



SANDOWN TOWN COUNCIL

# Sharps Management and Disposal Policy

APPROVAL DATE: 29/09/2026

REVIEW DATE: 29/09/2027

MINUTE NUMBER:

## **1. INTRODUCTION**

- 1.1. Sandown Town Council is committed to protecting employees, contractors, volunteers, and the public from risks associated with the use, handling, or discovery of sharp items (sharps).
- 1.2. This policy outlines the safe procedures for managing sharps in line with Health and Safety Executive (HSE) guidance and local authority protocols.

## **2. LEGISLATION:**

- 2.1. Health and Safety at Work etc. Act 1974
- 2.2. Control of Substances Hazardous to Health (COSHH) Regulations
- 2.3. Environmental Protection Act 1990
- 2.4. Hazardous Waste Regulations
- 2.5. HSE guidance on sharps injuries

## **3. PURPOSE**

- 3.1. This policy ensures:
  - Safe handling, storage, and disposal of sharps.
  - Proper training and awareness for those who may encounter sharps.
  - Compliance with health and safety and environmental regulations.
  - A coordinated response to incidents involving sharps.

## **4. SCOPE**

- 4.1. This policy applies to:
  - All Sandown Town Council employees and contractors.
  - Volunteers operating under the council's direction.
  - Council premises, public areas, and events managed or supported by the council.

## **5. DEFINITION OF SHARPS**

- 5.1. Sharps include, but are not limited to:
  - Hypodermic needles
  - Blades and scalpels
  - Lancets
  - Broken glass
  - Any object capable of puncturing or cutting the skin

## **6. ROLES AND RESPONSIBILITIES**

- 6.1. Town Clerk / Line Managers

- 6.1.1. Ensure this policy is implemented and reviewed.
- 6.1.2. Provide training and equipment as needed.
- 6.2. Employees / Contractors / Volunteers
  - 6.2.1. Follow procedures outlined in this policy.
  - 6.2.2. Report sharps incidents promptly.

## 7. RISK ASSESSMENT

- 7.1. Sharps risks will be identified and reviewed as part of regular workplace and event risk assessments. Key locations include:
  - Parks and open spaces
  - Public toilets
  - Beachfront and seafront areas
  - Event venues
  - Community clean-up operations

## 8. SAFE HANDLING PROCEDURES

- 8.1. Do not touch or handle sharps with bare hands.
- 8.2. Use protective puncture resistant gloves (puncture-resistant gloves meeting EN388) and mechanical tools (e.g., litter pickers).
- 8.3. Place sharps directly into a **rigid, puncture-proof sharps container**.
- 8.4. Never attempt to recap, bend, or break sharps.
- 8.5. Staff who have not received sharps training or do not have the required PPE should not attempt to remove sharps.

## 9. SHARPS CONTAINERS

- 9.1. Approved yellow sharps bins must be:
  - Clearly labelled
  - Accessible near known risk areas (or carried by relevant staff)
  - Sealed when full and collected for safe disposal
- 9.2. The Town Council has sharps disposal containers in all its toilets which are collected by a licenced contractor.

## 10. DISPOSAL OF SHARPS

- 10.1. All sharps waste is classified as **clinical / hazardous waste**.
- 10.2. Publicly found sharps should be reported immediately for removal via local authority teams (e.g., Emergency Hit Squad). (01983) 823777 or [waste.contract@iow.gov.uk](mailto:waste.contract@iow.gov.uk)
- 10.3. Sharps on Sandown Town Council Land should be reported to the Clerk or Deputy Clerk who will arrange for removal.

## **11. INCIDENT PROCEDURE (SHARPS INJURY)**

- 11.1. Wash the area with soap and running water — do not scrub.
- 11.2. Encourage the wound to bleed gently.
- 11.3. Cover the wound with a sterile dressing.
- 11.4. Seek immediate medical attention.
- 11.5. Report the incident to the Town Clerk and complete an incident report form.
- 11.6. Incidents will be reported to the HR Committee.

## **12. TRAINING**

- 12.1. Relevant staff, contractors and volunteers will receive training on:
  - Identifying sharps
  - Safe handling and disposal
  - Using PPE and sharps bins
  - Incident response

## **13. MONITORING AND REVIEW**

- 13.1. This policy will be:
  - Reviewed annually or after any sharps-related incident.
  - Updated to reflect any changes in legislation or local authority procedures.