



THE BRITISH SCHOOL OF
ALMERÍA

SHARPS SAFETY POLICY

OWNER

THE BRITISH SCHOOL OF ALMERIA

TYPE OF PAPER

POLICY

TOPIC AREA

HEALTH AND SAFETY

DATE OF REVIEW

SEPTEMBER 2022

LANGUAGE

ENGLISH

Part of



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Schools
Partnership

A. PURPOSE

THE BRITISH SCHOOL OF ALMERIA expects that all staff and volunteers in our school recognise where a student is at risk of, or is actually being harmed and do all they can to reduce further risk or harm. The school is aware that sharps, blades, needles and syringes present a potential health and safety risk to students, members of staff and to others who use the school site and will ensure that every effort is made for the safe management of these sharps and that safe procedures are in place to assist in the prevention of injuries related to the use of sharps. This document covers the use and management of all 'sharps' on the school site during school activities.

B. DEFINITION

“Sharps” include any implement/object that has a blade (e.g. scissors, knives and pencil sharpeners), it also includes compasses, needles and syringes and a range of tools and equipment used in practical subjects(e.g. saws and gardening tools)

C. THE MANAGEMENT OF SHARPS

1. School equipment

- Scissors and knives are used in a range of subject areas across the school. Where departments have their own stocks of such equipment, they should be stored in a way which makes it easy to see at a glance if any sharps are missing or damaged.
- When sharps are distributed to students for their use, they should be reminded of the risks and the correct ways to use the equipment.
- When sharps are distributed, a check should be made for any faulty equipment and students should be reminded that any faults which become apparent while they are using the equipment should be reported directly to the teacher.
- If sharps are to be collected in at the end of the lesson, sufficient time must be given for this to be completed in an orderly way and for a check to be carried out to ensure that all sharps have been returned.

2. Students' Personal Equipment

- Students will often have their own equipment which is covered by this policy, for example a pair of scissors, a pair of compasses or a pencil sharpener. Students must use this equipment for its intended purpose only. If, at the end of a lesson, a student no longer has an item which is covered by this policy, they must inform the class teacher.

3. Sharp items found on the school site

- If a student finds a 'Sharps' item on the school site, for example a blade, needle or syringe, they should leave the item where it is and inform a member of staff at the earliest possible opportunity.
- The member of staff should call for the assistance of the school caretaker who will remove the item after the location and any other relevant information has been recorded.
- The school caretaker will use protective gloves or a litter picker/tongs to handle the item. It should be placed in a secure container and removed to a safe place. If the item may have a drug or other welfare related use, the Health and Safety officer and the principal must be informed.

4. Use of sharps by staff

- When staff use 'sharps', they must take due precautions to avoid injury to themselves, others or property. Such items must be stored with an appropriate degree of security and, when in use, they must not be left unattended to avoid any risk that they might be taken by, or create danger for, a student.

5. Storage of Sharps (excluding scissors and pencil sharpeners)

- Sharps must be stored in a suitable, transparent container.
- The lid of the container must always be on properly.
- A label indicating the number of sharps must be displayed on the container. The container(s) must be placed in a suitable, safe location that can be locked when unsupervised.

D. DISPOSAL OF SHARPS

- Sharps that are not suitable for re-use should be placed in a clearly marked and secure container.
- These containers should be located close to areas where sharps are used for work.
- Sharps bins should not be left unattended in areas where they are accessible to students. Sharps bins will ultimately be disposed of via an approved hazardous waste stream through the use of a licensed and registered waste contractor.

E. INJURIES ARISING FROM SHARPS

- Where an injury arises from an accident involving the appropriate use of a sharp item, the school's normal first aid procedures will be followed.
- If an injury results from the misuse of a sharp item, for example removing the blade from a pencil sharpener, the first aid procedure will be followed and the most relevant Senior manager will be informed. As this will be a disciplinary matter, statements must be taken from those students involved and any other witnesses.
- If an injury results from an accident involving a sharp item found on the school site, then the first aid procedures will be followed. The first aider must be made aware that the injury was caused by an item which may cause an infection so that appropriate steps can be taken. Consideration should be given to contacting the student's parents immediately and suggesting that the student is taken to a hospital or, if the parents are not available, arranging that the student is taken to a hospital or suitable medical facility.

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Revised by: Gillian Greaves

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