

Friends of Barnes Common Volunteer Handbook

Introduction

This handbook is a useful reference guide covering the main factors involved in volunteering with the Friends of Barnes Common. It is available on the website and a hard copy is kept in the office. Any comments or queries on the contents of this handbook should be directed to enquiries@barnescommon.org.uk

Without our volunteers, the Common would simply not be the beautiful place that it is – and we fully recognise this fact. Volunteering is a great opportunity for members of our community to be involved with local community and conservation projects on their doorstep. It is also the mainstay of our dedicated and loyal team of supporters.

Volunteering with the Friends of Barnes Common (FoBC) is not just about working outside cutting down scrub, although there is most certainly plenty of opportunity for this type of work!

There are many reasons to get involved: to get healthy, to stay healthy, to meet and work with new people, for fun, for the challenge, to learn new skills, to share existing skills, to prepare for the workplace, to help wildlife, to get out into the fresh air, – or to just have a go and try something new. Everyone is welcome, so why not get in touch. You can find out more by clicking the links below:

- [Community Gardening and Food Growing](#)
- [Conservation Work Parties](#)
- [Corporate Volunteering](#)
- [Desk-based research and admin](#): We always need desk-based help with things like creating an on-line archive, collating 'Then and Now' photographs, and developing a 'From the Vine' recipe book based on produce grown in our raised beds, as well as help with things like mail drops.
- [Duke of Edinburgh Bronze](#)
- [Ecological Surveys](#): This is a relatively new – and very exciting initiative for FoBC. It is an essential part of our work. Training sessions are held, and our trained volunteers are happy to share their knowledge whilst out on surveys. This is a great way to develop identification skills and to meet other volunteers and employees.

- **Fund Raising:** Every donation to FoBC goes towards the management of the Common, and so every amount is gratefully received. If you would like to get involved, whether it be hosting a fund raiser, or helping organise one, we would be delighted to hear from you.
- **Litter Picking:** The Common would not be the beautiful place it is, without our regular team of litter pickers. Unfortunately, the Common does receive its fair share of litter, and we always welcome more volunteers to help with this. This can be as an organised event, or on an ad-hoc basis, on your own.

Please note: Insurance requirements and Health and Safety legislation means we ask all of our volunteers to follow our guidelines. Understanding what is required will help us all to enjoy our work to the maximum.

Named First-Aiders/Areas of Health & Safety Responsibility

Sharon Morgan

FoBC led educational and community activities on Vine Road and Barnes Common
education@barnescommon.org.uk

Will Dartnell

FoBC led conservation activities on Barnes Common and Vine Road
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Code of Conduct

- All volunteers must be over the age of 18. Volunteers 14 – 17 are at the discretion of the Friends of Barnes Common (FoBC), in conjunction with having received written permission from parent/guardian of any minors undertaking activity (e.g. Duke of Edinburgh awards)
- Personal Protective Equipment: Volunteers are advised in advance to wear clothing appropriate to task (for example, wearing sturdy or steel toe work boots) and weather. FoBC supplies any additional personal protective equipment needed to safely undertake their activities ie gloves, hard hats, hi – vis attire and this must be worn as advised by the Team Leader.
- Risk Assessment: FoBC places a high priority on safe working. All volunteer tasks have a written risk assessment that is updated annually or on any changes in legislation and approved by Committee. The risk assessments are carried out by a staff member or team leader. Any volunteer who feels uncertain about safety aspects of a task should cease working until their concerns have been addressed by the Task Leader
- The ‘Person in Charge’ is the nominated person on the day of a task, and is responsible for Health & Safety on site. Safety instructions must be followed at all times. Failure to do so can mean that a person or persons will be sent off the site.
- Training will be given in safe use of tools and equipment at the start of each session and is ongoing throughout any activity. Any volunteer who would like more specialised training should discuss it with the Team Leader.
- Power tools are not allowed whilst working on any task unless you have the relevant current qualification and this has been authorised in advance by the Team Leader.
- Hand tools: Volunteers must not use any of their own hand tools unless they have been checked over by the person in charge on the day of the task
- Compliance with Code of Conduct: Any volunteer who fails to comply with the Code of Conduct, acts in any way that adversely affects the enjoyment and safety of other volunteers, or might bring Friends of Barnes Common into disrepute, may be asked to leave.
- Updating of this code of conduct. To keep in line with changes in the law or policies from any of the partners this code of conduct may be updated from time to time. When we do this, new copies will be circulated and unless you tell us otherwise we will assume you agree to abide by them

