

Reference Number: UHB 269 Version Number: 2	Date of Next Review: 18 July 2020 Previous Trust/LHB Reference Number: N/A
--	---

SHARPS MANAGEMENT POLICY

Policy Statement

The Health Board is committed to ensuring safe practice by effective sharps management in accordance with the European Council Directive 2010/32/EU 'Prevention from sharp injuries in the hospital and healthcare sector', which has formed part of the national legislation since 11th May 2013.

The Health Board shall assess the risk of exposure to biological hazards including blood-borne viruses and risk of sharps injuries from procedures and activities.

The Health Board will substitute traditional, unprotected medical sharps with a 'safer sharp' where it is reasonably practicable to do so. If a suitable safer sharp is not available to reduce the risk of injury, the Health Board will ensure that safe procedures for working and disposal of the sharps are in place.

The Health Board fully supports the introduction of devices with engineered safety mechanisms to reduce incidents of needlestick injuries. Staff are expected to use safety lancets, safety cannulas, safety hypodermic needles or other devices with engineered safety mechanisms.

Conventional needles should only be used in exceptional circumstances and a Risk Assessment for each activity/procedure where non safety sharps are used must be completed, recorded and regularly reviewed.

Policy Commitment

The 2010/32/EU directive has been introduced in order to prevent injuries and the risk of blood-borne infection to healthcare workers from sharps instruments such as needles.

The purpose of the Directive is to implement the Framework Agreement to ensure that injuries of workers by all medical sharps (including needlesticks) are prevented to protect workers at risk and to establish procedures in risk assessment, risk prevention, training, information awareness and monitoring.

It is the responsibility of all Health Board employees to be aware of and adhere to this Policy within the remit of the Health and Safety at Work Act 1974.

Supporting Procedures and Written Control Documents

This Policy and the Infection Control Standard Precautions Procedure describe the following with regard to Sharps Safety.

Document Title: Sharps Management Policy	2 of 18	Approval Date: 18 Jul 2017
Reference Number: UHB 269		Next Review Date: 18 Jul 2020
Version Number: 2		Date of Publication: 01 Sep 2017
Approved By: Health and Safety Committee		

- Roles and Responsibilities
- General Arrangements – Sharps Management
- Training
- Reporting of Sharps Injuries
- Monitoring and Measuring Performance

This Policy is supported by the following documents:

- Health and Safety Policy
- Infection Control Standard Precautions Procedure
- Incident, Hazard and Near Miss Reporting Policy
- Risk Assessment and Risk Register Procedure
- Waste Management Policy

Scope

This policy applies to all staff in all locations including those with honorary contracts

Equality and Health Impact Assessment

An Equality and Health Impact Assessment (EHIA) has been completed and this found there to be a no impact.

Policy Approved by

Health and Safety Committee

Group with authority to approve procedures written to explain how this policy will be implemented

Operational Health and Safety Group

Accountable Executive or Clinical Board Director

Director of Nursing/Director of Corporate Governance

Disclaimer

If the review date of this document has passed please ensure that the version you are using is the most up to date either by contacting the document author or the [Governance Directorate](#).

Summary of reviews/amendments

Version Number	Date Review Approved	Date Published	Summary of Amendments
2	18/07/2017	01/09/2017	Reviewed and updated in line with departmental and reporting structure changes

Equality & Health Impact Assessment for

SHARPS MANAGEMENT POLICY

Please answer all questions:-

1.	For service change, provide the title of the Project Outline Document or Business Case and Reference Number	N/A
2.	Name of Clinical Board / Corporate Directorate and title of lead member of staff, including contact details	
3.	Objectives of strategy/ policy/ plan/ procedure/ service	<p>The objective of the policy is to ensure safe practice by effective sharps management in accordance with the European Council Directive 2010/32/EU 'Prevention from sharp injuries in the hospital and healthcare sector', which has formed part of the national legislation since 11th May 2013.</p> <p>The Health Board shall assess the risk of exposure to biological hazards including blood-borne viruses and risk of sharps injuries from procedures and activities.</p>
4.	Evidence and background information considered. For example <ul style="list-style-type: none"> • population data 	Considered all staff groups that could come into contact with sharps – clinical and non clinical staff. The UHB's usual arrangement with regard to consultation was followed

Document Title: Sharps Management Policy	4 of 18	Approval Date: 18 Jul 2017
Reference Number: UHB 269		Next Review Date: 18 Jul 2020
Version Number: 2		Date of Publication: 01 Sep 2017
Approved By: Health and Safety Committee		

