



# Needle Awareness Workshop

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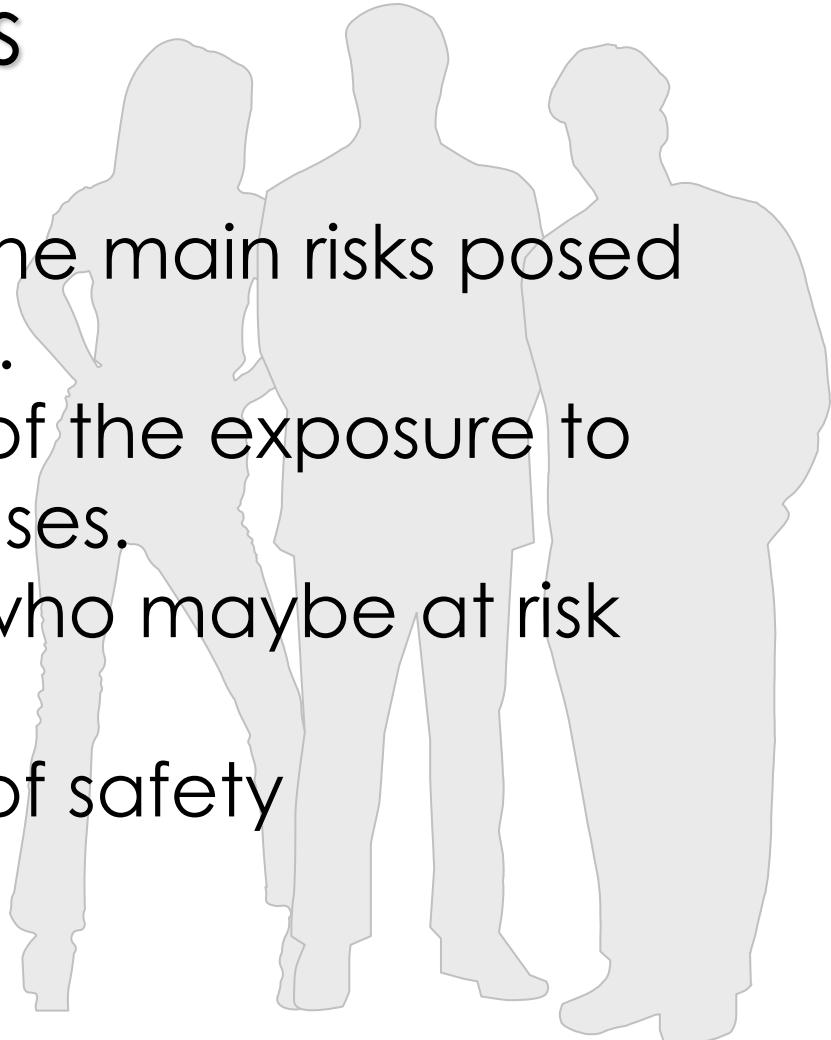
# Safety / Comfort / Welfare

- Fire alarm.
- Fire exits.
- Mobile phones / pagers.
- Toilets.
- Drinks.
- Breaks.
- Questions.
- Tutor Assessment.
- Personal welfare on the course.



# Aims

- Introduce learners to the main risks posed by needle-stick injuries.
- Make learners aware of the exposure to (BBV) blood-borne viruses.
- Introduce learners to who maybe at risk of needle stick injuries.
- Make learners aware of safety procedures.



# Aims

- Introduce learners to basic health & safety & PPE.
- Make learners aware of RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995).
- To introduce learners to incident reporting, MG11 statement making and crime or accident scene preservation:



# Objectives

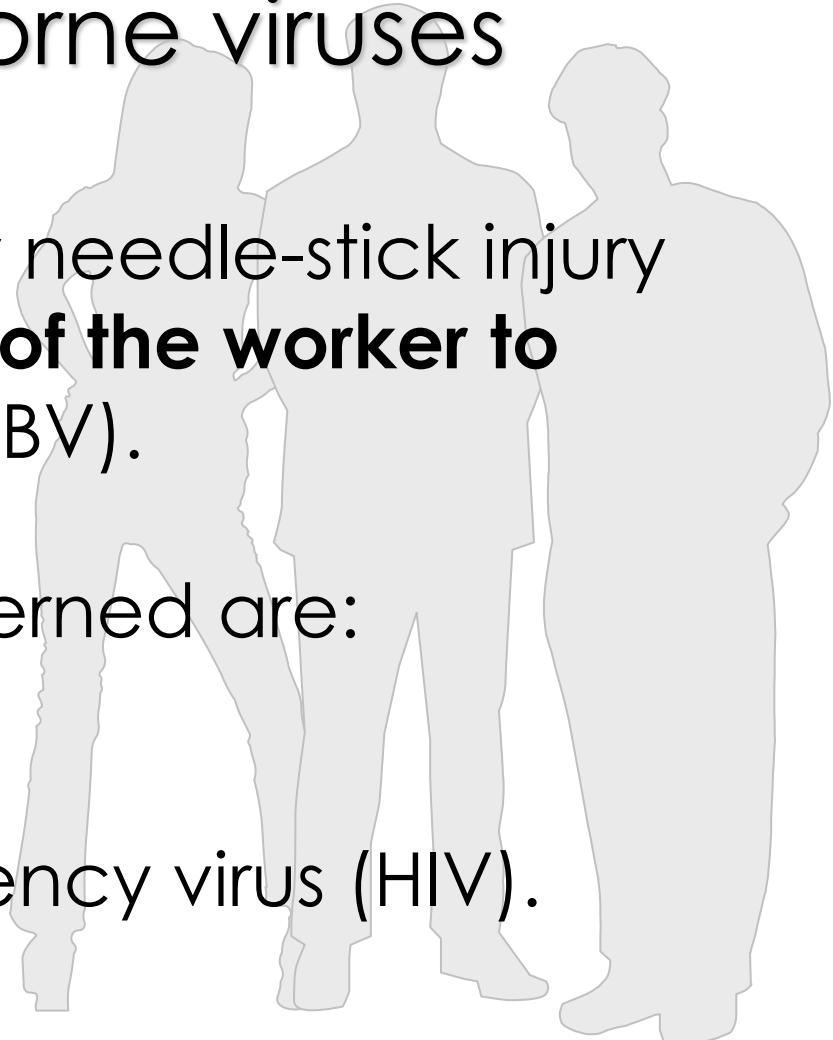
- On completion to this module learners should have more awareness of:
- The main risks posed by needle-stick injuries.
- The exposure to (BBV) blood-borne viruses.
- Who maybe at risk of needle stick injuries.
- Awareness of health & safety procedures.

# Objectives

- On completion to this module learners should have more awareness of:
- The reasons for recording incidents and the different types of reports and statements
- Recordable incidents and when the police should be involved
- How to explain and complete records, incident logs and pocket books

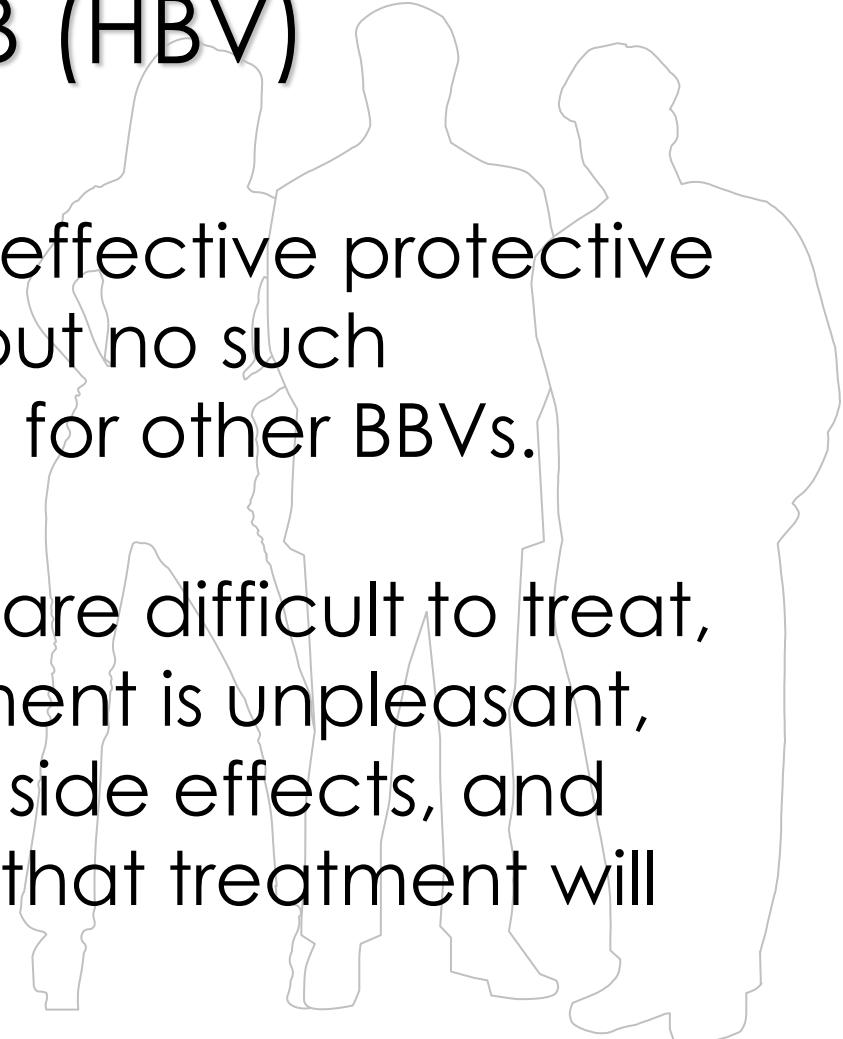
# (BBV) blood-borne viruses

- The main risk posed by needle-stick injury to workers is **exposure of the worker to blood-borne viruses (BBV)**.
- The main viruses concerned are:
- Hepatitis B (HBV)
- Hepatitis C (HCV) and
- Human immunodeficiency virus (HIV).



