

**LONDON BOROUGH OF HAMMERSMITH AND FULHAM  
SPECIAL TREATMENT LICENSING**

**STANDARD LICENSING CONDITIONS FOR  
PREMISES OFFERING  
SPECIAL TREATMENTS**

**STANDARD CONDITIONS IN FORCE  
1<sup>st</sup> April 2012 FOR PREMISES LICENCED BY  
THE LONDON BOROUGH OF HAMMERSMITH AND FULHAM TO  
OFFER SPECIAL TREATMENTS**

**Standard Conditions for Premises Operating  
Special Treatments**

**CONTENTS**

**PART I – General**

1) Definitions	3
2) Dispensation or modification of rules	4
3) Enforcement	4

**PART 2 – Conditions Applicable to all Premises**

1) The Licence	5
2) Responsibility of the Licensee	5
3) Age Related Treatments	6
4) Conduct of the Premises	6
5) People with Disabilities	6
6) Authorised Officers	6
7) Electricity	6
8) Personal Hygiene	6
9) Cleaning	7
10) Refuse	7
11) Client Records	7
12) Maintenance and Inspection Certification of Systems and Equipment	7
13) Qualifications/Training	7
14) Anaesthetic	8
15) Control of Substances Hazardous to Health	8
16) Aftercare	8
17) First Aid	8
18) Language	8

**PART 3 - Additional Conditions for Specific Treatments**

1) Sauna	8
2) Heated Spa Baths	10
3) Ultra Violet Tanning Equipment	11
4) Tattooing	11
5) Semi Permanent Make Up/Micropigmentation	13
6) Electrolysis	14
7) Body Piercing	15
8) Manicure and Pedicure	16
9) Fish Spa Manicure and Pedicure	16
10) Artificial Nails	17
11) Non surgical Laser/Intense Pulsed Light (IPL)	18

<b>Appendix A    Certification to be held at Licensed Premises</b>	<b>19</b>
--	-----------

## STANDARD CONDITIONS FOR PREMISES OFFERING SPECIAL TREATMENT

Conditions for premises offering Special Treatments licensed by the London Borough of Hammersmith and Fulham in force from 1st April 2012.

### INTRODUCTION

These Standard Conditions are applicable to all premises offering special treatments. Their application does not in any way replace or reduce the underlying statutory duty of employers and self employed persons to comply with the requirements of the Health and Safety at Work etc Act 1974 and any associated regulations and codes of practice which may be applicable to these premises or any other legislation which applies.

The licence holder should be aware of all the relevant provisions of the London Local Authorities Act 1991 within its scope. The following points are particularly important but reference should be made to the Act itself for authoritative information.

### Part 1 - GENERAL

#### Definitions

- 1) In these rules, unless the context otherwise requires:-
  - a) **Act** means Part II of the London Local Authorities Act 1991 (as amended).
  - b) **Approval of the Council or Consent of the Council** means the written approval or consent of the Council as Licensing Authority in writing.
  - c) **Approved, Accepted or Permitted** means approved, accepted or permitted by the Council in writing.
  - d) **Council** means the London Borough of Hammersmith and Fulham.
  - e) **Special Treatment** means massage, electric treatments, light treatments, water treatments, skin piercing and other treatments of a like kind.
  - f) **Establishment for Special Treatment** has the meaning set out in section 4 of the London Local Authorities Act 1991 (as amended).
  - g) **Licence Holder/Authorised Person** means a person who is responsible for compliance with the standard conditions at all times that the premises are open for business.
  - h) **Licence** means a special treatment licence granted under section 6 of the London Local Authorities Act 1991 (as amended).
  - i) **Premises** means any premises within the Council's area offering licensable special treatments and includes all installations, fittings etc
  - j) **Therapist** means the person carrying out the special treatment .

- k) **Authorised Officer** means an Officer appointed by the Council.

### **Dispensation or Modification of Rules**

- 2) (a) These rules may be dispensed with or modified by the Council in any special case.
- (b) The Council may, in granting a licence or giving any written approval or consent under these rules, impose such terms, conditions, or restrictions as it shall specify in writing.
- (c) If the licence holder wishes any licence terms, conditions or restrictions to be varied, an application must be made to the Council in writing. The Council may grant or refuse a variation application.

### **Enforcement**

#### **Right of Entry and Inspection**

- 3) (a) Section 15 of the Act gives authorised officers the power to enter, inspect and examine at all reasonable times any premises which are or believed to be
- (i) used, represented or intended to be used as an establishment for special treatment without the requisite licence
- (ii) or used in contravention of the terms, conditions or restrictions on or subject to which a licence is granted
- and may do all things reasonably necessary for the purpose of ascertaining whether an offence has been committed.