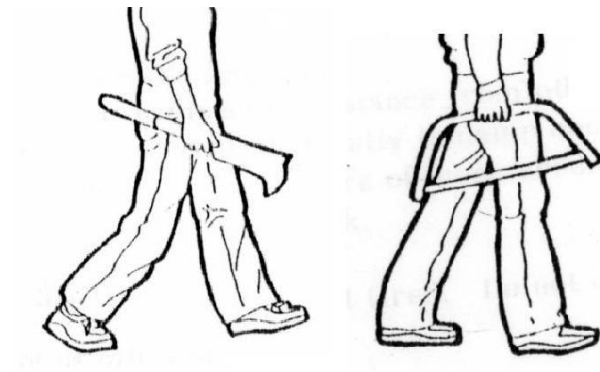
Please sign and return a copy to confirm you have read the above. If you are unsure about any aspect of this Code, please discuss with the person in charge of your activity. For your own safety, you will be asked to complete a simple Personal Information Sheet the first time you volunteer with the Friends of Barnes Common.

Tools: A handy guide for Safe Use and Care. Please always stop your activity and ask if you are unsure in any way.

- All tool use has some level of risk, however safe it may seem; but observing the recommendations in this guide should help you to minimise the risk.
- This guide illustrates a range of tools in common usage and correct techniques for using them safely.
- We all have a duty of care to ensure members of the public are adequately protected, both from tools in use and from their results, like falling branches or holes to trip in. Use signs warning of hazards and make sure you can detect people approaching closely and stop work until they are at a safe distance.
- Please note, this is not a comprehensive statement on all safety procedures and the reader must take all reasonable steps to ensure the health and safety of all users and to take all necessary steps to implement a health and safety policy.

Carrying

Never carry more tools than you can comfortably manage. Always carry tools at your side, with the 'business' end facing forward, points or blades facing towards the ground.



Always keep a good distance between yourself and others when carrying tools.

Never carry tools over your shoulder.

When not in use, tools should generally be laid flat on the ground. Spades, shovels, forks and rakes should be placed with points downwards. This prevents the tools flying up if the points are trodden on.

Maintenance

A well-maintained tool is safer, lasts longer and is easier to use.

Make sure tools are clean and rust-free, that blades are sharp and heads secure. Handles should be free of splinters, and tools with split or damaged handles should not be used but repaired at the earliest opportunity.

Bowsaws

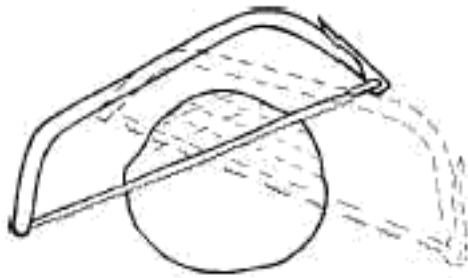
For tree felling, scrub clearance, coppicing and cross-cutting felled timber.

SAFETY POINTS

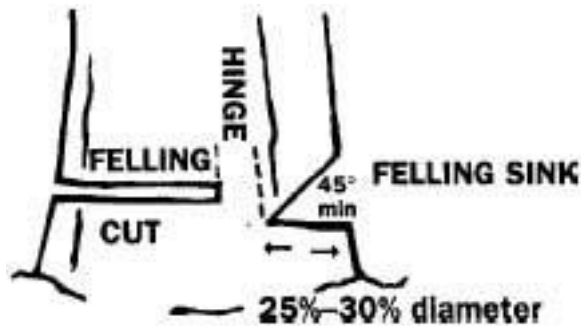
- Choose the size of saw according to the size of timber you wish to cut, but use the smallest which can do the job effectively and efficiently.
- Use with one hand holding the lever end of the frame. Do not use your other hand to guide the blade when cutting small wood. Use it to hold the wood steady, but keep it well clear of the saw blade as the blade could jump out of the saw cut and cause injury.
- When carrying the saw, hold it down by your side with the blade facing down.
- Make sure the blade is well protected with a guard or is wrapped in sacking or similar material when being transported.
- Wear a safety helmet when bringing down any trees over 3m high with a diameter at breast height (DBH) >6"
- Before starting any felling, check for overhead cables and any hanging dead branches