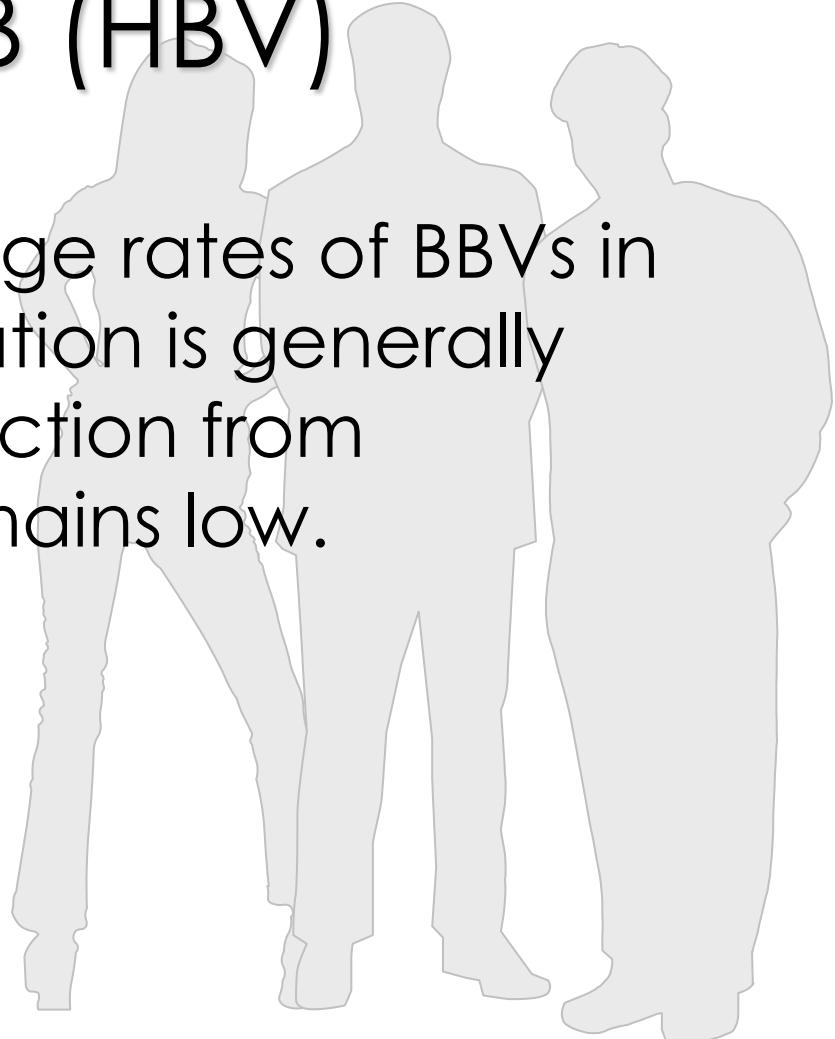
# Hepatitis B (HBV)

- In the case of HBV an effective protective vaccine is available, but no such protection is available for other BBVs.
- These other infections are difficult to treat, the prophylaxis/treatment is unpleasant, may cause significant side effects, and there is no guarantee that treatment will be successful.



# Hepatitis B (HBV)

- The prevalence/carriage rates of BBVs in the general UK population is generally low and the risk of infection from needlestick injuries remains low.

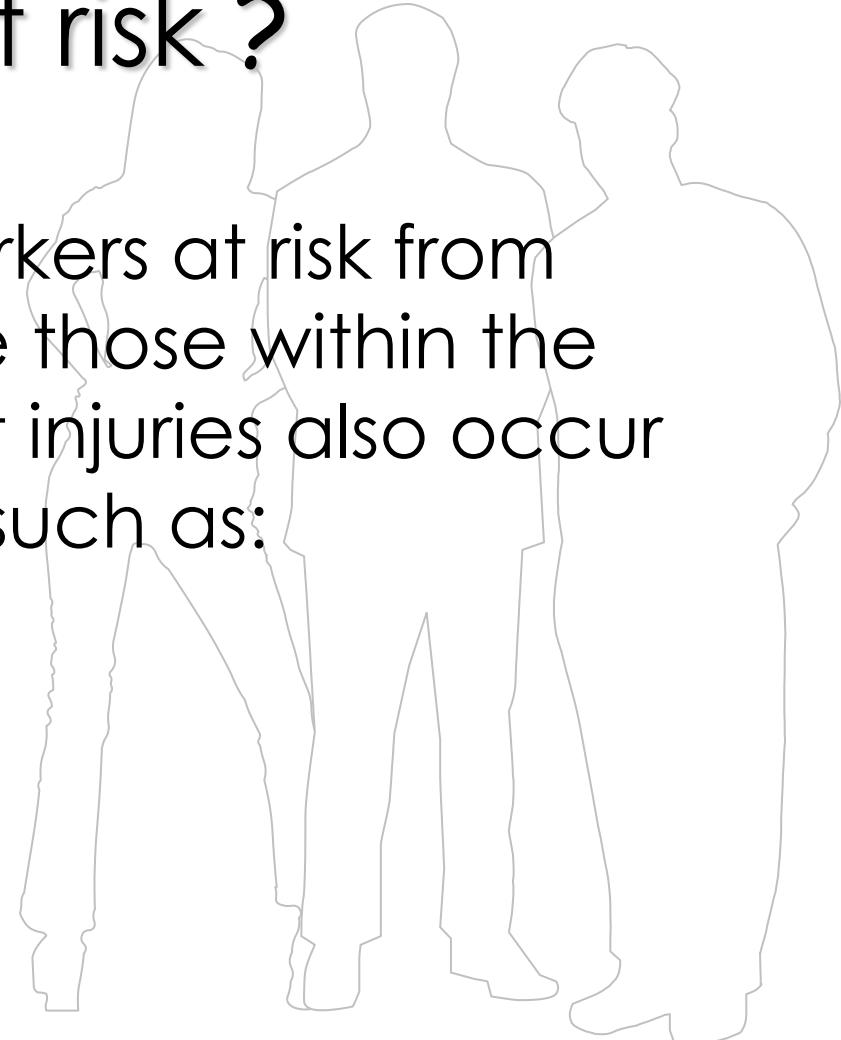


# Who is at risk ?



# Who is at risk ?

- The main group of workers at risk from needlestick injuries are those within the healthcare sector, but injuries also occur in other fields of work such as:



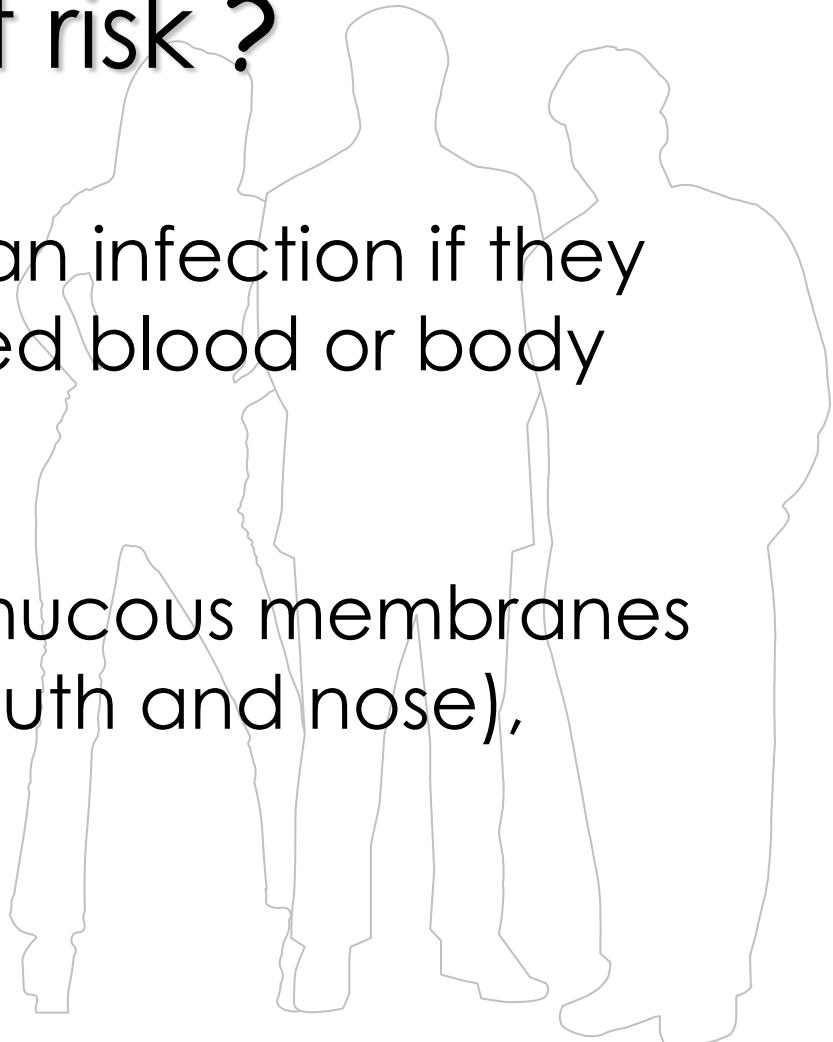
# Who is at risk ?

- Local authority officers CEO
- Prison service
- Police service
- Parks staff, Security
- Probation services
- Customs and excise
- Social workers, youth workers
- Funeral industry
- Body piercing/body art industry
- Construction/demolition industry.



# Who is at risk ?

- Workers may acquire an infection if they are exposed to infected blood or body fluids:
- This could be via the mucous membranes (eyes, inside of the mouth and nose), through broken skin.



# Who is at risk ?

- This could also be through an inoculation injury route, where the skin is punctured or scratched by a needle or sharp device that has been used in a medical procedure.
- This final route of transmission is commonly referred to as a needlestick or sharps injury.



# Who is at risk ?

- If Security pick up needles without PPE or training, they risk needlestick or sharps injuries.
- Risk Assess.



# Health & Safety Procedures

- Standard safety procedures adopted in the UK for the prevention of needlestick injuries are known as standard or universal precautions.



# Health & Safety Procedures

- Hand washing after contact with blood or body fluids
- Appropriate PPE (Personal Protective Equipment)
- Disposable gloves should be worn whenever working with blood or body fluids

# Health & Safety Procedures

- Disposable plastic aprons should be worn when splashing with blood or body fluids may occur were appropriate
- Eye protection (goggles, visors, or safety spectacles) should be worn when blood, body fluids or flying contaminated debris/tissue might splash into the face.

# Health & Safety Procedures

- Covering any cuts or abrasions with waterproof plasters
- Immediate and safe disposal of sharps into appropriate, puncture-proof sharps bins or containers
- Do not overfilling sharps containers and never re-sheathing needles.

# Health & Safety Procedures

- Do you know where sharps bins or containers are located ?
- Do you know what to do when sharps containers are full ?
- Is it your job to remove or report?

# Appropriate PPE (Personal Protective Equipment)

- PPE (Personal Protective Equipment), what PPE do you have and use?



