
APPENDIX 8: METHOD STATEMENTS

Use of tools Summary: Billhook

Further information is available from: http://handbooks.btcv.org.uk/handbooks/index
Tool Check: <ul style="list-style-type: none">• Check tang is secure in shaft.• Check that blade is sharp
Safety Rules: <ul style="list-style-type: none">• If using as a swinging tool - ensure no-one is within the 'blood bubble'.• Ensure proper instructions/ demonstrations have been given as a swinging tool• Ensure billhook is carried correctly.• No gloves on working hand.• When not in use place in a block of wood or in a secure box/ container.• Ensure ground is flat and clear of obstructions.• If using as a cleaver on a chopping block in conjunction with a mallet ensure clear communication with partner.
Personal Protective Equipment: <ul style="list-style-type: none">• Strong protective boots• Tool hand should not be gloved.• None- tool hand can be gloved.
How to carry: <ul style="list-style-type: none">• Ideally should be taken to site in a safe box e.g. old ammo box.• Carry with blade down and facing back.• Should not be carried around site unless using. When not being used should be placed into wooden chopping block.
How to maintain, clean and store: <ul style="list-style-type: none">• Clean with wire wool if getting rusty.• Add oil (vegetable oil is fine)• Sharpen with a file and get professionally sharpened on a sandstone sharpening wheel when blunt.

Use of tools Summary: Bow Saw

Further information is available from:
<http://handbooks.btcv.org.uk/handbooks/index>

Tool Check:

- Ensure a new blade has been worked in
- Check to see if any teeth are missing. Replace blade if the case.
- Check tension. Tighten if loose

Safety Rules:

- Do not cut on the ground
- Use gentle sawing action with cutting as pulling back.
- No gloves on tool hand. Glove on none tool hand.
- Use a gentle sawing action- do not force.
- Demonstrate how to avoid saw slip especially with the initial cut. E.g. none sawing hand through the tool. Alternatively have none sawing hand protected by a barrier e.g saw horse.
- Use in area with enough space to stand securely without obstacles. If sawing a tree remove other branches in vicinity of saw using loppers.
- If cutting a vertical rod e.g coppice consider using a pruning saw and then bow saw for the final ground level cut.
- Be fully aware of the risk of getting a saw stuck due to tension/compression from the wood being cut. Use support from others (e.g when using a saw horse) or if cutting a tree cut a >>>>
- If cutting a tree be fully aware of the likely angle of fall and the safety zones. E.g. cut in apex of branch
- Ensure all people are clear of falling zone.

Personal Protective Equipment:

- Steel toed boots if cutting logs that may fall on feet e.g. large logs in a saw horse.
- Hard hat if cutting/ coppicing trees over head height.
- Gloves on none tool hand.

How to carry:

- cover on
- blade down
- in a bag over distance
- hang on a tree if not using.

How to maintain, clean and store:

- Clean with brush.
- Ensure not wet (e.g wipe with cloth)
- Cover on whilst storing.
- Check teeth.

Use of tools Summary: crow bar/ wrecking bar

Further information is available from: http://handbooks.btcv.org.uk/handbooks/index
Tool Check: No real checks
Safety Rules: <ul style="list-style-type: none">• When carrying one person to hold upright. With heavier bars this will most likely require an adult to do this.• Not to be carried horizontally or above shoulder height• Advise on safe lifting to protect back from damage.• Lay down on the ground after use. Do not leave up right in soil.
Personal Protective Equipment: <ul style="list-style-type: none">• Helmet and steel toe caps
How to carry: <ul style="list-style-type: none">• When carrying one person to hold upright. With heavier bars this will most likely require an adult to do this.• Not to be carried horizontally.
How to maintain, clean and store: <ul style="list-style-type: none">• Clean off mud and moisture with a rag.• Occasional sharpening of the point.