TECHNIQUE

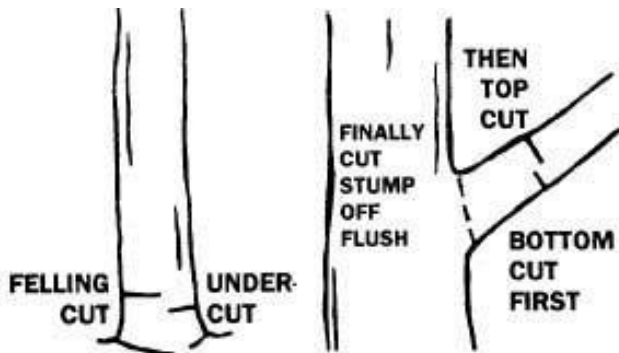
- Check the tension and condition of the saw blade and reset and re-tension as necessary. If that is not possible or if the blade is bent or any teeth are missing or have lost their set, replace the blade, as a poorly maintained saw will make the work more hazardous.
- Push and pull the saw with one hand, holding the lever end of the frame near the blade. When cutting small wood, hold the wood steady with the other hand well clear of the saw in case it jumps out of the cut. Ideally wear gloves on the spare hand.
- When cutting large wood, rest the other hand lightly on the back of the frame to keep the blade in contact and aligned in the cut.
- Saw with easy relaxed strokes, using the full length of the blade. Use a rocking motion when cutting large timber. Let the blade do the work - don't force it, particularly if it sticks.
- Large bow saws (91cm, 36in) are easier to use with a partner. Pull on alternate strokes. Do not push or the blade will jam.



- When felling large trees (20cm, 8in+ in diameter) cut a felling sink or 'Gob cut' to help control the direction of fall and to stop the tree pinching the saw.
- If possible select blade for type of wood to be cut (large teeth for green wood, small for dead/seasoned).



- With smaller timber, make a horizontal cut instead of a felling sink. Prune branches in a similar manner.



Billhooks

There are many different types, some single and some double-edged. In general, the more sharply curved ones, particularly with a weighted 'nose' to the blade, are for brashing and

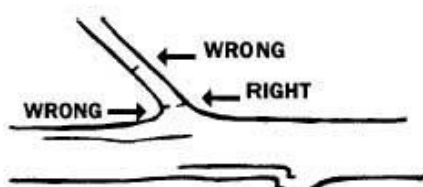
coppicing; while the straighter bladed ones are for hedging.

SAFETY POINTS

- To be safe and work effectively, billhooks should always be kept sharp. A blunt blade can bounce off wood instead of cutting in and is tiring to use.
- Make sure the handle is attached tightly to the blade. If it is slightly loose or becomes so during use, soak it in water, but if very loose the handle should be replaced.
- Never wear a glove on the hand holding the billhook as it makes the handle difficult to grip safely. Even special hedging gloves have limited grip.
- Make sure there is plenty of clearance to work in, as branches and twigs may deflect the swing.
- Keep a safe distance from people and if someone comes too close then stop working. The safe distance away is at least twice the combined length of your arm and the tool you are using.
- Always exercise caution when working in rain, wet or icy conditions. If you have any doubt, stop working.
- Transport billhooks with the blades guarded in sheaths or wrapped in sacking or similar material. When carrying a billhook in your hand it should be held at the point of balance. Never swing it as you walk.
- Never lift a double-edged hook directly towards or over your head.
- Before starting any felling, check for overhead cables and other obstructions.
- Bill hooks should be transported in the boot, or a locked box where it cannot be easily accessed by the occupants of the vehicle.

TECHNIQUE

- Cut with, not across the grain.



- Wood over 5cm (2in) in diameter is better cut with an axe or saw.
- When coppicing and felling very small trees, use an upward stroke near ground level to avoid digging the blade into the ground. Clear debris before cutting.

- To log up small timber, cut out a wedge. The wedge will need to be nearly as wide as the log is thick.



Pole Saw

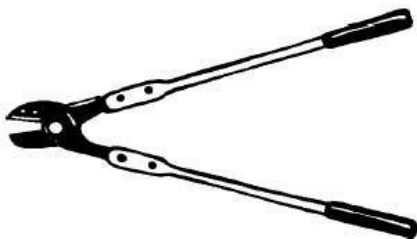
For clearing side branches of standing trees, usually conifers, and in hedging.

SAFETY POINTS

- Check the blade for cracks or missing teeth and the set and sharpness of the teeth; the handle for splits and cracks.
- When working above shoulder height, a helmet and face visor must be worn to protect against falling branches and sawdust.
- Make sure there is sufficient space for the sawing action and maintain a safe working distance from other people. A good guideline is to keep people away by a distance equal to twice the combined lengths of the tool and your arm.
- Keep the blade covered with a guard or sacking or other material when in transit.

Loppers

Used for brashing and woodland clearance as well as for general pruning of small shrubs and vegetation. They are particularly useful in restricted situations. Loppers (toggle loppers) are very safe tools and particularly useful for those inexperienced with billhooks and bowsaws.



SAFETY POINTS

- Be careful of branches and debris falling on the face or in the eyes.

TECHNIQUE

- Hold lopper handles and close them to cut straight across the grain of the wood. Do not exceed the cutting capacity of the loppers (approx 2-3 cm, about the thickness of an adult's thumb).