# Appropriate PPE (Personal Protective Equipment)

- Must be appropriate for the risks involved
- Be capable of being used safely by the workers
- Adequately control the risk of exposure
- Designed and manufactured to an approved standard
- PPE must be maintained in an efficient state, with a stock of spare PPE, spare parts and appropriate cleaning materials available.

# Appropriate PPE (Personal Protective Equipment)

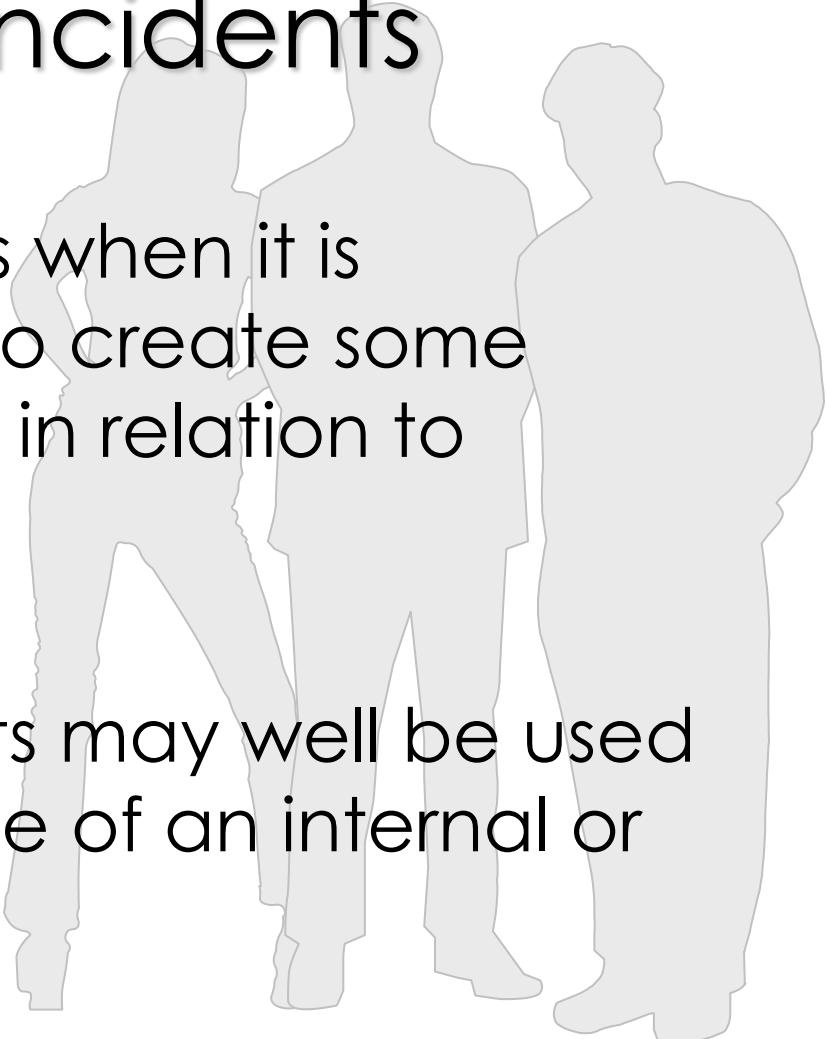


# Recording Incidents



# Recording Incidents

- There will be occasions when it is necessary for workers to create some form of written records in relation to needle stick injuries.
- These records or reports may well be used as evidence in the case of an internal or external investigation.



# Recording of Incidents

Why should we Report and  
Record Incidents?



# R.I.D.D.O.R.

What does R.I.D.D.O.R. mean?

Reporting of  
Injuries  
Diseases and  
Dangerous  
Occurrences  
Regulations 1995 came into  
force on 1st April 1996



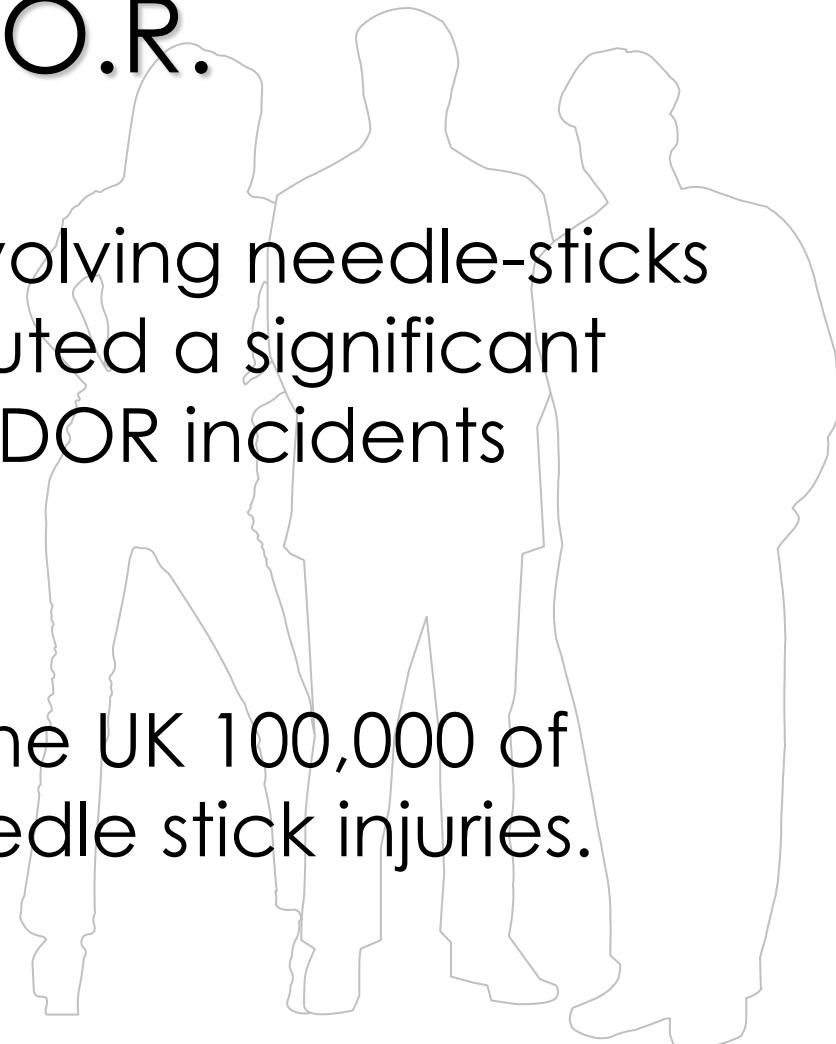
# R.I.D.D.O.R.

Reporting of accidents and ill health at work is  
a legal requirement!

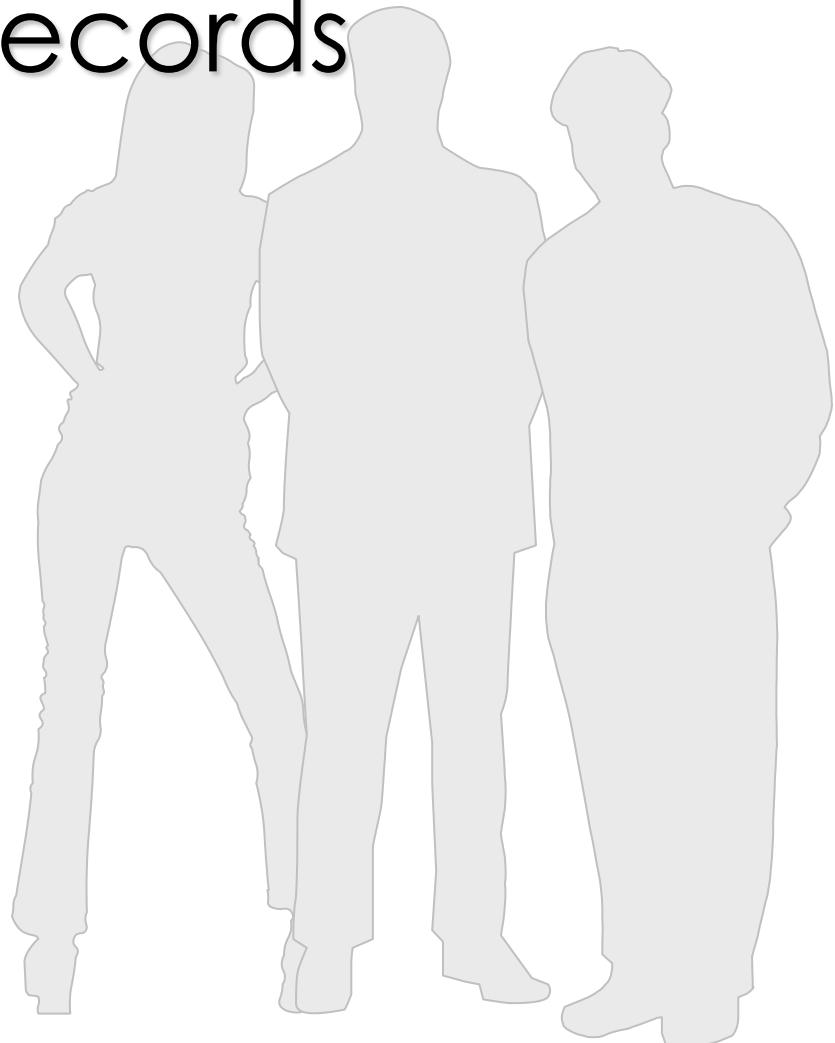


# R.I.D.D.O.R.

- Reported incidents involving needle-sticks injuries has not constituted a significant proportion of total RIDDOR incidents reported to HSE.
- RIDDORs reported in the UK 100,000 of incidents reported needle stick injuries.



# Types of Records



# Types of Records

- There are different types of records that workers may be required to use to record needle stick incidents on:
- Those types of records could be:
  - An individual pocket notebook
  - An incident report / accident report
  - A needle stick report

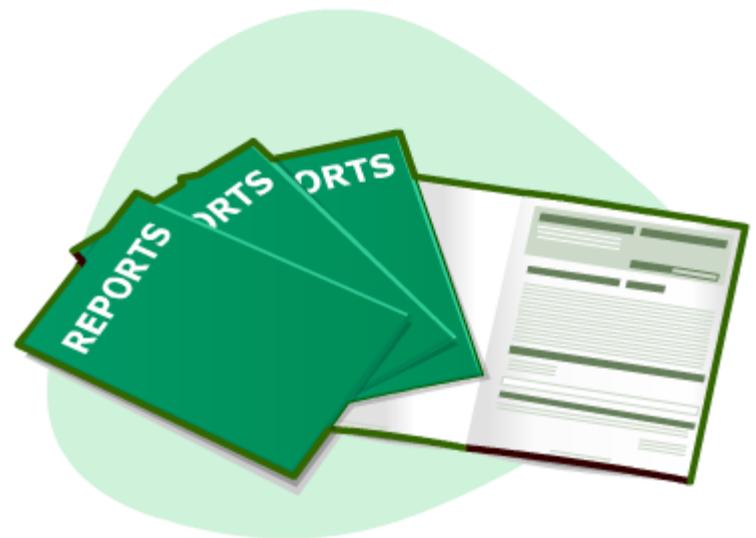
# Reasons for Recording Incidents

- It is not unusual for reports to be called for by management and there will be occasions when workers may have to submit an incident/accident report.

