SITE survey. APP

SITE SURVEY REPORT

Sharps Find and Disposal Record

Prepared for	Elm Court Housing
Date	9 Oct 2026
Site	Elm Court estate
Prepared by	C. Booth

FORM

Sharps Find and Disposal Record

1. Find

Project	Elm Court estate: needle found in the bin store (completed example)
Client	Elm Court Housing
Site	Elm Court
Site address	Elm Court, Bradford
Date found	9 Oct 2026
Time	07:40
Found by	C. Booth, caretaker
Exact location	Block B bin store, behind the recycling bins
Number of needles or sharps	2
What was found	Needles or syringes

> 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	Trained staff into a sharps bin
Sharps container or collection reference	Sharps bin SB-04
Was the surrounding area searched for more?	Yes
Who was told (manager, landowner or council) and when	Estates team by phone at 08:00, and logged with the council

3. Injury

Was anyone injured by a sharp?	No

4. Actions and sign-off

Are further actions needed?	Yes

Further actions 1: Fit a light in the Block B bin store and add it to the daily patrol.

What needs doing?	Fit a light in the Block B bin store and add it to the daily patrol.
Who will do it?	Estates
Due date	23 Oct 2026
Status	Open
Record completed by	C. Booth
Position or company	Caretaker
Inspector signature	