	<ul style="list-style-type: none"> • staff and service users data, as applicable • needs assessment • engagement and involvement findings • research • good practice guidelines • participant knowledge • list of stakeholders and how stakeholders have engaged in the development stages • comments from those involved in the designing and development stages <p>Population pyramids are available from Public Health Wales Observatory¹ and the UHB's 'Shaping Our Future Wellbeing' Strategy provides an overview of health need².</p>	(ie. 28 days on the intranet).
5.	Who will be affected by the strategy/ policy/ plan/ procedure/ service	All UHB Staff and those with honorary contracts

¹ <http://nww2.nphs.wales.nhs.uk:8080/PubHObservatoryProjDocs.nsf>

² <http://www.cardiffandvaleuhb.wales.nhs.uk/the-challenges-we-face>

Document Title: Sharps Management Policy	5 of 18	Approval Date: 18 Jul 2017
Reference Number: UHB 269		Next Review Date: 18 Jul 2020
Version Number: 2		Date of Publication: 01 Sep 2017
Approved By: Health and Safety Committee		

6. EQIA / How will the strategy, policy, plan, procedure and/or service impact on people?

Questions in this section relate to the impact on people on the basis of their 'protected characteristics'. Specific alignment with the 7 goals of the Well-being of Future Generations (Wales) Act 2015 is included against the relevant sections.

How will the strategy, policy, plan, procedure and/or service impact on:-	Potential positive and/or negative impacts	Recommendations for improvement/ mitigation	Action taken by Clinical Board / Corporate Directorate. Make reference to where the mitigation is included in the document, as appropriate
<p>6.1 Age For most purposes, the main categories are:</p> <ul style="list-style-type: none"> • under 18; • between 18 and 65; and • over 65 	There does not appear to be any impact	N/A	N/A
<p>6.2 Persons with a disability as defined in the Equality Act 2010 Those with physical impairments, learning disability, sensory loss or impairment, mental health conditions, long-term medical conditions such as diabetes</p>	The UHB is aware from its demographic information that it employs staff who have disabilities as defined within the Act. As such, the policy would be made accessible to staff and service users in alternative formats on request or via usual good	N/A	

Document Title: Sharps Management Policy	6 of 18	Approval Date: 18 Jul 2017
Reference Number: UHB 269		Next Review Date: 18 Jul 2020
Version Number: 2		Date of Publication: 01 Sep 2017
Approved By: Health and Safety Committee		

How will the strategy, policy, plan, procedure and/or service impact on:-	Potential positive and/or negative impacts	Recommendations for improvement/ mitigation	Action taken by Clinical Board / Corporate Directorate. Make reference to where the mitigation is included in the document, as appropriate
	management practice.		
<p>6.3 People of different genders: Consider men, women, people undergoing gender reassignment</p> <p>NB Gender-reassignment is anyone who proposes to, starts, is going through or who has completed a process to change his or her gender with or without going through any medical procedures. Sometimes referred to as Trans or Transgender</p>	There appears not to be any impact on staff or service users regarding gender.		

Document Title: Sharps Management Policy	7 of 18	Approval Date: 18 Jul 2017
Reference Number: UHB 269		Next Review Date: 18 Jul 2020
Version Number: 2		Date of Publication: 01 Sep 2017
Approved By: Health and Safety Committee		

How will the strategy, policy, plan, procedure and/or service impact on:-	Potential positive and/or negative impacts	Recommendations for improvement/ mitigation	Action taken by Clinical Board / Corporate Directorate. Make reference to where the mitigation is included in the document, as appropriate
6.4 People who are married or who have a civil partner.	There appears not to be any impact		
6.5 Women who are expecting a baby, who are on a break from work after having a baby, or who are breastfeeding. They are protected for 26 weeks after having a baby whether or not they are on maternity leave.	There appears not to be any impact.		
6.6 People of a different race, nationality, colour, culture or ethnic origin including non-English speakers, gypsies/travellers, migrant workers	There appears not to be any impact on staff regarding race, nationality, colour, culture or ethnic origin.	Whilst there doesn't appear to be any impact, if a member of staff or service user was known to have difficulties with the written word, good	

Document Title: Sharps Management Policy	8 of 18	Approval Date: 18 Jul 2017
Reference Number: UHB 269		Next Review Date: 18 Jul 2020
Version Number: 2		Date of Publication: 01 Sep 2017
Approved By: Health and Safety Committee		