# Reasons for Recording Incidents

- To create a written and permanent record of an incident or of an observation made
- To advise others of an incident or observation
- To draw together facts which appear in separate documents or coincidental incidents
- To draw attention to, and ensure awareness of, existing circumstances which may require a decision to be taken
- To monitor levels of accidents
- To record Health and Safety issues that may affect staff and public

# Format of an Incident Report



# Format of an Incident Report

- What should the format of an incident report be?



# Format of an Incident Report

- The format of a report is similar in most establishments, however, the worker should find out how his/her manager requires a report to be submitted, and in what format, before proceeding.
- These basic guidelines are designed to assist in writing brief reports and should make the task simpler and more effective.

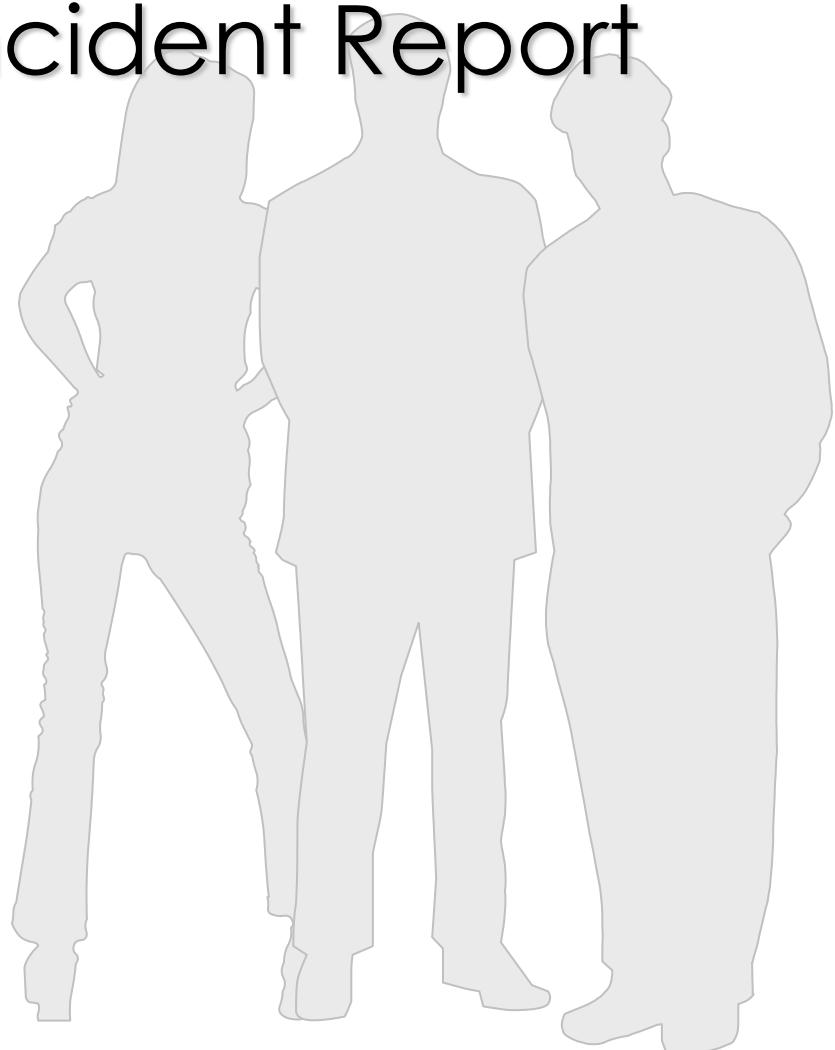
# Format of an Incident Report

- A heading detailing the report contents
- For whom the report is intended
- Your position
- Date and time of incident
- Place of incident
- What you saw / heard / experienced
- What you were told
- What happened
- What action you took
- What the result was

# Format of an Incident Report

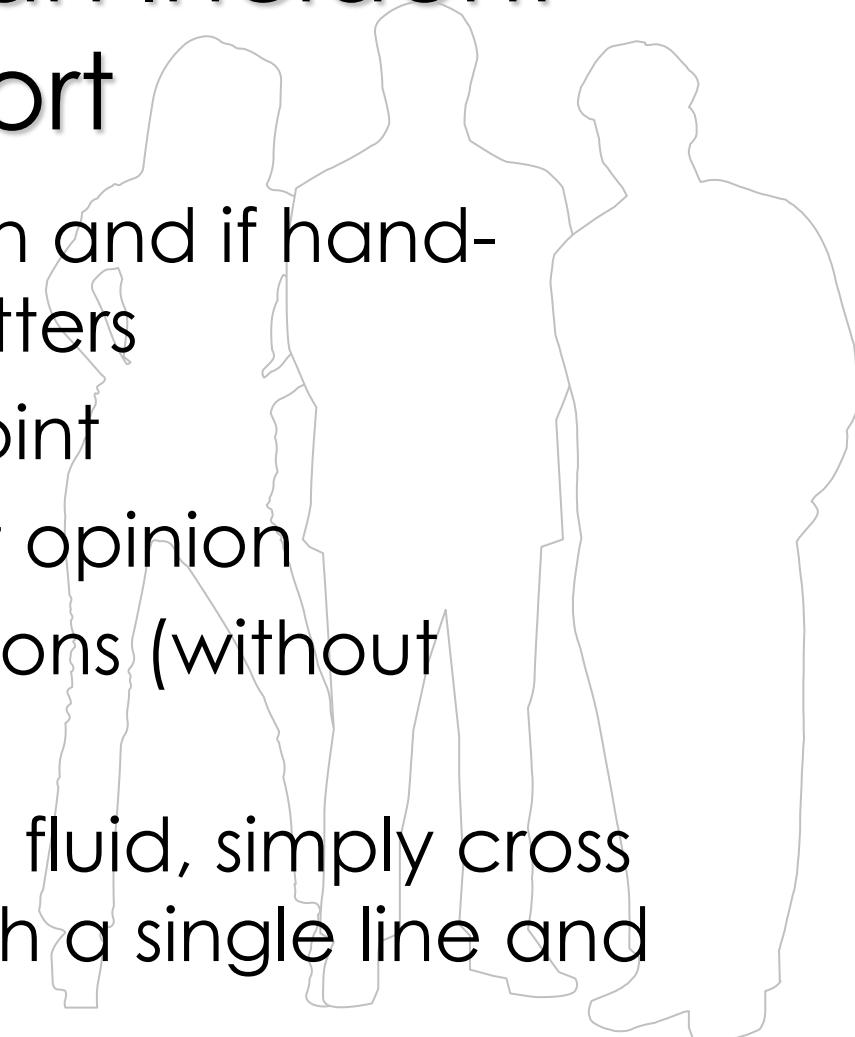
- Names and details of any persons involved and/or witnesses
- Details of any emergency services that attended, including their collar numbers
- Any other relevant information

# Completing an Incident Report



# Completing an Incident Report

- Use plain, clear English and if handwritten, use capital letters
- Be brief and to the point
- Only include fact, not opinion
- Do not use abbreviations (without explanation)
- Do not use correcting fluid, simply cross through any errors with a single line and initial the correction

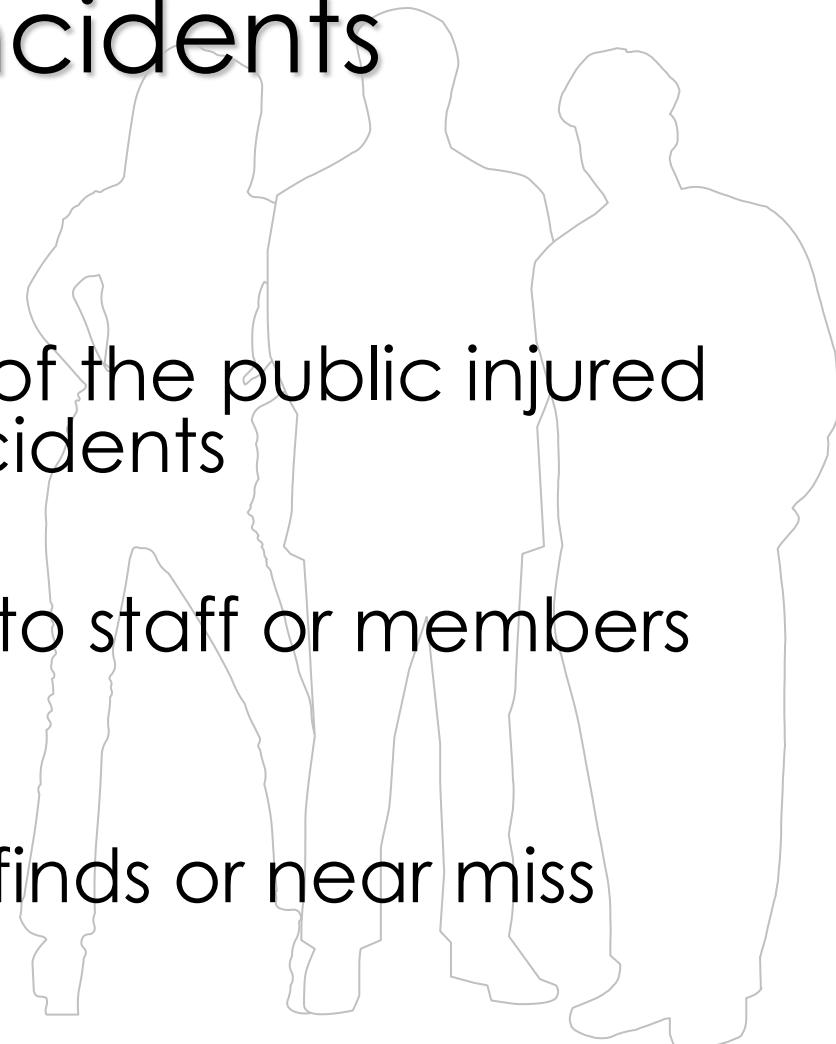


# Types of Incidents

- The types of incidents that are recorded may vary depending on the department and the organisation
- It is up to individual worker and their management as to what they decide to record
- However, the types of incidents that may be recorded may include the following:

# General Incidents

- Any accidents
- Any staff or members of the public injured during needle stick incidents
- Any first aid rendered to staff or members of the public
- Details of any needle finds or near miss incidents.