Slashers

For clearing brambles and cutting out large quantities of excess brush. For most work, the general purpose slasher is adequate, but for heavy work, a heavy duty or straight-bladed slasher is needed. They should not be used for those jobs done better with an axe or billhook.

SAFETY POINTS

- Do not work in the rain and exercise caution in wet or icy conditions.
- Never wear gloves as they make the handle hard to grip.
- Keep a safe distance, at least 5 meters, from other people. Watch out for those around you and stop if anyone comes too close.
- Make sure the handle is in good repair with no cracks or splinters that could injure hands.
- Always attract the attention of someone using a slasher by calling out or being seen from the front. Do not walk up to them while they are unaware of you.
- Carry the slasher by your side, held at the point of balance -never over your shoulder - with the blade pointing down and away from you and your thumb on the outside. Keep a safe distance from others as you walk. If you trip, push the slasher away and let go.
- Transport slashers with their blades separately and securely wrapped in sacking or similar material.

TECHNIQUE

- Keep the blade sharp; when blunt, extra effort is needed and the blade can bounce off vegetation instead of cutting into it.
- To cut light vegetation, hold the slasher with one hand at the heel - the other end of the handle from the blade - and the other hand part way along the handle.

- Swing the slasher through a wide arc, sliding one hand along to meet the other at the heel as you start to cut. Put the effort into starting the swing: the cutting should be done by the momentum you have created in the tool.
- Cutting can be improved by angling the blade upwards slightly; cutting with it angled downwards can blunt it quickly.



Sharpening stones

three major types (left to right):

- Canoe stone - for billhooks and slashers
- Cigar stone - somewhat coarser, for sickles and scythes
- Double-sided stones - for axes; coarse one side and fine the other

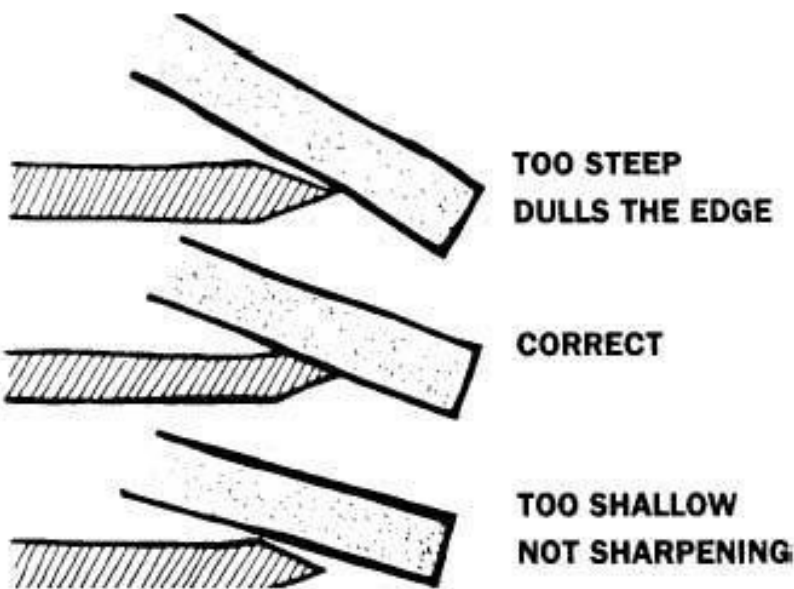


SAFETY POINTS

- Wear protective leather gloves when sharpening tools.
- Keep hands away from the blade.
- Work in a quiet place away from distractions.

TECHNIQUE

- All stones are best used wet.
- Sharpen with small circular motions of the stone with the blade facing away from you.
- Hold the stone at the same angle as that to which the blade has already been sharpened.
- Don't sharpen in one place for too long.
- Sharpen from behind the blade, not in front along the sharp edge.
- Note that many new sharp edged tools are supplied by manufacturers in need of final sharpening before use.



Sledge hammers, mells and mauls

sledge hammers have steel heads and are used for heavy hammer work with stone, brickwork and driving in steel stakes. - mells are stake and fence post driving tools with cast iron heads. They must not be used on rock or metal as the head will shatter. - mauls are stake and fence post driving tools with wooden heads, with heat-shrunk metal rings round the ends to reduce fraying.

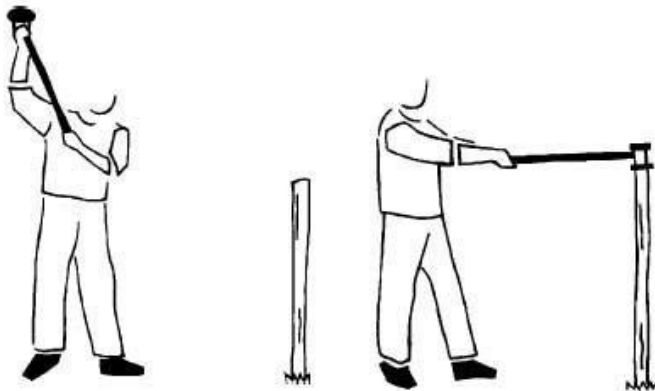
SAFETY POINTS

- Always protect your feet with steel toe-capped boots if possible, otherwise take extreme care and supervise group closely.