How will the strategy, policy, plan, procedure and/or service impact on:-	Potential positive and/or negative impacts	Recommendations for improvement/ mitigation	Action taken by Clinical Board / Corporate Directorate. Make reference to where the mitigation is included in the document, as appropriate
		management would dictate that alternative arrangements be made, such as individual meetings. Translators would be used where necessary to communicate with service users.	
<p>6.7 People with a religion or belief or with no religion or belief. The term 'religion' includes a religious or philosophical belief</p>	There appears not to be any impact.		
<p>6.8 People who are attracted to other people of:</p> <ul style="list-style-type: none"> • the opposite sex (heterosexual); • the same sex (lesbian or 	There appears not to be any impact		

Document Title: Sharps Management Policy	9 of 18	Approval Date: 18 Jul 2017
Reference Number: UHB 269		Next Review Date: 18 Jul 2020
Version Number: 2		Date of Publication: 01 Sep 2017
Approved By: Health and Safety Committee		

How will the strategy, policy, plan, procedure and/or service impact on:-	Potential positive and/or negative impacts	Recommendations for improvement/ mitigation	Action taken by Clinical Board / Corporate Directorate. Make reference to where the mitigation is included in the document, as appropriate
gay); <ul style="list-style-type: none"> both sexes (bisexual) 			
6.9 People who communicate using the Welsh language in terms of correspondence, information leaflets, or service plans and design Well-being Goal – A Wales of vibrant culture and thriving Welsh language			
6.10 People according to their income related group: Consider people on low income, economically inactive, unemployed/workless, people who are unable to work due to ill-health	There appears not to be any impact		

Document Title: Sharps Management Policy	10 of 18	Approval Date: 18 Jul 2017
Reference Number: UHB 269		Next Review Date: 18 Jul 2020
Version Number: 2		Date of Publication: 01 Sep 2017
Approved By: Health and Safety Committee		

How will the strategy, policy, plan, procedure and/or service impact on:-	Potential positive and/or negative impacts	Recommendations for improvement/ mitigation	Action taken by Clinical Board / Corporate Directorate. Make reference to where the mitigation is included in the document, as appropriate
6.11 People according to where they live: Consider people living in areas known to exhibit poor economic and/or health indicators, people unable to access services and facilities	There appears not to be any impact		
6.12 Consider any other groups and risk factors relevant to this strategy, policy, plan, procedure and/or service	There are no other groups or risk factors to take into account with regard to this Policy.		

7. HIA / How will the strategy, policy, plan, procedure and/or service impact on the health and well-being of our population and help address inequalities in health?

Document Title: Sharps Management Policy	11 of 18	Approval Date: 18 Jul 2017
Reference Number: UHB 269		Next Review Date: 18 Jul 2020
Version Number: 2		Date of Publication: 01 Sep 2017
Approved By: Health and Safety Committee		

Questions in this section relate to the impact on the overall health of individual people and on the impact on our population. Specific alignment with the 7 goals of the Well-being of Future Generations (Wales) Act 2015 is included against the relevant sections.

How will the strategy, policy, plan, procedure and/or service impact on:-	Potential positive and/or negative impacts and any particular groups affected	Recommendations for improvement/ mitigation	Action taken by Clinical Board / Corporate Directorate Make reference to where the mitigation is included in the document, as appropriate
<p>7.1 People being able to access the service offered: Consider access for those living in areas of deprivation and/or those experiencing health inequalities</p> <p>Well-being Goal - A more equal Wales</p>	N/A	N/A	
<p>7.2 People being able to improve /maintain healthy lifestyles: Consider the impact on healthy lifestyles, including healthy eating, being active, no smoking /smoking cessation, reducing the harm caused by alcohol and /or non-prescribed drugs plus</p>	N/A	N/A	

Document Title: Sharps Management Policy	12 of 18	Approval Date: 18 Jul 2017
Reference Number: UHB 269		Next Review Date: 18 Jul 2020
Version Number: 2		Date of Publication: 01 Sep 2017
Approved By: Health and Safety Committee		

How will the strategy, policy, plan, procedure and/or service impact on:-	Potential positive and/or negative impacts and any particular groups affected	Recommendations for improvement/ mitigation	Action taken by Clinical Board / Corporate Directorate Make reference to where the mitigation is included in the document, as appropriate
<p>access to services that support disease prevention (eg immunisation and vaccination, falls prevention). Also consider impact on access to supportive services including smoking cessation services, weight management services etc</p> <p>Well-being Goal – A healthier Wales</p>			
<p>7.3 People in terms of their income and employment status: Consider the impact on the availability and accessibility of work, paid/ unpaid employment, wage levels, job security, working conditions</p> <p>Well-being Goal – A</p>	N/A	N/A	

Document Title: Sharps Management Policy	13 of 18	Approval Date: 18 Jul 2017
Reference Number: UHB 269		Next Review Date: 18 Jul 2020
Version Number: 2		Date of Publication: 01 Sep 2017
Approved By: Health and Safety Committee		