# General Incidents

- Any complaints from members of the public or workers regarding needle finds
- Any calls to the emergency services
- Any calls to other departments, street cleansing etc
- Any visits by council officials, management or health & safety officers.

# Incidents that require other emergency services

- Incidents where other Emergency Services are required (Ambulance)
- Any Medical emergencies



# Benefits of reporting and investigation



# Benefits of reporting and investigation

- to prevent recurrence
- so that the HSE and local authorities can identify risks and investigate incidents
- to identify if the law has been broken through enforcement inspector investigations
- to identify hazards/risks and take preventative action



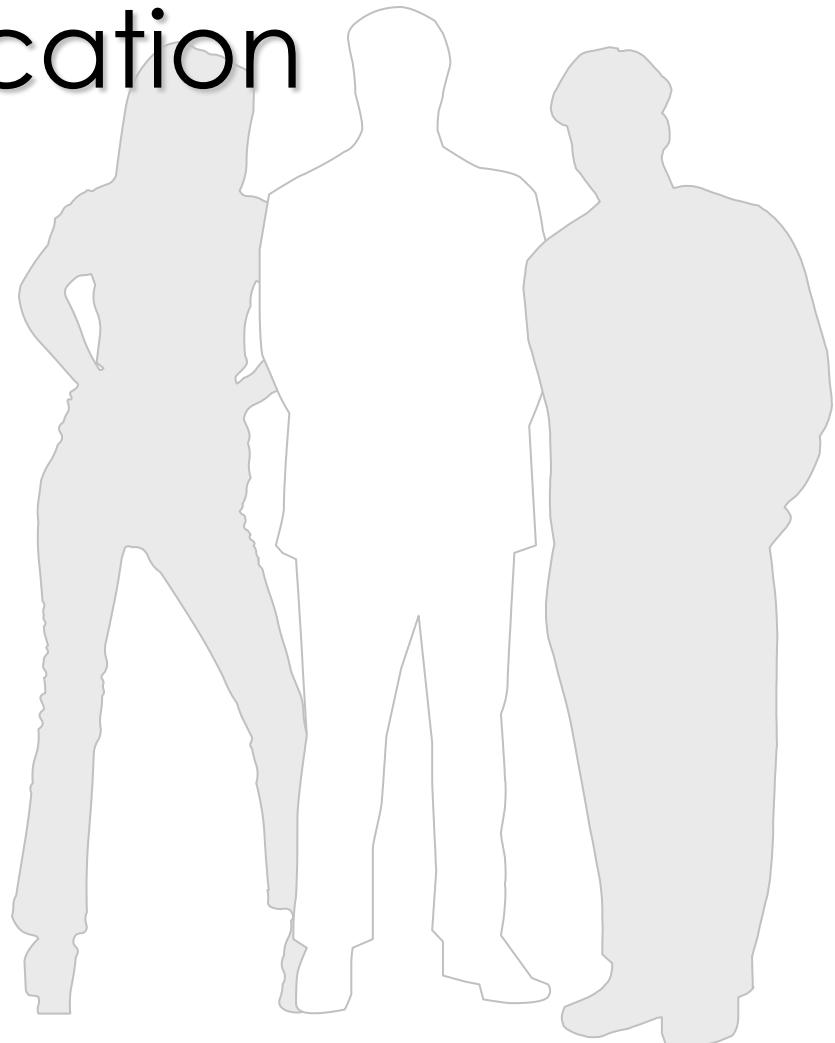
# Benefits of reporting and investigation

- to find out whether controls are working
- to identify trends of incidence
- to learn lessons and share these with others
- for insurance and compensation purposes

# Under-reporting of dangerous occurrences

- employees reluctant to report apparently trivial events
- seen as time consuming and costly
- difficulty defining what constitutes a dangerous occurrence/near miss
- **DO YOU REPORT ALL OCCURRENCES????**

# ABC of Communication



# ABC of Communication

**A**ccurate → **B**rief → **C**lear

Descriptions  
Times  
Locations

Keywords

Phonetic Alphabet  
Writing  
Voice.

# Summary of the ABC of Communication

- Workers should ensure that his/her report contains all the relevant information and can be easily read and understood.
- A = Accurate
- B = Brief
- C = Clear



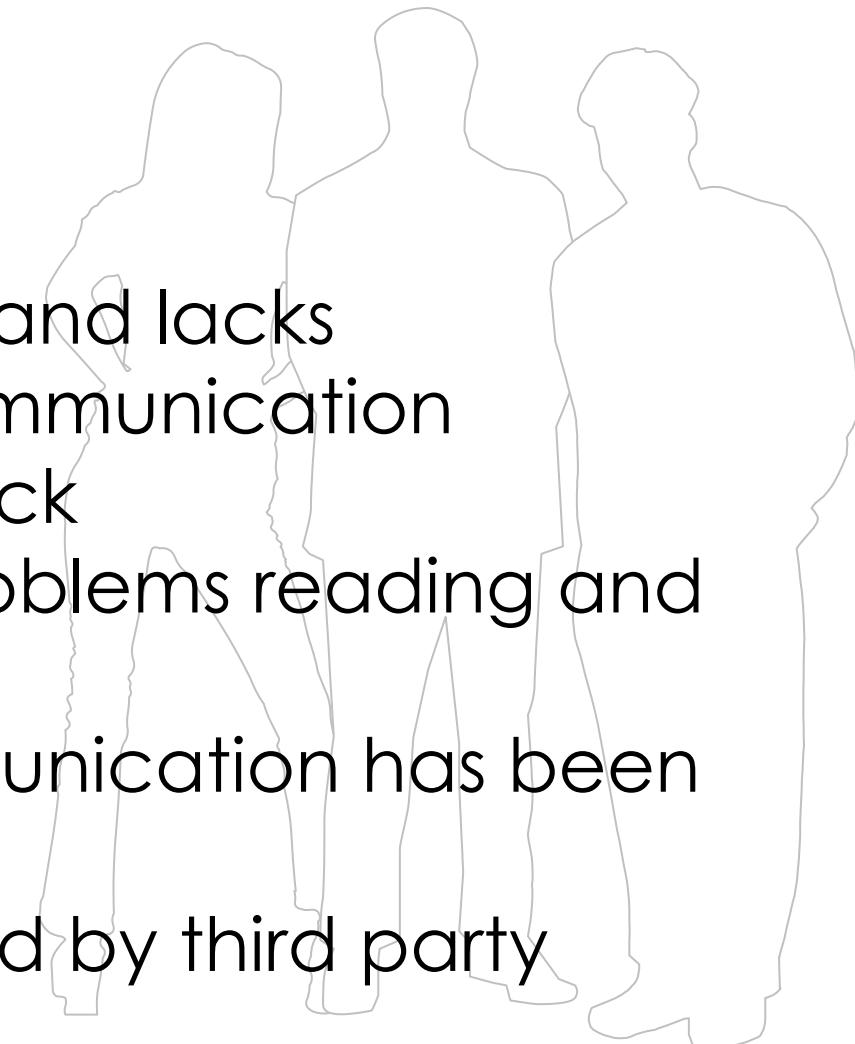
# Advantages of written communication

- Facts can be clearly stated
- Permanent reference
- Can be planned
- Proof of communication
- Can be used as evidence in courts
- Proof that duties were carried out



# Disadvantages of written communication

- More time consuming and lacks spontaneity of oral communication
- No immediate feedback
- Some people have problems reading and writing
- Cannot be sure communication has been read/understood
- Paperwork can be read by third party



# Pocket Notebook Entries

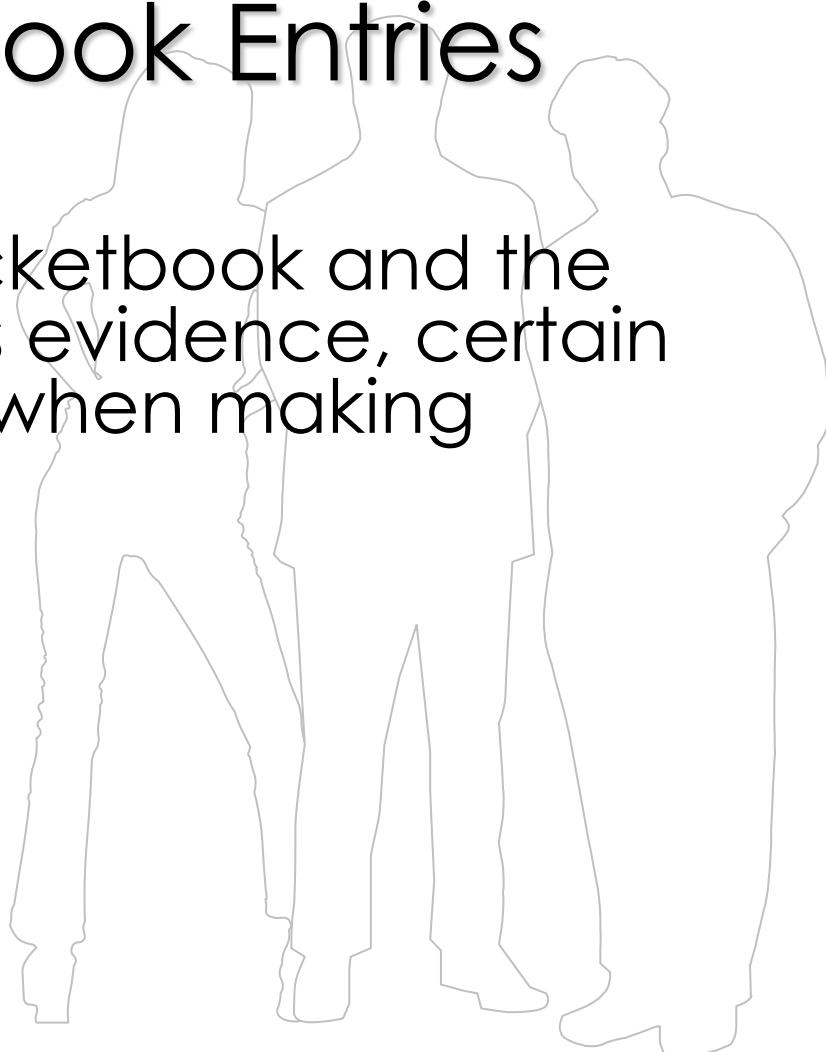


# Pocket Notebook Entries

- Every PSO must have a pocketbook because it is the basis on which statements and reports are written and it can be used in evidence.
- A pocketbook can be used in an internal accident investigation, with permission, to refresh the memory of the PSO.

