

Sharps Find and Disposal Record

A record of needles and sharps found on site: where and what was found, how it was made safe and disposed of, any needlestick injury and the first aid and medical advice given, and follow-up actions.

1. Find

Project

Client

Site *

Site address

Date found *

Time

Found by *

Exact location *

Position of the find (GPS)

Optional. Tap Mark current location on site so outdoor finds can be found again and patterns mapped.

Number of needles or sharps

What was found * (tick all that apply)

- ☐ Needles or syringes
- ☐ Blades
- ☐ Broken glass
- ☐ Drug paraphernalia
- ☐ Clinical waste

Photos (do not touch the sharps to take them) (photos: attach, or note the file names)

Do not pick sharps up by hand. Wear thick gloves and use tongs, do not touch the point or put the cap back on, and place the sharp end first into a rigid container with a secure lid, such as a sharps bin. Keep it somewhere safe until it is collected.

2. Disposal

Disposed of by (choose one)

- ☐ Trained staff into a sharps bin
☐ Council or specialist contractor
☐ Left cordoned for collection

Sharps container or collection reference

Was the surrounding area searched for more?

- ☐ Yes ☐ No

Who was told (manager, landowner or council) and when

3. Injury

Was anyone injured by a sharp?

- ☐ Yes ☐ No

If applicable: Sharps injury first aid (HSE): encourage the wound to bleed gently, ideally under running water, wash it with running water and plenty of soap, do not scrub or suck it, then dry it and cover it with a waterproof plaster. Get urgent medical advice, for example from occupational health or A&E, as medicines to help prevent infection are available.

Injured person (if applicable)

Where medical advice was given and when (if applicable)

Was the injury reported to the employer? (if applicable)

- ☐ Yes ☐ No

Is it reportable under RIDDOR? (if applicable)

- ☐ Yes ☐ No

If applicable: HSE: an employee's sharps injury is reportable under RIDDOR as a dangerous occurrence if the sharp is known to be contaminated with a blood-borne virus, as a disease if a blood-borne virus is caught from it, or as an over 7-day injury. If the source cannot be traced and none of these apply, it is not reportable.

4. Actions and sign-off

Are further actions needed?

- ☐ Yes ☐ No

Further actions (copy this block for each one; if applicable)

What needs doing? *

Priority (choose one)

- ☐ Urgent ☐ High ☐ Medium ☐ Low

Who will do it?

Due date

Status (choose one)

☐ Open ☐ In progress ☐ Completed

Inspector name *

Position or company

Inspector signature

Signing records what was found on the day. It does not make unsafe equipment safe or replace a thorough examination, design check or service by a competent person.