Use of tools Summary: hammers of all kinds (claw/lump/mel)

Further information is available from:

<http://handbooks.btcv.org.uk/handbooks/index>

Tool Check:

- Check shaft is not broken/fractured or split
- Check hammer head is securely in place

Safety Rules:

- Care when using in terms of raising the hammer during back swing. Particular check on the location of other people.
- Care when holding a stob or nail in position whilst hammering. Use own hand for holding. Advise to focus on object being hit. For a stob a crow bar can be used to hold the stob in place whilst lump hammer or mel is being used.
- Caution when hammering in the wet. Can take a cloth out to keep the shaft as dry as possible.
- Do not use a glove on the tool hand.
- Do not use your sleeve to hold the tool in any way.
- When using a mel, advise on keeping back as straight as possible.

Personal Protective Equipment:

- Mel hammer only: helmet and steel toe caps

How to carry:

- Claw: down by side, hand over the claw.
- Lump and mel: down by side, not swinging or over the shoulder.

How to maintain, clean and store:

- Clean moisture off with a rag.
- Check shaft is sound
- Check the head is secure.
- Replace the tool if shaft or head is weakened/loose.

Use of tools Summary: knife (*folding in italics*)

Further information is available from:

<http://handbooks.btcv.org.uk/handbooks/index>

Tool Check:

- Check no movement in the blade.
- Check sharpness of the blade

Safety Rules:

- When not being used into sheaf.
- Check safe working area (without knife in hand) before using.
- Check sitting / kneeling / standing position...,cut away from body or down into a log
- Reminder of not having to use too much force and to use whole body to avoid tiredness.
- Open and close folding knife in front of you. Close in same way, taking care of fingers in relation to the closing blade and not closing it on your body.

Personal Protective Equipment:

- none

How to carry:

- in sheaf
- *closed in case*

How to maintain, clean and store:

- Wipe clean and dry with a rag.
- Sharpen with a stone every use...diamond stone or blade tec.
- Regularly sharpen further with a wet stone.
- Store in a locked box in a locked store.

Use of tools Summary: Loppers and secateurs

Further information is available from:

<http://handbooks.btcv.org.uk/handbooks/index>

Tool Check:

- Check blades not cracked/ damaged.
- Check locking bolt and no play in handles.

N.b. when checking blade on loppers have handle over shoulder and blade open facing away from you.

Safety Rules:

Secateurs:

- Safety lock on if not using
- Pass handle
- Put in safe place if not using
- Use for appropriate sized material e.g finger size.
- Carry with blade facing down

Loppers

- No hands should be near the blades. Blood bubble rules.
- No cutting on the ground to avoid dirt in blade.
- Use for appropriate sized material e.g thumb size. Any larger use pruning saw
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- When clearing away loose cut pieces put loppers down.
- When not using loppers need to be closed and put in a safe clearly visible place

Personal Protective Equipment:

- loppers...hard hat if cutting over head height or material that is higher than head height.
- Steel toe caps if large branches.

How to carry:

- Carry Loppers with blade facing down and handles correctly positioned so that the blade will not open up.
- Carry secateurs with blade facing down and lock on.

How to maintain, clean and store:

- Wipe clean with a brush.
- Vegetable oil on the blade.
- Sharpen using local craftsperson.

Use of tools Summary: Post driver

Further information is available from:

<http://handbooks.btcv.org.uk/handbooks/index>

Tool Check:

- No tool check

Safety Rules:

- May be useful to get the fencing hole pre-prepared with a crow bar.
- Work on flat ground that is not slippery.
- Take care lifting the post driver off the ground. Two people lift. Keep backs straight. Bend the knees to lift.
- To use: stand with feet apart. Only lift the post driver a small amount so it remains on the post. If heaved high it can come off the post and risk hitting the users on the head.
- Work in pairs – careful communication is required.
- Use regular easy movements with back straight – bending arms and legs only.
- To put down bend your knees and keep your back straight. Do not over stretch.
- Watch fingers as putting down.

Personal Protective Equipment:

- Safety helmet is essential.
- Steel toe caps are essential.