# Pocket Notebook Entries

- To ensure that the pocketbook and the entries can be used as evidence, certain rules must be applied when making notes?



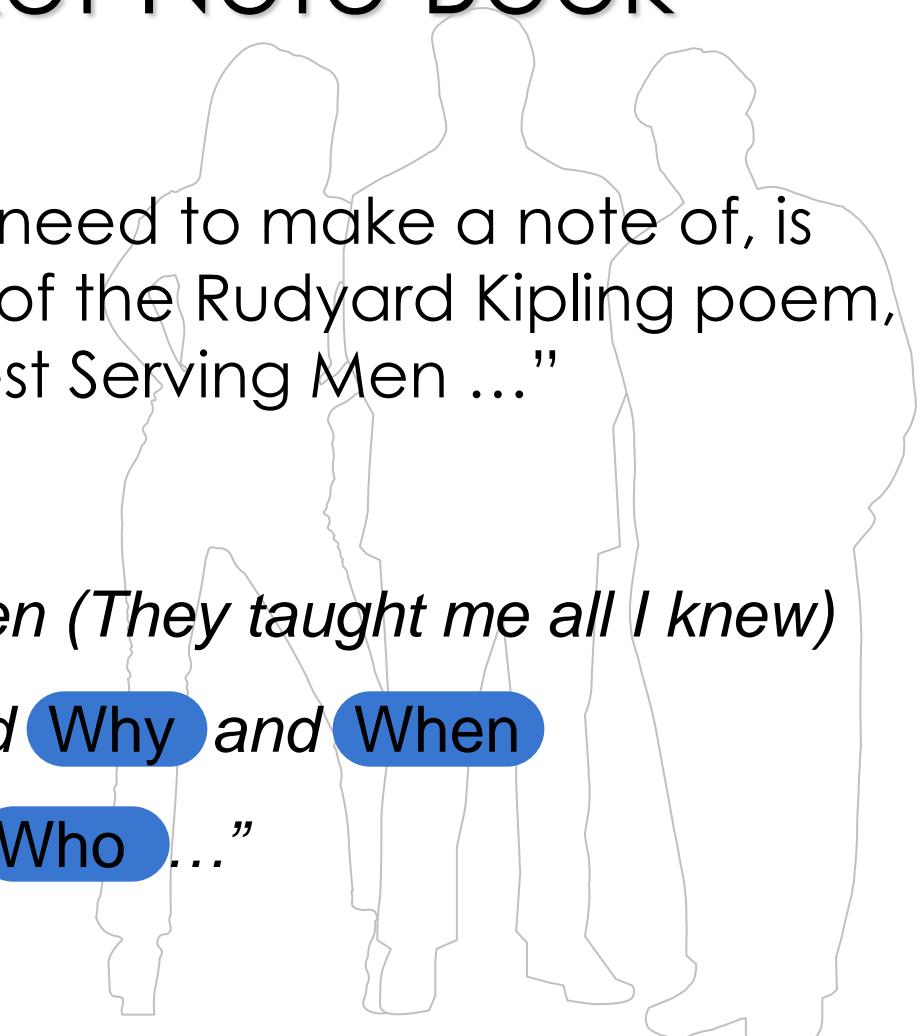
# Pocket Notebook Entries

- To prevent confusion, it is advisable to secure all unused pages of the pocketbook using rubber bands.
- In other words the only pages that are not bound by rubber bands are those pages that are relevant to the investigation.
- Clearly, these records are an essential part of the PSO's equipment and must be kept appropriately.

# Using a Pocket Note Book

A reminder of what you need to make a note of, is based on the first few lines of the Rudyard Kipling poem, “I Keep Six Honest Serving Men ...”

*“I keep six honest serving-men (They taught me all I knew)  
Their names were What and Why and When  
And How and Where and Who ...”*

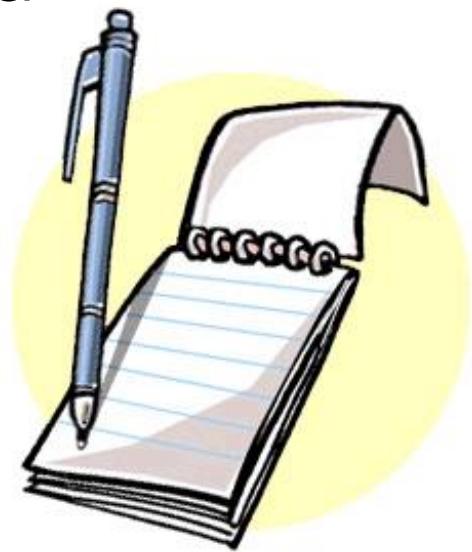


# Using an incident Book & Pocket Notebook

- By answering using these questions, the PSO will have all of the details of any incident which he or she can later rely on.

# Rules of Use for Pocket Note Books

- Each shift must be marked separately
- Entries should be made in pen at the time of the incident
- Corrections must be neatly ruled through and initialled
- Erased words must be legible
- Pages must not be torn out
- Always sign and date
- Should be regularly checked





Can injuries be avoided ?

# Can injuries be avoided ?

- To avoid infections, one has to prevent exposure to the infectious agent.
- The commonest cause of needlestick injury is non-compliance with universal precautions – policies & procedures.
- **DO YOU ALWAYS FOLLOW PROCEDURES?**

# Can injuries be avoided ?

- Employers (the company) also have an obligation to ensure that they keep up to date with health & Safety.
- The council also has to ensure that they fully risk assess all the different work areas.

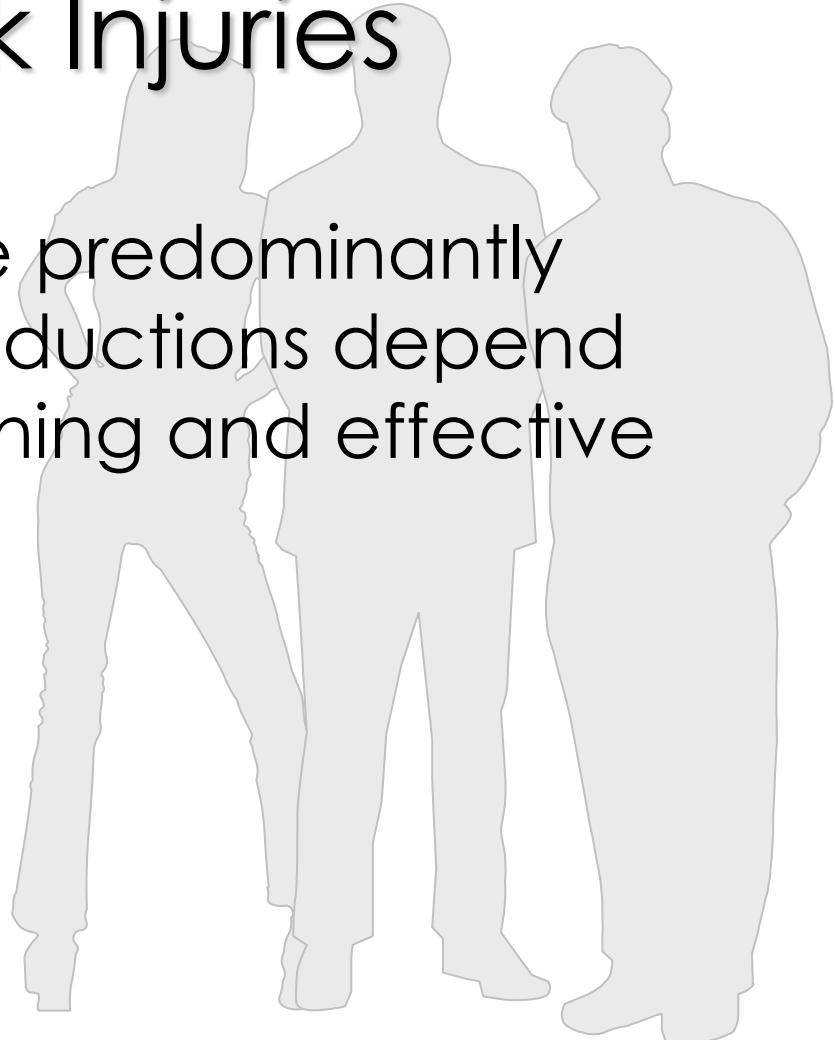
# Needlestick Injuries

- When needlestick injuries are sustained after a procedure or during disposal, the majority of injuries have been found to be caused by failure to adhere to policies and procedures.