#### **Offences and Penalties**

- (b) Any occupier or other person concerned in the conduct or management of premises who uses, represents as being so used or permits to be so used as an establishment for special treatment unless under a current licence shall be guilty of an offence and liable on summary conviction to a fine not exceeding level 4 on the standard scale.
- (c) If there is use of any premises where a licence is in force in other than in accordance with the terms, conditions or restrictions to which the licence is held then the licence holder or other person concerned in the conduct or management of the premises shall be guilty of an offence and liable on summary conviction to a fine not exceeding level 4 on the standard scale
- (d) Any person who intentionally obstructs any person acting in the exercise of powers under section 15 shall be liable on summary conviction to a fine not exceeding level 3 on the standard scale

## **PART 2 - Conditions applicable to all premises**

### **1) The Licence**

- a) The current licence or a clear copy shall at all times be prominently displayed at the premises in a position where it can easily be read by customers.
- b) The licence is personal to its holder. The licence cannot be transferred to any other person unless the procedure prescribed in the Act has been followed, and the Council has granted the application.
- c) The licence is only valid in respect of the business named on the licence.
- d) Licences are granted for a maximum period of twelve months. This being the period from 1<sup>st</sup> April to 31<sup>st</sup> March the following year.
- e) A licence will be issued in the name of the applicant and will include the number of individual therapists approved by the Council to carry out special treatments at that premises.

### **2) Responsibility of the Licence Holder/Authorised Person**

- a) The licence holder may authorise a responsible person to be in charge of the premises during opening hours.
- b) The licence holder and any authorised person shall take all reasonable precautions for the safety of all persons using the premises and ensure compliance at all times with the relevant provisions of the Health and Safety at Work etc Act 1974, and other associated legislation.
- c) The licence holder and any authorised person shall be accountable for all activities in the premises at all times.
- d) The licence holder shall take out employer's liability (where applicable) and public liability insurance cover. The current certificate(s) or clear copy shall at all times be prominently displayed at the premises in a position where it can easily be read by customers.
- e) The licence holder and any authorised person shall ensure that all therapists carrying out 'special treatments' are suitably trained/qualified and evidence of such shall be submitted to the Council for approval. The current Therapist Registration document issued by the Council, or a clear copy, shall at all times be prominently displayed at the premises in a position where it can easily be read by customers.
- f) No other persons other than those holding valid Therapist Registration documents are permitted to carry out special treatments. Guest therapists shall not carry out treatments unless they have been previously notified to and approved by the Council and hold a valid Therapist Registration document.
- g) The licence holder and any authorised person shall ensure that no nuisance arises from the business activities including but not limited to odour nuisance or noise nuisance.

- h) The licence holder and any authorised person shall be familiar with all the conditions contained in this document and take responsibility for any breaches of said conditions.
- i) The licence holder and any authorised person shall ensure that all persons carrying out special treatments in the licensed premises are familiar with all the conditions contained in this document.

**3) Age related treatments**

- a) Where legal or advisory age restrictions are in place for certain treatments the premises must have a policy that requires people who appear to be under the age of 18 to be asked to produce identification showing their photograph, date of birth and a holographic mark. Examples of acceptable ID include: photo card driving licences, passports or proof of age cards bearing the PASS hologram and other forms of ID which meet the criteria.
- b) Staff who work in these venues must be made aware of the existence and content of the age verification policy. Details of checks should be written on the client record.

**4) Conduct of the Premises**

- a) No poster, advertisement etc shall be displayed which is unsuitable for general exhibition.
- b) The licence holder and any authorised person shall ensure that no part of the premises is used by persons for soliciting or other immoral purposes.

**5) People with Disabilities**

The Equality Act 2010 gives disabled people important rights of access to everyday services licence holders have an obligation to make reasonable adjustments to premises or to the way they provide a service.

**6) Authorised Officers**

Authorised officers of the Council, on presentation of their written authorisations and proof of identity, shall be admitted at all reasonable times to all parts of the premises.

**7) Electricity**

- a) The licence holder shall ensure that all portable electrical appliances used within the licensed premises are maintained regularly in accordance with the Electricity at Work Regulations 1989. Records of this maintenance shall be available at the premises for inspection at all reasonable times.
- b) The licence holder shall ensure that the fixed electrical installation is inspected by competent electrical engineer in accordance with the Electricity at Work Regulations 1989 and a copy of the current certificate shall be available at the premises for inspection at all reasonable times.

**8) Personal Hygiene**

- a) If a therapist has any open boil, sore, cut or other open wound it must be effectively covered by an impermeable dressing.

- b) A wash hand basin with a supply of hot and cold running water, liquid soap and disposable paper towels dispenser shall be provided in each treatment room.

**9) Cleaning**

- a) All treatment area floor and wall surfaces must be made of a suitable washable material.
- b) In addition to the wash hand basin, a deep sink with hot and cold running water shall be provided exclusively for washing used equipment; this should be fitted in a separate 'dirty' area away from the clean operating area.

**10) Refuse**

- a) Any waste produced in connection with the business, including hazardous /special waste, must be collected and disposed of by a licensed contractor. Evidence of trade waste contract(s), waste carrier licence and/or waste transfer notes shall be available at the premises for inspection at all reasonable times.
- b) Any 'clinical' waste bags and sharp boxes shall be suitably marked and whilst awaiting collection shall be stored in a secure area.
- c) Sharps containers shall comply with relevant British and European Standards. Sharps containers shall be collected when  $\frac{3}{4}$  full and a waste transfer note shall be available on site for each container collected.