How to carry:

- Care with back.

How to maintain, clean and store:

- Dry off if wet.

Use of tools Summary: Pruning Saw

Further information is available from:

<http://handbooks.btcv.org.uk/handbooks/index>

Tool Check:

- Check to see if any teeth are missing: destroy tool if the case.
- Check blade not cracked/damaged.

Safety Rules:

- Do not cut on the ground.
- Take care over opening. Ensure blade is properly fixed after opening.
- Care when closing blade. Hold handle in front and open/close with extreme care and attention to where fingers are when closing the blade into the handle.
- No gloves on tool hand.
- Essential to have glove on non-tool hand.
- Demonstrate how to avoid saw slip especially with the initial cut. E.g. None sawing hand across the tool. Alternatively have non-sawing hand protected by a barrier e.g saw horse. Never place non-cutting hand in the vicinity of the cutting blade as tool can easily slip from cutting groove.
- Use in area that enables person to stand securely. If sawing a tree remove other branches in vicinity of saw using loppers.
- Use gentle cutting action **cutting as pulling back**.
- If the blade is stuck do not push or twist or bend. Try and take the weight off the saw and release it.
- Be fully aware of the risk of getting a saw stuck due to tension/compression from the wood being cut. Use support from others in group.
- If cutting a small tree be fully aware of the likely angle of fall and the safety zones.
- Ensure all people are clear of falling zone.

Personal Protective Equipment:

- Consider hard hat if cutting/ coppicing trees over head height or large branches
- Gloves on none tool hand.

How to carry:

- Close tool
- Into protective case
- Not over shoulder height

How to maintain, clean and store:

- Clean with brush.
- Ensure not wet (e.g wipe with cloth)
- Cover on whilst storing.
- Check teeth.

Use of tools Summary: Axe

<ul style="list-style-type: none">• Further information is available from: http://handbooks.btcv.org.uk/handbooks/index
Tool Check: <ul style="list-style-type: none">• Shaft/ wedge is in good condition and no movement.• Head is secure in the shaft.• Sharpness.
Safety Rules: <ul style="list-style-type: none">• Safe working distance from others.• No glove on tool hand. Can glove other hand.• Chop on a flat stable block.• Kneeling next to the block on one foot is recommended.
Personal Protective Equipment: <ul style="list-style-type: none">• None if kneeling at a block to use.• Steel toe caps boots if standing
How to carry: <ul style="list-style-type: none">• in case• head of axe down and blade facing backwards
How to maintain, clean and store: <ul style="list-style-type: none">• in secure store• wire wool and dried on rag.• Vegetable oil on the head.

Use of tools Summary: wood saw

Further information is available from: http://handbooks.btcv.org.uk/handbooks/index
Tool Check: <ul style="list-style-type: none">• Check to see if any teeth are missing: destroy tool if the case.• Check blade not cracked/damaged.
Safety Rules: <ul style="list-style-type: none">• Do not cut on the ground.• No gloves on tool hand.• Essential to have glove on non-tool hand.• Demonstrate how to avoid saw slip especially with the initial cut. E.g. have none sawing hand protected by a barrier e.g. saw horse. Never place cutting hand in the vicinity of the cutting blade as tool can easily slip from cutting groove.• Use in area that allows person to stand securely, and area without significant obstacles• If the blade is stuck do not push or twist or bend. Try and take the weight off the saw and release it.• Be fully aware of the risk of getting a saw stuck due to tension/compression from the wood being cut. Use support from others in group.• Ensure all people are clear cutting area.
Personal Protective Equipment: <ul style="list-style-type: none">• Gloves on none tool hand.
How to carry: <ul style="list-style-type: none">• Ensure blade cover is in place.• Carry with teeth down
How to maintain, clean and store: <ul style="list-style-type: none">• Clean with brush.• Ensure not wet (e.g. wipe with cloth)• Cover on whilst storing.• Check teeth.