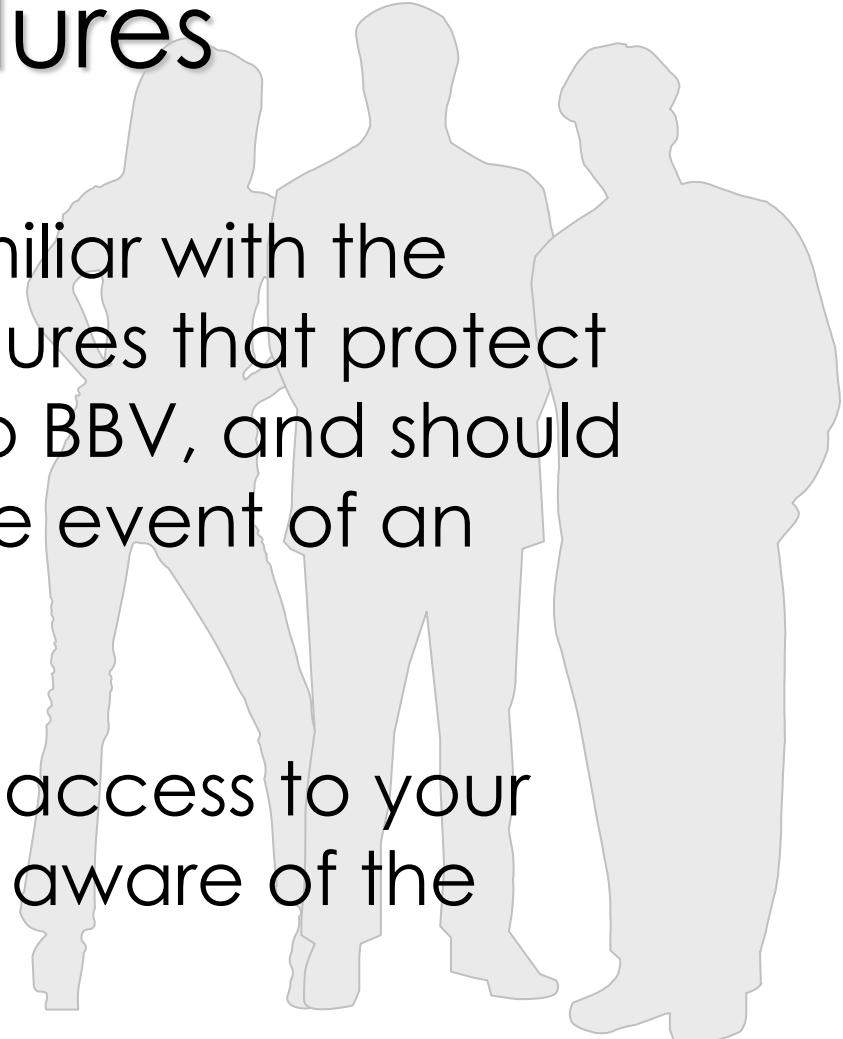
# Needlestick Injuries

- Incidents are therefore predominantly avoidable, and any reductions depend on education and training and effective monitoring and audit.



# Procedures

- All PSOs should be familiar with the organisational procedures that protect them from exposure to BBV, and should know what to do in the event of an accidental exposure.
- Have you been given access to your procedures & are you aware of the content of them?



# Health & Safety At Work

## What sort of Act is the Health & Safety Act?

- Enabling act
- Enforcement act
- Offices act
- Workers act
- Safety act

Enabling act, which allows for the overriding of previous acts and makes provision for additional Acts and Regulations.



# Health & Safety At Work

## Responsibilities of Employers

Under the Act, Employers **must** provide:

- A safe workplace and safe systems of work
- Safe access and egress
- Training for employees
- A written safety policy
- Safe machinery, plant and equipment

# Health & Safety At Work

## Responsibilities of Employees

Under the Act, Employees **must**:

- Look after the health, safety and welfare of themselves and others
- Co-operate with their employer, follow rules and procedures

All employees **must** follow the rules and procedures in place.

# Health & Safety At Work

## Responsibilities of Self-Employed

Under the Act, the Self-Employed are under the same obligations as the employed.

They must also follow the rules & procedures in place.

# Definition

## HAZARD

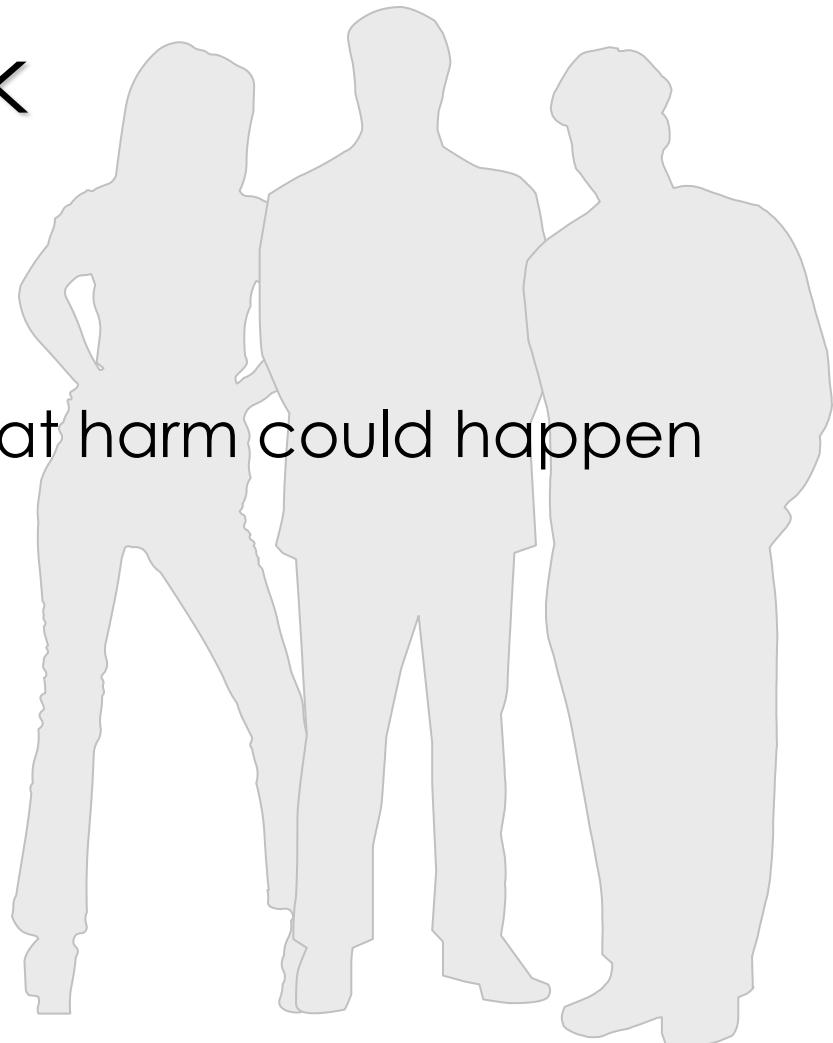
Anything that has the potential to cause harm



# Risk

## RISK

The chance, great or small, that harm could happen in certain circumstances.





Hazard

anything with the potential  
to cause harm

Hazard





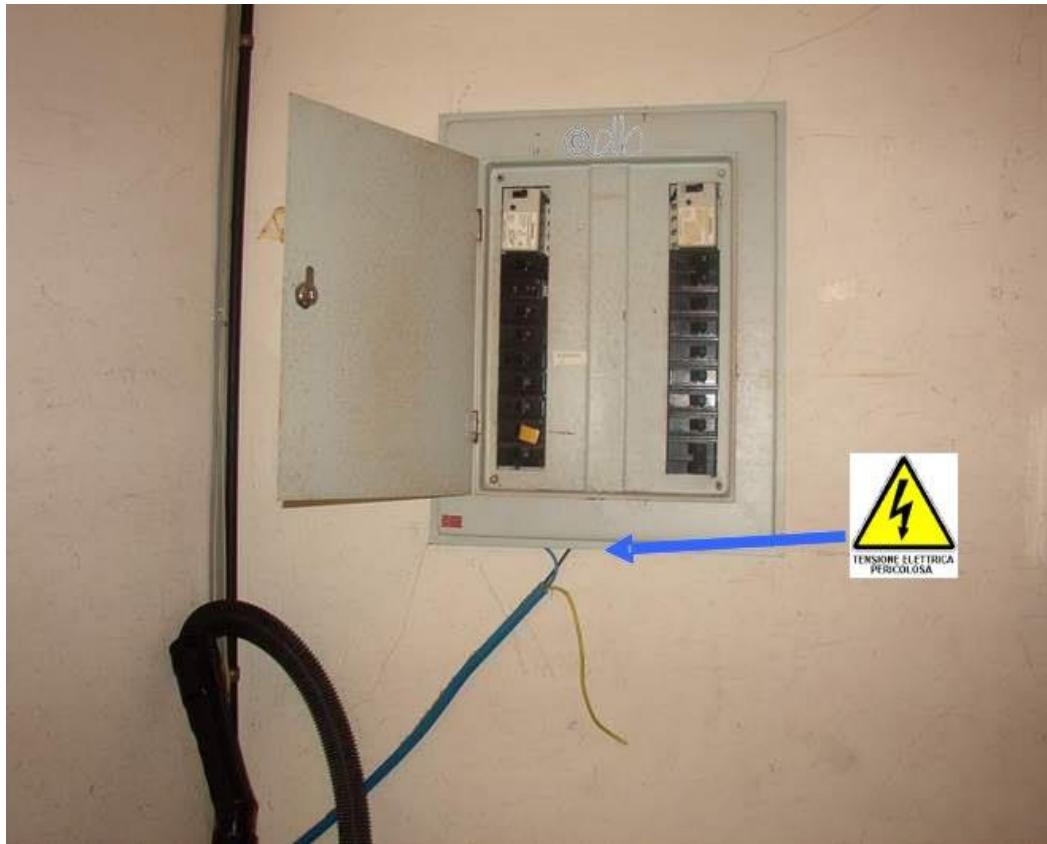


A photograph of a large, dense green bush growing over a black bicycle on a paved road. The bicycle is positioned horizontally, with its front wheel on the left and back wheel on the right. The bush has long, thin, drooping branches that completely cover the bicycle. In the background, there is a grassy area with a white signpost and a red structure. A road with a few buildings and trees is visible in the distance.

Risk













VILLE D'ORION  
HAMBURG











CRYSTALFILE







This Door  
MUST ONLY  
be Used in  
an Emergency

**PUSH BAR TO OPEN**  
CLOSE DOOR AND LIFT BAR TO LOCK

PLEASE KEEP THE  
FIRE EXIT CLEAR  
THANK YOU



International School for  
Communities, Rights and  
Inclusion  
Centre for Democracy and  
Inclusion  
Centre for International  
Development  
Centre for Social Justice  
Centre for Social Work and  
Social Care  
Centre for Social Work and  
Social Care

PHILOSOPHY



A photograph of a dark, cluttered pub cellar. In the foreground, a large, rusted metal tank with two circular ports is visible, emitting a bright orange glow from its interior. The tank is surrounded by pipes, some of which are red and white, and a brick wall. The overall atmosphere is dim and industrial.

Asbestos in a pub cellar

A photograph of a dark, confined space, likely a basement or cellar. The walls and ceiling are heavily covered in dark, fibrous insulation, which appears to be asbestos. The insulation is layered and has a mottled, dark greenish-brown color. In the foreground, there are some pipes and a metal structure, possibly a water tank or a support beam. The overall atmosphere is dim and industrial.

