

‘Growing together in the spirit of Christ’s love’

All Hallows Catholic High School



Sharps Policy

Signed by:

Headteacher: Mrs A Cooper

Chair of Governors: Mrs L Kitto

Date: Autumn Term 2025

Review Date: Autumn Term 2026

All Hallows Catholic High School

Policy Title: Dealing with Sharps

1. Purpose

This policy sets out the procedures for safely dealing with needles, syringes or other sharp objects ("sharps") to protect pupils, staff and visitors from the risk of injury or infection.

2. Scope

This policy applies to all employees, contractors and volunteers working on the school site, including those working in areas where sharps may be encountered (e.g. grounds, bins, drains, outside spaces).

3. Responsibilities

Headteacher / Senior Leadership Team: Ensure staff are aware of this policy and that appropriate training and resources are provided.

Line Managers / Site Manager: Ensure risk assessments are completed and suitable equipment and PPE are available.

All Employees: Follow the procedures set out in this policy and report all incidents or near misses immediately.

4. General Safety Precautions

Always remain alert to the possibility of foreign objects in the work area before carrying out tasks.

Under no circumstances should an employee put unprotected hands where they cannot see, such as into soil, drains, U-bends, or inside bins.

Where a task involves kneeling, consider additional protection such as a kneeling pad or protective knee pads worn over work clothing.

5. Procedures When a Sharp Is Found

5.1 Initial Actions

Do not touch the item with bare hands.

Where possible, ensure the sharp is effectively guarded until it can be safely removed (for example, cordon off the area or place a temporary barrier around it).

If you do not feel confident to remove the sharp, do not attempt removal. Secure the area and contact your line manager for advice.

5.2 Safe Removal

Where removal is appropriate and you are confident to proceed:

Use remote methods wherever possible (e.g. spade, brush and shovel, rake, litter picker, piece of wood).

If using tools is not possible and removal is imperative, pick up the item by the handle or plunger end – never the needle end.

It is not necessary to use reinforced gloves if you can avoid touching the sharp with bare hands.

Wear any personal protective equipment (PPE) provided, in accordance with the manufacturer's instructions.

5.3 Disposal

Place the sharp in a sharps disposal container (needle or sharp end down) and replace the lid firmly.

If a sharps container is not available, place the sharp in a temporary rigid container (e.g. a lidded tin, plastic or sturdy cardboard) until it can be transferred to a sharps disposal container.

Arrangements should then be made to take the container to an establishment known to have a disposal box.

If no local facility is available, contact:

Lancashire County Council – Building Cleaning and Grounds Maintenance team

Tel: 01772 537689

Email: groundsandcleaningsupport@lancashire.gov.uk

(Note: There may be a charge if a contractor is required to collect or retrieve the needle.)

Where an establishment manager identifies a need for a permanent sharps disposal box, contact PHS Group on 01704 896699 or source an alternative supplier.

6. Reporting and Follow-Up

All sharps incidents must be reported immediately to the line manager.

The line manager must:

- Review and, if necessary, update the risk assessment for the task.

- Complete an Incident / Near Miss Report Form in line with the school's Health & Safety procedures.

7. Training and Review

All relevant employees will receive periodic training on safe handling and disposal of sharps.

This policy will be reviewed annually or following any significant incident, change in legislation, or guidance from Lancashire County Council.