**11) Client Records**

- a) Written client records including client name, address, age, date and type of treatment received, medical history (where relevant), details of any accident or adverse effects and therapist name shall be kept for all licensable treatments.
- b) Any contra-indications including but not limited to heart conditions, diabetes, epilepsy, blood borne diseases relevant for each treatment shall be discussed with the client prior to any treatment, and the client shall sign a record card to say that they have been made aware of the risks involved.
- c) Client records shall be kept for a minimum of three years and available at the premises for inspection at all reasonable times.

**12) Maintenance and Inspection Certification of Systems and Equipment**

- a) All systems and equipment provided in the premises, such as but not limited to electricity installation, gas installation and equipment, fire safety equipment, local exhaust ventilation, sterilisers and autoclave equipment, sun beds, lasers and IPL devices, saunas and steam rooms, spa pools, and any other equipment used to provide therapies shall be serviced and maintained regularly by competent persons in accordance with the manufacturer and supplier recommendations. Records shall be available on site at all times for inspection.

**13) Qualifications/Training**

- a) All persons carrying out special treatments shall hold a suitable qualification to National Occupational Standards (where stated) in the treatments they carry out.

Training in the use of specific on site equipment shall also be undertaken with the manufacturer or supplier, where available.

- b) Relevant certificates or a clear copy shall be submitted to the Council for approval and shall be available at the premises for inspection at all reasonable times.
- c) Trainee/apprentice therapists shall be named on the Therapist Registration document as such and may only carry out treatments under the direct supervision of their trainer.
- d) Where a therapist is exempt under the Act then current details of their membership of the relevant body shall be submitted to the Council and shall be available at the premises for inspection at all reasonable times.

#### **14) Anaesthetic**

- a) It is an offence for any prescription only medicines to be applied to the client by the therapist. The administration of local anaesthetic by injection other than by medically qualified practitioners is an offence.
- b) Topical anaesthetic based creams, gels, sprays and similar preparations are available at pharmacies and may be purchased and administered by the client themselves prior to treatment if so desired. A detailed consultation assessing contra-indications must be carried out. This should be written on the client record.

The Medicines (Sale of Supply) (Miscellaneous Provisions) Regulations 1980

#### **15) Control of Substances Hazardous to Health Regulations 2002 (As amended)**

- a) Substances including but not limited to chemicals in beauty and cleaning products, blood and other bodily fluids and nail dust which fall under the above Regulations shall be assessed in accordance with the requirements of those Regulations and all the necessary precautions taken to ensure as far as reasonably practicable to prevent exposure and to ensure safe use and storage.
- b) The safety data sheets for all products used in connection with the business shall be available at the premises.

#### **16) Aftercare**

- a) Each client shall be provided with written aftercare advice for each treatment they receive and confirmation of this shall be recorded on their client record card.
- b) Clients shall sign for receipt of this aftercare advice.

#### **17) First Aid**

- a) A suitably and sufficiently stocked first aid box shall be available in the premises.
- b) At least one person shall be present in the premises at all times who is qualified in basic first aid techniques to a suitable level.



## 18) Language

At least one person shall be present in the premises at all times who has an acceptable level of spoken and written English in order to satisfactorily discuss all matters relating to treatments and aftercare advice with clients.

### **PART 3 – Additional conditions for specific treatments**

#### **1) Sauna/ Steam room/ Infrared Sauna**

- a) A thermometer shall be provided indicating the temperature inside the sauna/steam room and the temperature created by the infrared sauna.
- b) There must be a non-verbal alarm system in the vicinity linked to a manned reception area for summoning help when users are left unattended. The alarm should continue to sound until it is manually switched to the 'off' position in order to silence it. The user must be made aware of the alert mechanism and how to use it. Emergency devices shall be fitted within easy reach of a person using the equipment. Operation verification test records shall be available at the premises for inspection at all reasonable times.
- c) Regular maintenance shall be carried out by a competent engineer in accordance with manufacturer and supplier recommendations. Records of all maintenance visits shall be available at the premises at all reasonable times.
- d) A clock shall be visible to users, from inside the sauna/steam room/infrared sauna.
- e) The temperature control device shall not be accessible to users of the sauna/steam room/infrared sauna.
- f) Hot coals in the sauna shall be protected by a guard rail or barrier.
- g) Shower facilities shall be provided close to the sauna/steam room/infrared sauna.
- h) A supply of fresh drinking water shall be available close to the sauna/ steam room/ infrared sauna free of charge.
- i) Safety guidelines on the use of the sauna/ steam room/ infrared sauna shall be clearly displayed nearby. These guidelines shall include the following:
  - All jewellery to be removed
  - Drink plenty of water before use
  - No eating or drinking in the sauna/ steam room/ infrared sauna
  - Avoid use if suffering from high blood pressure or heart problems
  - Do not eat immediately before use
  - Maximum time of use 20 minutes
  - Seek doctors permission to use if pregnant
  - Do not use if under 16 years of age
  - Do not enter if suffering with swollen joints
  - Do not enter if suffering with a fever
  - Seek doctors permission to use if taking medication
  - People with silicon implants should avoid use of infrared sauna
  - Drink plenty of water after use

