



REVISED SHARPS DISPOSAL GUIDANCE FOR STAFF ON UNIVERSITY PREMISES

University Sites

If discarded syringes, needles or blades are discovered **in or immediately around University buildings or on University sites:**

1. During normal working hours – There are staff at each site who are trained and able to safely remove the items. Please either contact your building Porter or contact the Waste Team on ext 514287. If you cannot get hold of one of them, then contact Security on ext 502257.
2. Outside of normal working hours – University Security must be informed by calling 502257.

Accommodation Services

If discarded syringes, needles or blades are discovered **in or immediately around Accommodation Services buildings / sites:**

1. During normal working hours – please contact your House / Flat porter or Pollock Halls Security.
2. Outside of normal working hours / all other times please contact Pollock Halls Security who will arrange disposal.

If discarded syringes, needles or blades are discovered **on the public highway**, the City of Edinburgh Council Environmental Health Department should be informed – tel: 0131 529 3030. They will normally arrange collection and disposal rapidly.