- Never wear gloves while using these tools as you may lose your grip on the shaft.
- Wear goggles to protect your eyes from flying chips when breaking rocks and hitting metal with a sledge hammer.
- Check the head at regular intervals to ensure it is not working loose and that the metal/ wooden wedges securing the head are still in place. Make sure the shaft is in good repair with no cracks or splinters that could injure hands.
- When someone else is holding the post for you, work carefully. The assistant should be wearing a safety helmet. Use a stob twister if possible. Keep other people away at least the distance of twice the combined length of your arm and the length of the tool. Stop working if they come closer.
- Carry these tools by your side held at the point of balance.

TECHNIQUE

- Make sure you have a firm footing and sufficient clearance and check your distance from the object you want to hit, maybe by a safe, slow-motion practice run.
- With one hand at the end of the shaft and the other near the head, lift the tool, bending the knees and keep your back straight. As you swing it down, slide the upper hand near the head down to meet the lower. Keep your eyes on the target.
- For mells and mauls, it is important to use the flat of the tool head to strike the top of the post/ stake to avoid unnecessary splitting of these



Drivalls

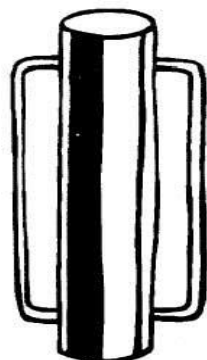
Also known as post drivers, these are two or four-handled hollow cylinders with a cast-iron weighted end, used for driving in wooden posts.

SAFETY POINTS

- Always wear a safety helmet and safety boots if possible, otherwise take extreme care and supervise group closely.
- Do not support the post by hand when a drivall is being positioned over the post or being used to drive it in.
- When lifting or lowering the drivall, keep the back straight and bend the knees to use the strong thigh muscles.
- Care must be taken not to raise the drivall too high between strokes. This could lead to head injuries.
- Beware: as the post is driven in, the drivall must be progressively raised a little less or it could come off the post and then come down unpredictably, thus risking injury.
- Carry a drivall between two people, down by their sides.

TECHNIQUE

- Use a drivall only on sound, regularly-shaped posts.
- The drivall is a two person tool: don't use it alone.
- Taking one handle each, maintain a firm stance and keep feet and legs clear of the post being driven. With the bottom of the drivall over but no higher than the top of the post, let it fall under its own weight thus driving the post into the ground, but do not let go of the handle as you must not rely on the post to support the drivall.
- To ensure the post goes in correctly and to reduce the effort required, it is helpful to use a crowbar to create an initial drive hole.
- To reduce lifting problems, place the drivall on the post held at an angle to the ground. Then raise the post vertical into the pilot hole with the drivall on it.



Crowbars and wrecking bars

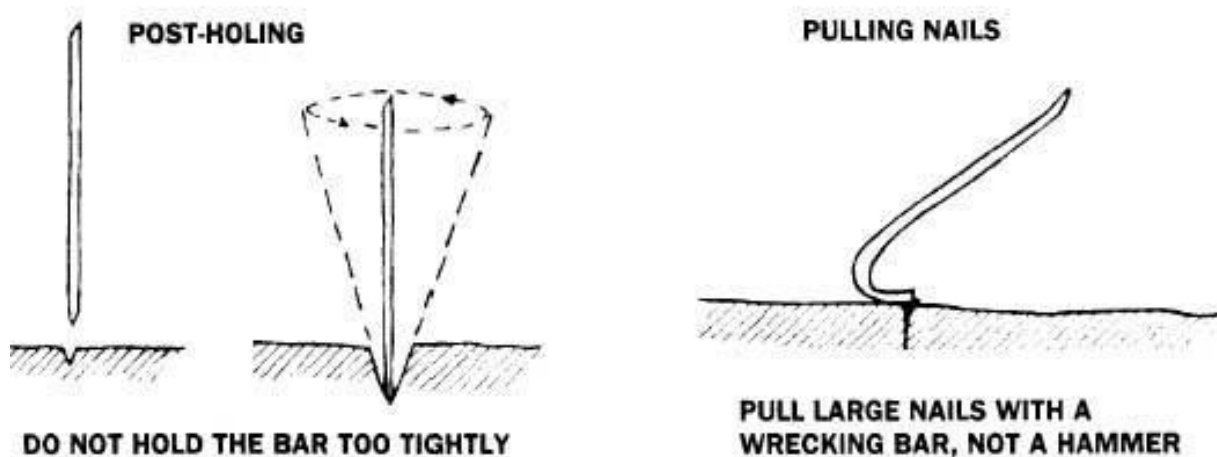
Levers for moving heavy objects and forcing things apart. Crowbars (also called pinchbars) can also be used to make post holes and wrecking bars (also called jemmys or swan-necks) for pulling nails