## **2 Heated Spa Baths**

- a) The spa must be managed and maintained to avoid the risk of Legionella with regard to the Health and Safety Executive Approved Code of Practice and Guidance L8 (ACOP L8), The Control of Legionella Bacteria in Water Systems ISBN 0717617726. Microbiological test reports must be held and available at the premises for a minimum of 5 years in accordance with ACOP L8 and HPA Guidance for Spa Pools.
- b) A log book must be available for recording daily poolside tests to include pH, chlorine or bromine levels, water clarity, temperature, number of bathers. The log-book should state acceptable limits for all tests and record action taken in the event of an unsatisfactory result. The log-book must be held at the premises and be available for inspection at all reasonable times.
- c) The spa pool must be operated and maintained in accordance with manufacturer's instructions and the Health Protection Agency guidance, Management of Spa Pools: Controlling the Risks of Infection. Records shall be available at the premises for inspection at all reasonable times.
- d) There must be a non-verbal alarm system in the vicinity linked to a manned reception area for summoning help when users are left unattended. The alarm should continue to sound until it is manually switched to the 'off' position in order to silence it. The user must be made aware of the alert mechanism and how to use it. Emergency devices shall be fitted within easy reach of a person using the equipment. Operation verification test records shall be available at the premises for inspection at all reasonable times.
- e) Shower facilities shall be provided close to the spa and clients advised to shower before entering the spa.
- f) A supply of fresh drinking water shall be available close to the spa free of charge.
- g) Safety guidelines on the use of the spa shall be clearly displayed nearby each spa. These guidelines shall include the following:
  - Do not use the spa under 16 years of age
  - Maximum time in the spa is 15 minutes
  - Do not use the spa if you are pregnant
  - Do not use the spa if under the influence of drugs, alcohol or medication
  - Seek doctors permission to use if suffering from obesity or with a medical history of heart disease, low or high blood pressure, circulatory system problems
  - Seek doctors permission to use if using medications
  - Do not use the spa if you have any sores or open wounds
  - Take care when entering and exiting the spa. Wet surfaces may be slippery

## **3) Ultra Violet Tanning Equipment**

- a) Ultra Violet (UV) tanning equipment must be operated and maintained in accordance with manufacturer's instructions and HSE guidelines IND (G) 209 'Reducing the health risks from ultra violet (UV) tanning equipment. A record of maintenance and servicing and copies of the electrical engineers report must be kept on the premises for inspection at all reasonable times.

- b) The HSE poster MISC 879 'UV tanning equipment' shall be displayed in or near each tanning cubicle where it can be easily read by clients.
- c) No persons under the age of 18 shall be offered the use of a UV tanning equipment, permitted to use UV tanning equipment or allowed to be present in a Restricted Zone in accordance with the Sunbeds (Regulation) Act 2010.
- d) The maximum permissible output for all UV equipment from the 23<sup>rd</sup> July 2010 is 0.3w/m2 in accordance with EN 60335-2-27: Household and similar electrical appliances – Safety Part 2-27: Particular requirements for appliances for skin exposure to ultraviolet and infrared radiation. UV tubes on existing UV equipment in operation prior to this date shall be changed to comply with this standard as and when tubes are due to be changed as part of the routine maintenance schedule.
- e) Suitable tanning advice must be given to all clients relative to their skin type. The length of time that a client uses the tanning equipment shall be controlled by the management and based on an assessment by a trained therapist to include factors such as the client's type of skin and power output of the UV tanning equipment.
- f) There must be a non-verbal alarm system in the vicinity linked to a manned reception area for summoning help when users are left unattended. The alarm should continue to sound until it is manually switched to the 'off' position in order to silence it. The user must be made aware of the alert mechanism and how to use it. Operation verification test records shall be available at the premises for inspection at all reasonable times. Emergency devices shall be fitted within easy reach of a person using the equipment. These devices when operated shall switch off the Ultra Violet lamps and audibly summon assistance (in the case of the lay down beds it must also raise the upper canopy, or panel unit).
- g) All clients shall be provided with suitable protective eye equipment which meets relevant British and European Standards free of charge and instructed in their use. All goggles must be disinfected between clients or single use disposable goggles provided.
- h) Arrangements shall be made to ensure that the surface of the tanning equipment is cleaned and disinfected after each use in accordance with manufacturers instructions.