**Asbestos in a pub cellar**



✓ Push bar to open



✓ Push bar to open



EMERGENCY  
EXIT

Anything that has the potential to cause harm



An Hazard

**The chance, great or small, that harm could happen in certain circumstances.**



**A Risk**







**The chance, great or small, that harm could happen in certain circumstances.  
What would you do if you found this?**









# Risk Assessments



# Risk Assessments

Risk Assessments involve:

- Identifying the hazards
- Quantifying the risks
- Evaluating the control required
- Recording and monitoring
- Informing and training



# Risk Assessments

After a Risk Assessment, action must be taken to either:

- Eliminate the risk
- Adapt/accept/reduce the risk
- Provide protection from the risk

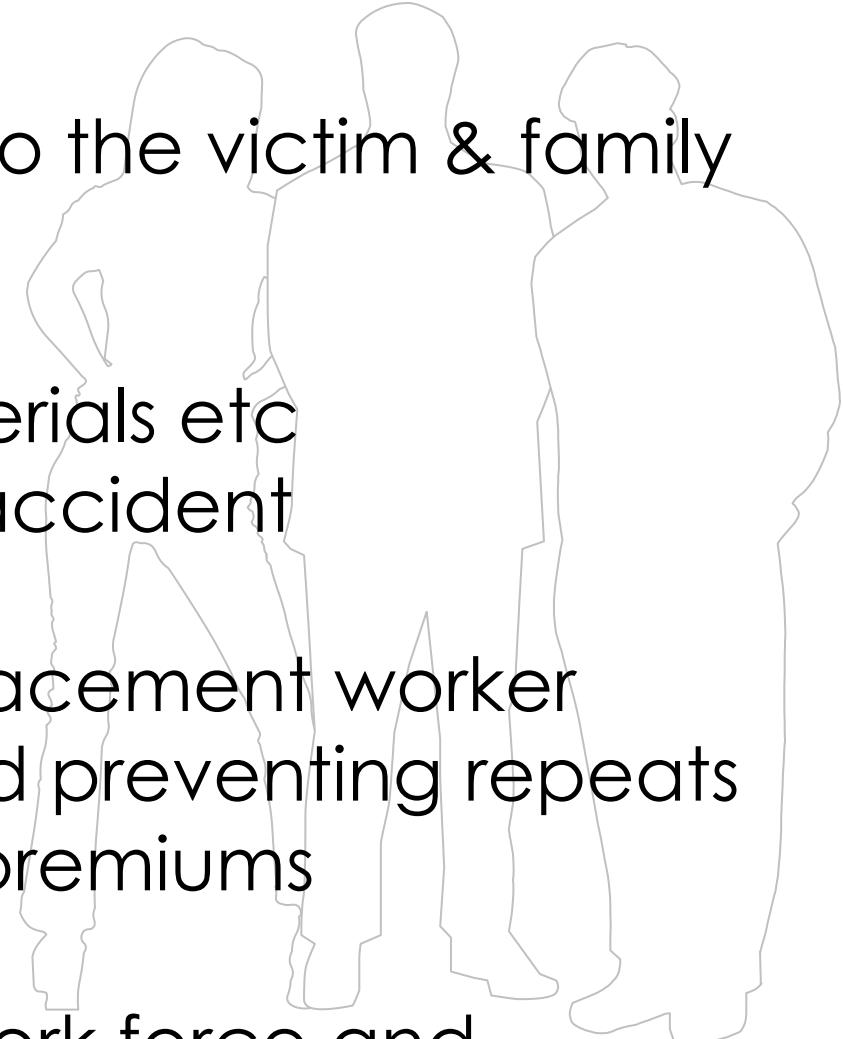


# Costs to employers



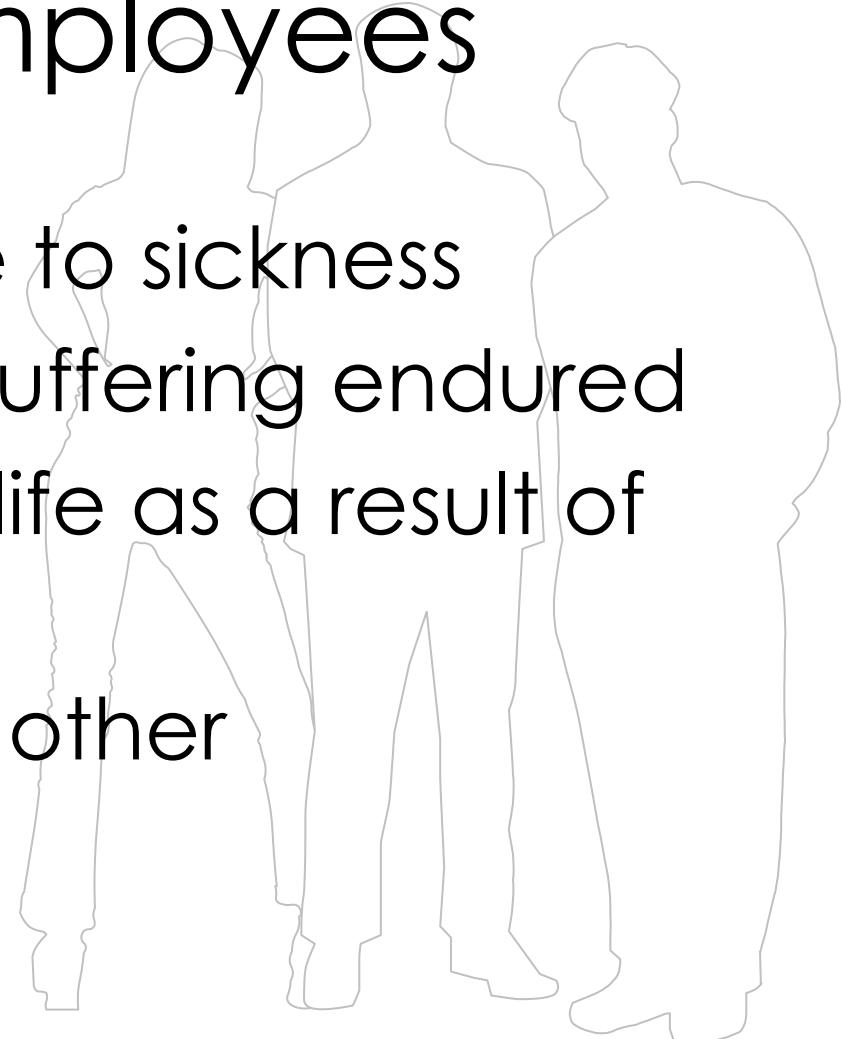
# Cost of Accidents

- Pain, suffering, distress to the victim & family
- Distress to colleagues
- Loss of output
- Damage to plant, materials etc
- Cleaning up after the accident
- Extra overtime
- Recruiting/hiring a replacement worker
- Investigating cause and preventing repeats
- Changes in insurance premiums
- Legal costs/fines
- Loss of goodwill from work force and customers



# Costs to employees

- loss of earnings due to sickness
- pain and physical suffering endured
- reduced quality of life as a result of injury
- loss of pension and other entitlements



# Costs to society

- medical and rehabilitation costs
- payment of incapacity benefit
- loss of tax revenue
- investigation and legal costs



# The 4 Cs of a Needle Find

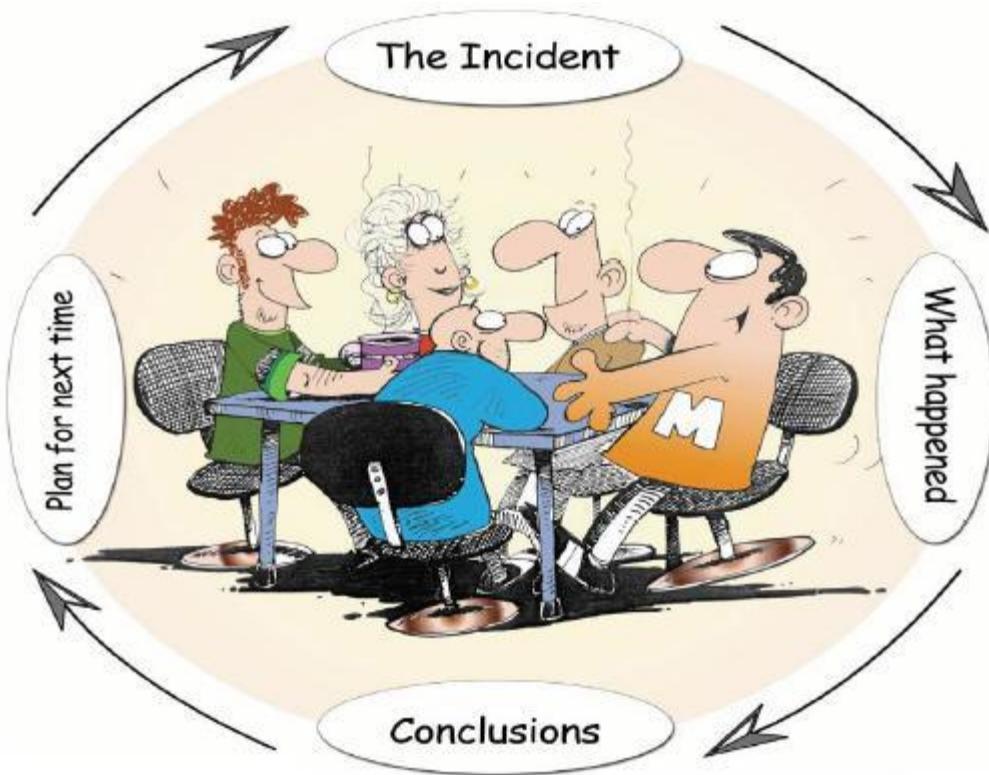
- When a needle find scene has been reported, the CEO should:
- **Confirm** – the needle find
- **Clear** – the area
- **Cordon** – the area
- **Control** – incident Control Point



# Support



# Post Incident Considerations



# Post Incident Considerations

- There are three key areas we should consider following an incident
  - **Supporting the victim**
  - **Learning from what happened**
  - **Sharing good practice**
- Also reporting & accounting for our actions



IDEA

Sharing good  
practice

# Providing support

## ***Tips for colleagues and/or managers to support someone who has been involved in a traumatic incident***

- Contact them if they are off sick
- Help them to reduce feelings of isolation
- Share work out to relieve their stress
- Keep managers and other colleagues informed
- Look for signs in colleagues, such as behaviour changes
- Give immediate support and continue to do so, as people recover over varying periods of time
- Demonstrate your interest – listen actively, show you care
- Support the individual and his/her family, particularly at any court case or other event that may ‘reopen the wounds’

# Learning from what happened

This will help prevent someone else going through the same traumatic situation.

*Discuss:*

- What happened
- What could be done differently
- Good practices
- How others can be informed
- Ensure learning is shared



**The End**  
**Thank you.**