








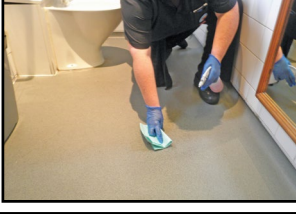





Cloth	Area specific colour coded cloth
PPE	• Disposable gloves • Safety gloves (rubber) 
Chemicals	• Sanitiser • Washing-up liquid • Antibacterial soap
Reference	• Safety policies • COSHH manual • Risk assessment manual • A4 Handwash poster • SOP OF0002 - Use of disposable cloths • SOP OF0003 - Dealing with a spillage • SOP OF0005 - Accident & Incident procedures
Equipment	<ul style="list-style-type: none"> • Sharps box via PHS (styles may vary) • If a specific sharps container is not available, use a clearly labelled rigid plastic container with a tight fitting lid • Short handled dust pan and brush • Short handled tongs • Ruler or rigid implement <div style="display: flex; justify-content: space-around; align-items: center;">   </div> <p style="text-align: center;">PHS</p>

Step 1	 	<ul style="list-style-type: none"> • Upon discovery of any needles or sharps, cordon off the immediate area. • A member of staff can be used to restrict access to the area until the sharp has been removed. • Bring the sealed sharps box to the area where the sharp is located. • Never walk with the sharp. • PPE MUST BE WORN AT ALL TIMES. • Place the container on the ground or flat surface beside the sharp. • Keep feet away from the sharp. • Open the access point on the lid (if applicable) of the sharps container. • Never hold the container while the sharp is being transferred. • Do not handle more than one sharp at a time. • Do not attempt to put the cap back on the sharp.
Step 2		<p>The sharp must be disposed of using a hands free technique, as follows :</p> <p>Short handled dust pan and brush:</p> <ul style="list-style-type: none"> • Carefully sweep the sharp onto the dustpan. • Use a slow, sweeping movement to prevent the needle from being flicked into the air. • Position the dust pan above the opening in the sharps box and using the brush, carefully slide the sharp into the container. <p>Tongs :</p> <ul style="list-style-type: none"> • Carefully grip the middle of the sharp using the tongs. • Place the sharp into the container sharp end first using the tongs. • Ensure the sharp is in the container before opening the tongs. • Close the access point on the lid (if applicable) of the sharps container.
Step 3		<ul style="list-style-type: none"> • If hands have to be used due to location of sharp, care should be taken to avoid direct contact with the sharp and rubber safety gloves must be worn. • This method is to be used only when either of the hands free techniques are not possible. • Pick up the sharp from the blunt end only, not from the middle. • Place the sharp, needle end first into the sharps container. • Close the access point on the lid (if applicable) of the sharps container.

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<p>Step 4</p>		<ul style="list-style-type: none"> • If the sharp is located in a hard to reach area e.g. fixed bench seating, do not attempt to use hands to access the sharp. • Wearing rubber safety gloves, use a rigid implement to try to carefully move the sharp to a more accessible position prior to removing. • Follow Step 1 then Step 2 or Step 3 for removal and disposal of the sharp appropriate to the location.
<p>Step 5</p>		<ul style="list-style-type: none"> • The outside of the rubber safety gloves must be washed in hot soapy water and sprayed with sanitiser after use. Allow to air dry.
<p>Step 6</p>		<ul style="list-style-type: none"> • Using the area specific colour coded cloth, sanitise the area where the sharp was found. • Refer to SOP OF0003 - Dealing with a spillage - if further cleaning is required.
<p>Step 7</p>		<ul style="list-style-type: none"> • Remove the sharps container. • Use the handle provided to carry the container. • If a handle is not available, carry by the rim. • Store the sharps container in a secure location in the office.
<p>Step 8</p>		<ul style="list-style-type: none"> • Remove disposable gloves carefully so that any contamination does not come into contact with hands. • Dispose of gloves and the cloth immediately after use in a double plastic bag and then dispose of in a general refuse wheelie bin. • Wash hands immediately.
<p>Step 9</p>		<ul style="list-style-type: none"> • Replacement sharps containers can be ordered via PHS (personal hygiene services contractor). • Contact PHS for collection of sharps containers when full. • PHS will leave a replacement sharps container during the collection. • Never dispose of needles or sharps in any general waste bin. • Any equipment and PPE used in the disposal of sharps must be washed and sanitised immediately after use. • All managers and staff must be trained in the safe disposal of needles and sharps. • Monitor the number of needles found and act accordingly to address a possible problem on the premises. • Complete an A & I form via SECOM air for all sharps related incidents. Refer to SOP OF0005 - Accident & Incident procedures. • If skin is punctured whilst dealing with a sharp, seek immediate medical attention.