#### 4) **Tattooing**

- a) A consultation with the client shall take place prior to the treatment, this shall include medical history, and a patch test may be carried out. Every client shall read and sign a consent form prior to treatment.
- b) No tattoo shall be carried out on a client under the age of 18 years in accordance with the Tattooing of Minors Act 1969.
- c) Records of the Hepatitis B status of all tattooists shall be kept at the premises. It is recommended that each tattooist is vaccinated against Hepatitis B.
- d) All walls, floors, seating and surfaces in the tattoo area shall be made of impervious washable material.
- e) Single use disposable paper towel shall be used on the couches in the treatment room.

- f) All tattooists shall wear disposable non powdered low protein latex, vinyl or nitril gloves.
- g) Disposable plastic aprons shall be provided for use by tattooist. These are single use for each client.
- h) A blood spillage kit which is in date shall be available in the treatment room. All tattooists should be instructed in the correct procedure for dealing with blood splashing or spillage.
- i) Before tattooing the skin shall be cleaned with 70% isopropyl alcohol wipes prior to the piercing.
- j) All equipment which is to be used shall be kept in sterile packets or closed containers before use.
- k) Needles, pigment caps, stencils, razors, wooden spatulas, swabs and other equipment not to be sterilised are single use only and shall be disposed of as clinical waste after use.
- l) Tattoo motors and clip cords shall be covered with clear plastic during a tattoo and changed between clients. Ensure that the clear plastic covers the whole of the cord.
- m) Elastic bands used on the motors shall be changed between clients.
- n) Reusable instruments shall be manually cleaned in the sink used for cleaning dirty equipment before undergoing the ultrasonic cleaning process. Cleaning shall occur below water level rather than under running water. Staff shall wear a suitable disposable plastic apron during this process.
- o) After manual cleaning reusable instruments shall be put through a cycle in an ultrasonic cleaner in accordance with manufacturer's and supplier's instructions.
- p) The ultra sonic cleaner verification tests shall be undertaken at the intervals specified in accordance with manufacturer's and supplier's instruction and results shall be recorded in the site logbook.
- q) Following ultra sonic cleaning any reusable instruments etc shall then be sterilised in a bench top autoclave in accordance with manufacturer's and supplier's instruction.
- r) The autoclave verification tests shall be undertaken at the intervals specified in accordance with manufacturer's and supplier's instruction and results shall be recorded in the site logbook.

## 5) **Semi-permanent make up/ Micropigmentation**

- a) A consultation with the client shall take place prior to the treatment, this shall include medical history, and a patch test may be carried out. Every client shall read and sign a consent form prior to treatment.
- b) No semi permanent make up/ micropigmentation shall be carried out on a client under the age of 18 years in accordance with the Tattooing of Minors Act 1969.
- c) Records of the Hepatitis B status of all therapists shall be kept at the premises. It is recommended that each therapist is vaccinated against Hepatitis B.

- d) All walls, floors, seating and surfaces in the semi permanent make up/ micropigmentation area shall be made of impervious washable material.
- e) Single use disposable paper towel shall be used on the couches in the treatment room.
- f) All therapists shall wear disposable non powdered low protein latex, vinyl or nitril gloves.
- g) Disposable plastic aprons shall be provided for use by the therapist. These are single use for each client.
- h) A blood spillage kit which is in date shall be available in the treatment room. All therapists should be instructed in the correct procedure for dealing with blood splashing or spillage.
- i) Before semi permanent make up/ micropigmentation the skin shall be cleaned with 70% isopropyl alcohol wipes prior to the piercing.
- j) All equipment which is to be used shall be kept in sterile packets or closed containers before use.
- k) Needles, pigment caps, stencils, razors, wooden spatulas, swabs and other equipment not to be sterilised are single use only and shall be disposed of as clinical waste after use.
- l) Reusable instruments shall be manually cleaned in the sink used for cleaning dirty equipment before undergoing the ultrasonic cleaning process. Cleaning shall occur below water level rather than under running water. Staff shall wear a suitable disposable plastic apron during this process.
- m) After manual cleaning reusable instruments shall be put through a cycle in an ultrasonic cleaner in accordance with manufacturer's and supplier's instructions.
- n) The ultra sonic cleaner verification tests shall be undertaken at the intervals specified in accordance with manufacturer's and supplier's instruction and results shall recorded in the site logbook.
- o) Following ultra sonic cleaning any reusable instruments etc shall then be sterilised in a bench top autoclave in accordance with manufacturer's and supplier's instruction.
- p) The autoclave verification tests shall be undertaken at the intervals specified in accordance with manufacturer's and supplier's instruction and results shall recorded in the site logbook.

## 6) **Electrolysis**

- a) A consultation with the client shall take place prior to the treatment, this shall include medical history, and a patch test may be carried out. Every client shall read and sign a consent form prior to treatment.
- b) Anyone under the age of 18 must be accompanied by a parent or guardian. The parent/guardian must sign a consent form at the time of the treatment.