SAFETY POINTS

- Before use, check for damage to the metal to avoid painful cuts.
- When post-holing, ensure the ground has been checked for underground utilities e.g. electricity cables. Keep your head clear as you raise the crowbar.
- When levering with a crowbar, be sure you will not hurt yourself if you slip, or if the object moves suddenly.
- Wear steel toe-capped boots when using a crowbar.
- Be sure you have firm footing. When lifting, bend your knees and use your leg muscles, keeping your back straight to avoid straining it.
- When not in use, lay tools flat on the ground.
- Carry tools down by your side at the point of balance, with due regard for those in front and behind.
- Wear strong appropriate footwear.

TECHNIQUE

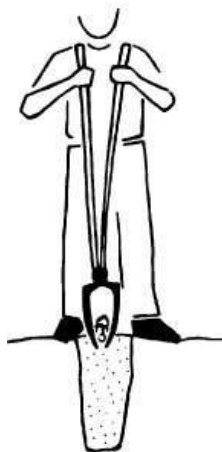
- When trying to lever large objects, place a suitable fulcrum such as a log or a stone as near as possible to the object to be moved (a distant fulcrum works poorly).



- Make sure the bar is placed under the centre of the object to be moved and over the centre of the fulcrum.
- It is useless trying to lever against soft ground.

Shuv-holers

A large implement, consisting of two pointed and long-handled spades hinged together. The shuv-holer is indispensable for quickly making a deep narrow hole in most types of soil and does away with the discomfort of grovelling with your hands in deep muddy holes.



SAFETY POINTS

- Before deep digging (over 30cm) check for underground utilities - gas, water, electricity etc.
- Ensure your head is kept well clear of the handles.
- Carry it down by your side, held at the point of balance.

TECHNIQUE

- The shuv-holer is used like large tongs in a pincer movement. With the spades apart by several inches, drive them into the hole and then bring the two handles together.
- Bending your knees and keeping your back straight at all times, lift out the soil caught between the spades. Remember the shuv-holer should not be used for driving holes in hard or stony ground, as the blades will become bent and damaged.

Earth Auguers

An earth auguer has a threaded shank, and a handle, that is used to bore through earth in order to make a post hole. They can either be used by one or two persons

SAFETY POINTS

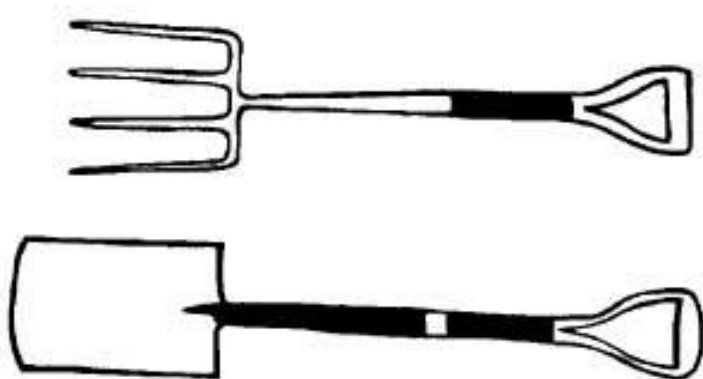
- Before deep digging (over 30cm) check for underground utilities - gas, water, electricity etc.
- Carry it down by your side, held at the point of balance.

TECHNIQUE

- Hold the auger upright by the handle, with the shank perpendicular to the ground. Begin turning the handle
- If the ground is hard, you may need to loosen the top soil first with a fork or spade
- Dig down about 30 cm. Raise the auger out of the hole and dump the dirt off the blades. If you don't regularly dump off the dirt, the auger will become too heavy to raise easily. It may even get stuck in the hole
- Continue digging until required depth is met

Spades and forks

are digging tools, forks also serving to loosen soil.



SAFETY POINTS

- Before deep digging (over 30cm) check for underground utilities - gas, water, electricity etc.
- Wear strong appropriate footwear, preferably steel toe-capped boots with a metal plate protecting the sole.

- Position your feet carefully to avoid cutting them with spades or impaling them with forks, particularly on hard or stony ground.
- Carry tools at your side, held at the point of balance.
- Ensure the handle is not loose and that both it and the shaft are free of splits or splinters.

