



RISK ASSESSMENT/METHOD STATEMENT

ULTRA025

Method Statement

1 **Task** Removal of sharps

2 **Equipment** Barrier tape/warning signs, gloves, plastic apron, dustpan and brush, cloths, yellow special waste sack, cleaner disinfectant

3 **Method**

In many cases, sharps - predominantly needles - are only found by accident, as they are hidden on ledges, underneath cushions etc. It may well be the case that the person who finds the needle only does so when they receive a scratch or puncture wound as a result. If this is the case, then medical attention should be sought immediately.

If sharps are found, the following procedure should be followed:

- a. Cordon off the area using barrier tape/warning signs.
- b. Put on protective clothing - gloves, plastic apron.
- c. Using a dustpan and brush, pick up sharp and transfer to the sharps container. **DO NOT PICK IT UP BY HAND!**
- d. Treat any remaining spillage, eg blood, by use of the Procedure for the Safe Removal of Biological Waste Spillages (MS ULTRA024)
- e. Ensure area is clean and dry.
- f. Remove barrier tape/warning signs.
- g. Clean and disinfect dustpan and brush; throw cloths into yellow sack.
- h. Clean and store away equipment.
- i. Remove protective clothing and dispose of into yellow sack.
- j. Seal yellow sack.
- k. Remove yellow sack to agreed storage area for collection by the Company's approved special waste carrier.