- c) Records of the Hepatitis B status of all therapists shall be kept at the premises. It is recommended that each tattooist is vaccinated against Hepatitis B.
- d) All walls, floors, seating and surfaces in the electrolysis area shall be made of impervious washable material.
- e) Single use disposable paper towel shall be used on the couches in the treatment room.
- f) All therapists shall wear disposable non powdered low protein latex, vinyl or nitril gloves.
- g) Disposable plastic aprons shall be provided for use by therapists. These are single use for each client.
- h) A blood spillage kit which is in date shall be available in the treatment room. All therapists should be instructed in the correct procedure for dealing with blood splashing or spillage.
- i) Before electrolysis the skin shall be cleaned with 70% isopropyl alcohol wipes prior to the piercing.
- j) All equipment which is to be used shall be kept in sterile packets or closed containers before use.
- k) Individual pre-wrapped sterilised needles shall be used and disposed of properly in a sharps box after each client.
- l) Needles, pigment caps, stencils, razors, wooden spatulas, swabs and other equipment not to be sterilised are single use only and shall be disposed of as clinical waste after use.
- m) Reusable instruments shall be manually cleaned in the sink used for cleaning dirty equipment before undergoing the ultrasonic cleaning process. Cleaning shall occur below water level rather than under running water. Staff shall wear a suitable disposable plastic apron during this process.
- n) After manual cleaning reusable instruments shall be put through a cycle in an ultrasonic cleaner in accordance with manufacturer's and supplier's instructions.
- o) The ultra sonic cleaner verification tests shall be undertaken at the intervals specified in accordance with manufacturer's and supplier's instruction and results shall recorded in the site logbook.
- p) Following ultra sonic cleaning any reusable instruments etc shall then be sterilised in a bench top autoclave in accordance with manufacturer's and supplier's instruction.
- q) The autoclave verification tests shall be undertaken at the intervals specified in accordance with manufacturer's and supplier's instruction and results shall recorded in the site logbook.

## 7) **Body Piercing**

- a) A consultation with the client shall take place prior to the treatment, this shall include medical history, and a patch test may be carried out. Every client shall read and sign a consent form prior to treatment.
- b) Clients must be over the age of 18 for all types of body piercing other than ear, nose, labret, eyebrow or navel.
- c) No body piercing shall be administered to any person under the age of 16 with the exception of ear and nose piercing.
- d) Persons aged between 16 and 18 must provide identification which includes a photograph and date of birth as detailed in condition Part 2 3(a).
- e) Anyone under the age of 16 must be accompanied by a parent or guardian. The parent/guardian must sign a consent form at the time of the piercing.
- f) Piercing of the nipples or genitalia for both sexes under the age of 16 is prohibited. Under the Sexual Offences Act 1956 girls and boys under the age of 16 cannot give legal consent to intimate sexual contact under any circumstances therefore this can be regarded as an assault offence.
- g) Records of the Hepatitis B status of all piercers shall be kept at the premises. It is recommended that each piercer is vaccinated against Hepatitis B.
- h) All walls, floors, seating and surfaces in the piercing area shall be made of impervious washable material.
- i) Single use disposable paper towel shall be used on the couches in the treatment room.
- j) All piercers shall wear disposable non powdered low protein latex, vinyl or nitril gloves.
- k) Disposable plastic aprons shall be provided for use by piercers. These are single use for each client.
- l) A blood spillage kit which is in date shall be available in the treatment room. All piercer should be instructed in the correct procedure for dealing with blood splashing or spillage.
- m) Before piercing the skin shall be cleaned with 70% isopropyl alcohol wipes prior to the piercing.
- n) All equipment which is to be used shall be kept in sterile packets or closed containers before use.
- o) Needles, pigment caps, stencils, razors, wooden spatulas, swabs and other equipment not to be sterilised are single use only and shall be disposed of as clinical waste after use.
- p) Reusable instruments shall be manually cleaned in the sink used for cleaning dirty equipment before undergoing the ultrasonic cleaning process. Cleaning shall occur below water level rather than under running water. Staff shall wear a suitable disposable plastic apron during this process.

- q) After manual cleaning reusable instruments shall be put through a cycle in an ultrasonic cleaner in accordance with manufacturer's and supplier's instructions.
- r) The ultra sonic cleaner verification tests shall be undertaken at the intervals specified in accordance with manufacturer's and supplier's instruction and results shall recorded in the site logbook.
- s) Following ultra sonic cleaning any reusable instruments etc shall then be sterilised in a bench top autoclave in accordance with manufacturer's and supplier's instruction.
- t) The autoclave verification tests shall be undertaken at the intervals specified in accordance with manufacturer's and supplier's instruction and results shall recorded in the site logbook.
- u) All jewellery shall be sterilised in the autoclave prior to use in the piercing. The date of sterilisation should be indicated on the packs and how long they will be sterilised for.
- v) Jewellery fitted with a stud shall not be used in nose piercing.
- w) Any jewellery which contains more than 0.05% nickel shall not be used, as this may cause an allergic reaction.

