

uses the following tools: sheath knife, bill hook  for carving and green  
woodworking, conservation work and for teaching these skills to children and young people. This  
work is carried out in the following places  This person has been trained  
and is qualified in the safe use of tools.

More about Forest School can be found at [www.forestschoollassociation.org](http://www.forestschoollassociation.org).

<b>Drills: Brace and Bit, Upright Drills and Palm Drills</b>	
	
<b>Describe how you would check, clean, maintain and store drills:</b>	
<b>Check:</b>	<ul style="list-style-type: none"> <li>✓ Make sure locking parts are in working order.</li> <li>✓ Check that the handle is not damaged or cracked and is secure.</li> </ul>
<b>Clean:</b>	<ul style="list-style-type: none"> <li>✓ Use a paintbrush or toothbrush to brush any dirt off the drill.</li> <li>✓ If the drill is badly stained or sticky, use wire wool to clean.</li> <li>✓ Rub with mineral oil and a cloth – WD40 keeps the water away so the drill doesn't rust.</li> </ul>
<b>Maintain:</b>	<ul style="list-style-type: none"> <li>✓ Ideally, check and clean every time you use the tools, but realistically as often as you can.</li> <li>✓ If you're using a drill and it's blunt – place it to one side and replace.</li> <li>✓ Check that the drill works freely – oil any squeaky or stiff parts.</li> </ul>
<b>Store:</b>	<ul style="list-style-type: none"> <li>✓ Store in a locked box.</li> <li>✓ Use a signing-in and out chalkboard.</li> </ul>
<b>Explain how you would facilitate safe use of drills with your own client group, including carrying techniques and PPE where appropriate:</b>	
<b>Carrying:</b>	<ul style="list-style-type: none"> <li>• Carry by the handle with the drill pointing down.</li> </ul>
<b>Safety Equipment (PPE):</b>	<ul style="list-style-type: none"> <li>• Make sure you've got a glove on the hand holding the wood.</li> </ul>
<b>Safe Working Position:</b>	<ul style="list-style-type: none"> <li>• Use the top of a stable tree stump to drill on.</li> <li>• If two people are working on an object, one person holds in place the object to be drilled (wearing gloves) and the other (without gloves) drills.</li> </ul>
<b>Positioning of tool when not in use:</b>	<ul style="list-style-type: none"> <li>• Lay on the ground next to your work station.</li> </ul>
<b>Additional teaching notes, e.g. Use of Clamps:</b>	<p><b>Conker Clamps</b></p> <ul style="list-style-type: none"> <li>• Find a hard surface that can't be damaged to lean on.</li> <li>• Use a palm drill to drill a hole.</li> <li>• Good for making necklaces, bracelets, conker people, or for threading conkers to play conkers.</li> <li>• You can stick a 2 pence coin to the back of the conker drill to stop children drilling through the back of it.</li> </ul> <div style="text-align: right;">  </div>

Splitting Tool: Froe	
	
<b>Describe how you would check, clean, maintain and store froes:</b>	
<b>Check:</b>	<ul style="list-style-type: none"> <li>✓ Check for nicks and marks on the blade.</li> <li>✓ Check that the handle is not damaged or cracked and is secure.</li> </ul>
<b>Clean:</b>	<ul style="list-style-type: none"> <li>✓ Use a paintbrush or toothbrush to brush any dirt off the blade.</li> <li>✓ If the blades are badly stained or sticky, use wire wool to clean.</li> <li>✓ Rub with mineral oil and a cloth – WD40 keeps the water away so the blade doesn't rust.</li> </ul>
<b>Maintain:</b>	<ul style="list-style-type: none"> <li>✓ Ideally, check and clean every time you use the tools, but realistically as often as you can.</li> <li>✓ Froes don't need to be sharpened because they're splitting tools.</li> </ul>
<b>Store:</b>	<ul style="list-style-type: none"> <li>✓ Store in a locked box.</li> <li>✓ Use a signing-in and out chalkboard.</li> </ul>
<b>Explain how you would facilitate safe use of splitting tools with your own client group, including carrying techniques and PPE where appropriate:</b>	
<b>Carrying:</b>	<ul style="list-style-type: none"> <li>• Carry by the handle with the blade pointing down.</li> </ul>
<b>Safety Equipment (PPE):</b>	<ul style="list-style-type: none"> <li>• None</li> </ul>
<b>Safe Working Position:</b>	<ul style="list-style-type: none"> <li>• Work with the froe parallel to your body so that it doesn't get knocked towards you.</li> <li>• Be careful of knots in the wood as these are tough to get through and can alter the trajectory of the froe.</li> <li>• Don't hold the wood – it's held in position by the Froe.</li> </ul> <div style="text-align: right;">  </div>
<b>Positioning of tool when not in use:</b>	<ul style="list-style-type: none"> <li>• Lay on the ground next to your work station.</li> </ul>
<b>Additional teaching notes, e.g. Use of Clamps:</b>	<ul style="list-style-type: none"> <li>• If you're splitting with a child, work opposite each other.</li> <li>• Make eye contact before you start.</li> </ul> <div style="text-align: right;">  </div>