TECHNIQUE

- Keep your weight over the tool to push it down with maximum force.
- Use the heel or ball of the foot; using the arch can damage your foot. Press with your foot: don't kick down on the spade/ fork or jump on it with both feet.
- Do not use a spade or fork to lever stones, etc. from the ground.

Long handled manure fork

Designed for lifting and shifting, not digging. Useful for moving hay and any large piles of brash

SAFETY POINTS

- Position yourself to avoid twisting around to lift and deposit material. Maintain firm footing and use your legs and arms to do the lifting, not your back.
- A large well-loaded fork may have considerable weight: do not try to lift too much.

TECHNIQUE

- When lifting with the fork, work from as low a position as possible and lift keeping your back straight, to avoid straining it.

Picks and mattocks

Picks are used to break up and loosen hard and stony ground, but should not be used to lever boulders or any great weight of compacted earth. - Mattocks are of the same construction as picks, but the heads are made of softer steel which will bend if used on rocks. The broad blade of mattocks is used for grubbing and breaking up hard ground. The 'axe' blade of grubbing mattocks is useful for cutting roots. Mattocks should not be used as levers.

SAFETY POINTS

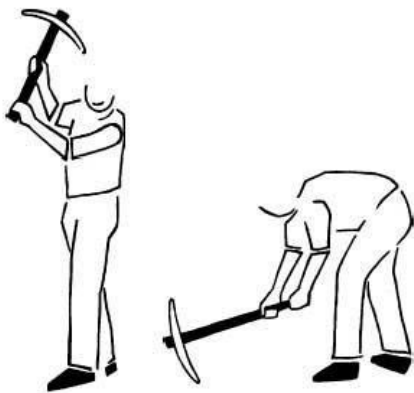
- Wear safety boots. Wear goggles if working on stony ground. Never wear gloves as these interfere with your grip.
- Ensure that at all times the blade is secure on the handle and is not loose. The haft

should stand proud of the top of the blade by approximately 3cm or the blade could be propelled off the end of the haft by the force generated when the tool is in use. If the head cannot be firmly fastened on the haft, the tool must not be used.

- Make sure the haft is in good repair and has no cracks or splits which could injure hands.
- Ensure you work at a safe distance from other people - at least equal to twice the length of your arm the length of the tool combined.

TECHNIQUE

- To construct the tool, place the narrowest part of the haft through the top (i.e. the widest part) of the blade. With the blade top down, knock it firmly down on the haft by raising the tool and thumping the blade end of the haft hard on a solid patch of ground such as concrete several times. Take care not to drop the blade onto the fingers of your hand holding the haft.
- Hold the tool with one hand at the end of the haft and the other one near the head. Lift the tool, bending your knees and keeping your back straight. As you swing the tool down, slide your upper hand down to meet the lower.
- When grubbing or breaking ground, roll/ push the haft up and away from you over the point after digging in the point. Do not pull the haft towards you, as this could injure your back, particularly if done persistently.
- To disengage the tool: hold the blade in one hand and knock the bottom of the haft on hard ground while covering the blade end of the haft with your other hand until the blade works loose.



Shovels

Designed for lifting and shifting, not digging. They have a broader and thinner blade than spades.

SAFETY POINTS

- Position yourself to avoid twisting around to lift and deposit material. Maintain firm footing and use your legs and arms to do the lifting, not your back.
- Make sure the handle is in good repair, without splits or cracks to injure hands.
- A large well-loaded shovel may have considerable weight: do not try to lift too much.



Technique

- When shovelling, work from as low a position as possible and lift keeping your back straight, to avoid straining it. To shift a pile of material, dig out from the bottom and try to create a good 'working face'. Push the blade in, letting the material fall onto it. Then squat down to lift with your legs.

Rakes and cromes

garden rakes are lightweight general-purpose tools used for example to rake over bare ground, to break up the earth or remove small stones from the surface.

Cromes, also known as muck rakes or manure drags, are mainly used to drag reeds and rubbish from ponds.

Tarmac rakes are larger and stronger than garden rakes and are used to spread chippings and ballast on footpaths.



Hay rakes are wooden or aluminium tools, used to rake grass and other light vegetation.

Springboks are used on lawns to comb out grass and rake leaves.

SAFETY POINTS

- Work from a balanced position and be careful of your footing, particularly in wet and muddy conditions. Check handles are in good repair, without splits or cracks which might injure hands and not polished smooth so that your grip might be reduced in the wet.
- Keep well clear of others, particularly in water where you can easily knock someone off balance. Watch behind yourself.
- Always leave the prongs of rakes and cromes pointing down. If the prongs point upward someone might impale their foot or the handle might fly up.