#### **8) Manicure and Pedicure**

- a) All therapists shall be qualified to a standard which is approved by the Council.
- b) Signed parental consent shall be obtained for all clients under 16 years old.
- c) The condition of the client's nails should be examined prior to any treatment and if there is any presence or suspicion of any infection etc they should be referred for medical treatment.
- d) Any cotton wool etc which has come into contact with nail liquids shall be disposed of into suitably covered receptacles.
- e) Nail files, wooden spatulas, cotton wool and any other equipment not to be thoroughly cleaned and disinfected are single use only and shall be disposed of as clinical waste after use.
- f) Dispensed nail liquids and other products shall be kept in covered, labelled containers at all times when not in use.
- g) The use of electric drills/files on a clients natural nail is prohibited.
- h) All equipment shall be thoroughly cleaned and disinfected between use on each client.

#### **9) Fish Spa Manicure and Pedicure**

- a) The condition of the client's feet should be examined prior to any treatment and if there is any presence or suspicion of any infection etc they should be referred for medical treatment and shall not be permitted to use the fish spa.
- b) Signed parental consent shall be obtained for all clients under 16 years old.



- c) Client feet shall be washed without detergent before treatment.
- d) A record shall be kept of daily water quality testing including ammonia levels, nitrate/nitrite levels, pH, water temperature.
- e) All equipment necessary to ensure good aquarium maintenance and fish health such as water filtration units, heaters, UV filters, ozone generators and aeration equipment shall be used and maintained in accordance with manufacturer's instructions.
- f) A record shall be kept of fish supply and mortality.

#### **10) Artificial Nails**

- a) All therapists shall be qualified to a standard which is approved by the Council.
- b) Signed parental consent shall be obtained for all clients under 16 years old.
- c) The condition of the client's nails should be examined prior to any treatment and if there is any presence or suspicion of any infection etc they should be referred for medical treatment.
- d) Products containing Methyl Methacrylate (MMA) shall not be used.
- e) Any cotton wool etc which has come into contact with nail liquids shall be disposed of into suitably covered receptacles.
- f) Nail files, wooden spatulas, cotton wool and any other equipment not to be thoroughly cleaned and disinfected are single use only and shall be disposed of as clinical waste after use.
- g) Dispensed nail liquids and other products shall be kept in covered, labelled containers at all times when not in use.
- h) The use of electric drills/files on a clients natural nail is prohibited.
- i) Electric drills/files shall only be used on the surface of the artificial nail and must not be used to blend the artificial nail to the natural nail.
- j) Electric files/drills shall only be used by therapists who have had specific training in their use.
- k) All equipment shall be thoroughly cleaned and disinfected between use on each client.
- l) Where nail extensions are carried out suitable air filtering and extraction must be provided to remove dust and chemicals from the air and preferably fitted at work top level. Suitable dust and chemical filters should be fitted and the equipment operated and maintained in good working order in accordance with manufacturers instructions.

#### **11) Non Surgical Lasers/Intense Pulsed Light (IPL)**

- a) Laser/IPL equipment must be operated and maintained in accordance with manufacturer's instructions. A record of maintenance and servicing and copies of the electrical engineers report must be kept on the premises for inspection at all reasonable times.

- b) Laser/IPL equipment must be operated and managed in with reference to guidance issued by The Independent Healthcare Advisory Services (IHAS) and Association of Laser Protection Healthcare Advisors
- c) The licence holder shall use a treatment protocol issued by / through an Expert Medical Practitioner (EMP).
- d) The Licence holder shall employ the services of a certificated Laser Protection Advisor (LPA) to produce the Local Rules document and provide ongoing support and advice when appropriate.
- e) Both the Treatment Protocol and Local Rules shall be signed and dated by both the EMP/LPA and licence holder and/or authorised person and be available at the premises at all times.
- f) The Local Rules document shall be reviewed regularly and updated if there are any changes made to the equipment in use, changes in procedure or treatment room. Both the owner and LPA should sign the local rules. The date of review shall be on the local rules document and signed by the licence holder/or authorised person and by the LPA if any changes have taken place.
- g) A suitably qualified member of staff on the premises shall be identified as the Laser Protection Supervisor (LPS) or Intense Pulse Light Protection Supervisor (IPLPS) who will have the day to day to responsibility of ensuring the local rules are followed.
- h) All authorised users of laser/IPL (and the LPS / IPLS if they are not a user) shall be trained to at least the Core of Knowledge Certificate level and records of such training shall be kept on site with the local rules. The core of knowledge training should be given by someone the inspecting officer deems suitable to supply this training (such as a certificated LPA). Core of Knowledge training should be refreshed regularly, at intervals not exceeding 5 years.
- i) All authorised users of laser/IPL shall have attended site specific and equipment specific operator training and ongoing Continued Professional Development. Certificates and records of such training shall be kept on site with the local rules.
- j) The Laser Protection Supervisor or Intense Pulse Light Protection Supervisor shall ensure that the key to any laser/IPL device is kept in a secure and separate area when not in use and that only authorised users have access to the key.
- k) A written contemporaneous treatment register shall be completed every time the laser/IPL is operated including the following information:
  - the name of the person treated (including a second means of identification)
  - the date and time of treatment
  - the name and signature of the laser/IPL operator
  - the nature of the laser/IPL treatment given
  - the treatment parameters
  - details of any accidents or adverse effects
- l) The area around any laser/IPL device shall be controlled to protect other persons while treatment is in progress. The controlled area shall be clearly defined and not used for other purposes during laser/IPL treatment.