How will the strategy, policy, plan, procedure and/or service impact on:-	Potential positive and/or negative impacts and any particular groups affected	Recommendations for improvement/ mitigation	Action taken by Clinical Board / Corporate Directorate Make reference to where the mitigation is included in the document, as appropriate
prosperous Wales			
<p>7.4 People in terms of their use of the physical environment: Consider the impact on the availability and accessibility of transport, healthy food, leisure activities, green spaces; of the design of the built environment on the physical and mental health of patients, staff and visitors; on air quality, exposure to pollutants; safety of neighbourhoods, exposure to crime; road safety and preventing injuries/accidents; quality and safety of play areas and open spaces</p> <p>Well-being Goal – A resilient Wales</p>	N/A	N/A	

Document Title: Sharps Management Policy	14 of 18	Approval Date: 18 Jul 2017
Reference Number: UHB 269		Next Review Date: 18 Jul 2020
Version Number: 2		Date of Publication: 01 Sep 2017
Approved By: Health and Safety Committee		

How will the strategy, policy, plan, procedure and/or service impact on:-	Potential positive and/or negative impacts and any particular groups affected	Recommendations for improvement/ mitigation	Action taken by Clinical Board / Corporate Directorate Make reference to where the mitigation is included in the document, as appropriate
<p>7.5 People in terms of social and community influences on their health: Consider the impact on family organisation and roles; social support and social networks; neighbourliness and sense of belonging; social isolation; peer pressure; community identity; cultural and spiritual ethos</p> <p>Well-being Goal – A Wales of cohesive communities</p>	N/A	N/A	
<p>7.6 People in terms of macro-economic, environmental and sustainability factors: Consider the impact of government policies; gross</p>	N/A	N/A	

Document Title: Sharps Management Policy	15 of 18	Approval Date: 18 Jul 2017
Reference Number: UHB 269		Next Review Date: 18 Jul 2020
Version Number: 2		Date of Publication: 01 Sep 2017
Approved By: Health and Safety Committee		

How will the strategy, policy, plan, procedure and/or service impact on:-	Potential positive and/or negative impacts and any particular groups affected	Recommendations for improvement/ mitigation	Action taken by Clinical Board / Corporate Directorate Make reference to where the mitigation is included in the document, as appropriate
domestic product; economic development; biological diversity; climate Well-being Goal – A globally responsible Wales			

Please answer question 8.1 following the completion of the EHIA and complete the action plan

8.1 Please summarise the potential positive and/or negative impacts of the strategy, policy, plan or service	Overall, there appears to be very limited impact on the protected characteristics and health inequalities, however, it is suggested that implementation of the policy will have a positive impact on the safety and wellbeing of UHB staff, Patients and Visitors.
---	--

Action Plan for Mitigation / Improvement and Implementation

	Action	Lead	Timescale	Action taken by Clinical Board / Corporate Directorate

Document Title: Sharps Management Policy	16 of 18	Approval Date: 18 Jul 2017
Reference Number: UHB 269		Next Review Date: 18 Jul 2020
Version Number: 2		Date of Publication: 01 Sep 2017
Approved By: Health and Safety Committee		

	Action	Lead	Timescale	Action taken by Clinical Board / Corporate Directorate
8.2 What are the key actions identified as a result of completing the EHIA?	No Actions			
8.3 Is a more comprehensive Equalities Impact Assessment or Health Impact Assessment required? This means thinking about relevance and proportionality to the Equality Act and asking: is the impact significant enough that a more formal and full consultation is required?	N/A			

Document Title: Sharps Management Policy	17 of 18	Approval Date: 18 Jul 2017
Reference Number: UHB 269		Next Review Date: 18 Jul 2020
Version Number: 2		Date of Publication: 01 Sep 2017
Approved By: Health and Safety Committee		

	Action	Lead	Timescale	Action taken by Clinical Board / Corporate Directorate
<p>8.4 What are the next steps?</p> <p>Some suggestions:-</p> <ul style="list-style-type: none"> • Decide whether the strategy, policy, plan, procedure and/or service proposal: <ul style="list-style-type: none"> ○ continues unchanged as there are no significant negative impacts ○ adjusts to account for the negative impacts ○ continues despite potential for adverse impact or missed opportunities to advance equality (set out the justifications for doing so) ○ stops. • Have your strategy, policy, plan, procedure and/or service proposal approved • Publish your report of this impact assessment • Monitor and review 	<p>Approve Policy as there are no significant negative impacts.</p>			