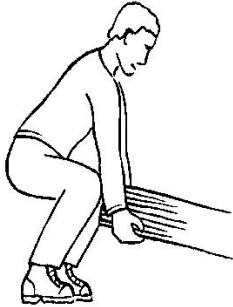
- Carry rakes and cromes by your side, held at the point of balance, with the prongs pointing downwards and away from yourself. If you trip, push the tool away from you. Do not attempt to carry more than one in each hand.

TECHNIQUE

- All rakes are used with two hands. Stand at an angle to the material you are raking. Swing the rake away from you and roll the material towards you, keeping your back straight and using your arms and legs to do the pulling.

1. Moving materials

When lifting, pushing or carrying, do not attempt to move weights that are too heavy or too awkward. Remember to lift with a straight back, bent knees and let the legs do the work. The majority of all injuries are related to moving and handling tools and materials, so particular attention must be paid to encouraging safe working practices.



2. Underground Services

If working near buildings, road sides, utility lines then ask utility companies to identify and mark line of service on site. Avoid digging within 1m. If digging within 5m of line, use only wooden handled spades. Staff should watch out for buried marker tape indicating pipe or cable.

3. Working near traffic

Keep to the most visible part of the road, wear hi vis jackets front and rear of group. If working on the road side high visibility jackets should be worn. For roadside unloading, place cones or tape and signs as necessary.

4. Protective clothing

Always wear strong boots, preferably with steel toecaps. Don't wear overly loose clothing. Long hair should be tied back if it may get in the way.

When felling trees or scrub over 3 meters high and 6 inches wide, hard hats should be worn.

If waders are worn, make sure you can swim. Lone working in waders must not be undertaken and a rope or safety line should be available if life jackets are not worn. Make sure waders fit properly, and are not too big. Avoid fast flowing or deep water, as waders can be very dangerous and are capable of trapping a person underwater. The use of chest waders must be planned carefully for exceptional circumstances only.

Gloves should be worn when clearing rubbish, to avoid cuts, but should not be used with edged swinging tools such as billhooks and slashers.

Wear impact resistant goggles if cutting or trimming stone; a face mask if danger of dust particles, etc, being inhaled and work with back to the wind.

5. Safety and techniques talks

Volunteers will be briefed on any risks involved and how to use the tools properly, making work both easier and safer. To ensure that everyone knows how to stay safe during the work and when using any of the tools, project leaders (person in charge) should give a suitable talk at the beginning of the day.

If you are joining the project at various times of the day, make sure that you locate the team lead before using any tools and commencing any conservation work.

6. Glossary & advice

- **BALLAST** Coarse stones used to form footpaths (used similarly in railways and roadworks).
- **BRASHING** The trimming of smaller, lower branches of trees, (up to 1.8m, 6ft, in height), as close to the stem as possible so as to avoid the formation of dead wood and to enable easier access.
- **COPPICING** The periodical cutting-down of trees to ground level in order to stimulate multiple shoot regrowth. Saws are best used on older trees and billhooks on younger, sappier trees.
- **CROSS CUTTING / LOGGING UP** Action of chopping up felled timber into shorter lengths, after snedding. Do not cross cut on steep slopes.
- **EDGED TOOLS** Also referred to as sharp-edged tools, either one or two-sided sharp bladed tools (eg. billhooks and slashers).
- **FULCRUM** Point against which a lever is placed to get purchase and on which it turns and is supported.
- **GRUBBING** The action of de-rooting weeds, tree roots and brambles to prevent regrowth.
- **HAFT/ HANDLE/ SHAFT** Broadly interchangeable terms for the part of the tool which is gripped with the hands and upon which the axe head, slasher blade etc, attaches.
- **HEDGELAYING** Process of cutting part-way through a standing tree and then bending the stem toward the horizontal, it being then interwoven with other branches to form a barrier. **HEDGING** Creation, repair and maintenance of hedges.
- **HEEL** The other end of the tool's shaft from the end at which the tool's head is fastened. The heel may commonly be a little 'swollen' (of greater circumference) compared with the body of the shaft.
- **SCRUB CLEARANCE** Process of clearing areas of unproductive woodland dominated by shrubs, in order to promote wildlife diversity.
- **SLING** A length of cable or rope, normally with secure loops at each end to hook onto, used for attaching anchors or loads to be moved.
- **SNEDDING** Removal of branches from felled trees. Light axes and billhooks are best for removing smaller branches.
- **STOB TWISTER** A device, commonly of metal but sometimes of wood, about 75cm long which is held at one end and grips a stob (a short post used in step construction) or fence post. It both keeps hands safely away from the post being driven and prevents the post twisting around.
- **THE TEMPER OF A BLADE** The elasticity and durability/ hardness of the metal.
- **TIL TH** Cultivated/ tilled soil.