- m) A suitable safety warning sign or light entry system which complies with current British Standards shall be in place on the door of the controlled area for the duration the room is occupied for the purpose of laser/IPL treatment.
- n) All laser/IPL devices shall comply with current British Standards and shall display labels identifying them, their wavelength or range of wavelengths and the maximum output power of the radiation emitted. The labels shall be clearly visible on the front or side of the machine.
- o) The door to the controlled area shall be fitted with a suitable locking device which can be opened from the outside in an emergency.
- p) All windows, mirrors and reflective surfaces in the controlled area shall be suitably covered at times of operation of laser/IPL device in a manner approved by the Laser Protection Advisor.
- q) The controlled areas shall be kept clear of clutter, reflective surfaces shall be avoided and jewellery shall not be worn by therapist or client.
- r) Wall, floor and ceiling surfaces within the controlled area shall be of a matt or eggshell finish to eliminate the risk of laser/IPL light reflection.
- s) Protective eyewear shall be worn by everyone within the controlled area whenever there is a risk of exposure to laser/IPL. All protective eyewear shall comply with current British Standards and be marked with the wavelength range and protection offered as detailed in the local rules document. The eyewear required (and specified in the local rules) will be approved by the LPA. They shall be in a clean, serviceable condition. Complete eye blocks shall be worn by clients undergoing facial laser/IPL treatment.

## **APPENDIX A**

### **Documents required to be available at the Licensed Premises at ALL times**

This Appendix acts as checklist of the records which must be kept on site and available for inspection by an authorised Council officer at all reasonable times. These records may be paper or electronic (except where display to public is required). Documents requested in Part 2 of the Conditions apply to all Special Treatment premises. Documents requested in Part 3 apply where a Special Treatment Licence to provide specific named treatments is held.

#### **1. The Licence Part 2 (1)**

- a) Display the current licence

#### **2. Insurance Part 2 (2)**

- a) Display a copy of the employers liability (where applicable) and public liability certificates

#### **3. Electricity Part 2 (7)**

- a) Valid documentation confirming the safety of portable electrical appliances (PAT test)
- b) Valid documentation confirming the safety of the fixed wiring throughout the premises

#### **4. Controlled/ Normal Waste Part 2 (10)**

- a) Valid waste transfer documents

#### **5. Client Records Part 2 (3) and Part 2 (11)**

- a) Written client records kept on site for a period of at least three years
- b) Age verification records where appropriate

**6. Maintenance and Inspection of Systems and Equipment Part 2 (12)**

Valid maintenance and inspection records for all systems and equipment used in the premises. This will include but not be limited to the records specifically listed and:

- a) Fire safety equipment
- b) Gas installation (where applicable)
- c) Heating and ventilation systems
- d) Local exhaust ventilation equipment
- e) Equipment emergency call or stop buttons (where applicable)
- f) Equipment used to deliver therapy or treatment

**7. Therapists Part 2 (2) and 2 (13)**

- a) Therapist qualifications and training certificates for the treatments they carry out
- b) Display Therapist Registration document issued by the Council

**8. Manufacturer Safety Data Sheets Part 2 (15)**

- a) Copies of safety data sheets for all products used

**9. Sauna/ Steam Room/ Infra Red Sauna Part 3 (1)**

- a) Records of alarm system maintenance and testing
- b) Records of sauna/ steam room/ infra red sauna unit maintenance by competent engineer

**10. Heated Spa Baths Part 3 (2)**

- a) Records of water treatments to control legionella bacteria
- b) Records of spa pool maintenance by competent engineers
- c) Records of spa pool operation
- d) Records of alarm system maintenance and testing

**11. Ultra Violet Tanning Equipment Part 3 (3)**

- a) Records of tanning equipment maintenance and testing by competent engineer
- b) Records of UV tube replacement
- c) Records of alarm system maintenance and testing

**12. Ultra Sonic Cleaner and Sterilisers Part 3 (4), Part 3 (5) and Part 3 (7)**

- a) Copies of manufacturer's and supplier's instructions
- b) Records of verification tests for ultrasonic cleaning equipment
- c) Records of verification tests for autoclave sterilising equipment
- d) Records of equipment maintenance and examination by competent engineer

**13. Hepatitis B status Part 3 (4) and Part 3 (7)**

- a) Records of the Hepatitis status of each therapist

**14. Fish Spa Manicure and Pedicure Part 3 (9)**

- a) Record of fish supply and mortality
- b) Records of water quality and cleaning

**15. Non surgical lasers/Intense Pulsed Light Part 3 (11)**

- a) Treatment Protocol document
- b) Local Rules Document
- c) LPA certification
- d) Laser risk assessment
- e) Copies of manufacturer's and supplier's instructions
- f) Records of laser/IPL equipment maintenance and examination by competent engineer