



**LONDON LOCAL AUTHORITIES ACT 1991
(as amended)
SPECIAL TREATMENT PREMISES

STANDARD CONDITIONS**

Version 1.1

Last updated: Tuesday, 29 January 2019

INTRODUCTION

These conditions made under section 10(1) of the London Local Authorities Act 1991 (as amended), prescribing standard conditions to all premises licensed to offer special treatments located in the London Borough of Sutton and The Royal Borough of Kingston upon Thames effective from 01 April 2018.

Health and Safety at Work

While these standard conditions are applied to a licence for any special treatment, they do not in any way replace any of the underlying statutory duties of employers to comply with the requirements of the Health and Safety at Work etc. Act 1974 and any associated regulations and Codes of Practice.

The requirements to manage Health and Safety are wide ranging in nature and may overlap, to some extent, with some of the conditions detailed in this document. Employers and self-employed persons are required by the Management of Health and Safety at Work Regulations 1999 to assess and manage the risks to their workers and any others who may be affected by their business so as to identify what measures are needed to avoid or control the risks.

Please keep this document safely. When you renew or vary your special treatment licence you will not be sent further copies of these conditions. If you should lose or mislay your copy of these standard conditions a further copy can be downloaded from the council's websites or contact the council by telephone or e-mail.

It is your responsibility to read and comply with these conditions. If you do not believe that you can comply with any of the conditions, or that you need time to comply with the conditions, you should apply in writing (including email) for this to be formalised in your licence. An officer will then consider your representation and will advise you of the decision. If you are dissatisfied with the officer's decision you should then follow the council's complaint procedure which can be found on the Council's website. As a last resort an appeal can be made to the local magistrate's court.

Please be aware that failure to comply with any of these conditions is an offence liable on summary conviction to a fine not exceeding level 4 on the standard scale.

Definitions

In these conditions, unless the context otherwise requires;

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| Act - means the London Local Authorities Act 1991 (as amended). |
| All material times means the hours of operation, whenever the premises are open for the purposes of providing treatments permitted by the licence. |
| Approval of the council or consent of the council means the approval or consent of the council as licensing authority in writing. |
| Certificate means a written report or reports of inspection and satisfactory condition completed by an appropriately qualified engineer or other competent person. |
| Council means the London Borough of Sutton / The Royal Borough of Kingston upon Thames or as the appropriate licensing authority. |
| Establishment for special treatment has the meaning set out in section 4 of the London Local Authorities Act 1991 (as amended). |
| Licence means a special treatment licence granted under section 6 of the London Local Authorities Act 1991 (as amended). |
| 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. |
| Officer means any person authorised in writing by the Council |
| Premises means any premises within the Councils area licensed for special treatment and includes all installations, fittings and things in connection therein |
| Special Treatment - includes massage, electric, light, water treatments, skin piercing and other treatments of a like kind. |
| Staff means any person, whether or not employed by the licence holder, concerned in the management, control or supervision of the premises who has been given specific responsibilities under these rules. |
| Therapist - means a person carrying out the special treatment. |

DISPENSATION or Modification of conditions.

- a. These conditions 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 conditions, impose such terms, conditions, and 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, and if the Council so requires, the application must be advertised.
- d. Any changes to these conditions will be notified to licence holder.

PART I – GENERAL RULES RELATING TO THE MANAGEMENT AND CONDUCT OF THE PREMISES

| Ref | Condition |
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| 1 | <p>Powers of Council inspectors Authorised officers of the council shall be admitted immediately at all reasonable times to all parts of the premises.</p> |
| 2 | <p>Trading name and address The establishment shall trade at the address specified in the licence, and in the name specified in the licence.</p> |
| 3 | <p>Display of licence The licence (or a clear copy of it) shall be displayed in a prominent position within the premises where it is clearly visible to clients. The conditions forming part of the licence need not be displayed.</p> |
| 4 | <p>Changes to licence holders details</p> <p>a. Individual and Partnerships The licence holder shall notify, in writing, to the Licensing Authority any changes in the name or private address of the licence holder, or any other particulars on the business.</p> <p>b. Companies (within the meaning of the Companies Act) The Licensing Authority shall be notified in writing of any change in the registered companies address or acquisition.</p> |
| 5 | <p>Licence period The licence is granted for a maximum period of twelve months from the date of issue.</p> |
| 6 | <p>Permitted treatments</p> <p>a. No treatment shall be given under the licence, unless approved by the Council.</p> <p>b. The type(s) of treatment provided under the licence shall not be changed without the consent of the Council</p> |
| 7 | <p>Scale of fees The licence holder shall at all times exhibit in a conspicuous position a comprehensive tariff of charges for special treatments given at the premises.</p> |
| 8 | <p>Responsibility of the licence holder / authorised person</p> <p>a. The licence holder shall be in charge of the premises at all times the premises is operating under the licence.</p> <p>b. The licence holder may authorise in writing a premises manager (authorised person) to deputise for them. If so, this written authorisation must be kept on the premises and be readily available for inspection by an authorised officer of the Council or the Police.</p> <p>c. The licence holder/authorised person shall be familiar with all licence conditions at all times.</p> <p>d. No poster, advertisement, photograph, sketch, synopsis or programme, which is unsuitable for general exhibition, shall be displayed, sold or supplied anywhere by or on behalf of the licence holder. If the licence holder is notified by the Council in writing that it objects under this rule, the item shall be removed.</p> <p>e. No soliciting for custom, including the distribution of leaflets, shall take place from the premises, immediately outside the premises, or in the vicinity of the premises. Note: This does not prohibit the distribution of leaflets to persons within the premises.</p> <p>f. The licence holder/authorised person is prohibited from advertising the fact that the Council has issued a licence authorising the operation of any treatment.</p> <p>g. The licence holder/authorised person shall ensure that no part of the premises is used by persons, for soliciting or other immoral purposes.</p> |

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| 9 | <p>Insurance</p> <p>The licence holder shall hold public liability insurance for the treatments they administer to the sum of at least £2 million which must include all the treatments that are provided at the premises. A copy of the certificate shall be retained at the premises for inspection by Council Officers.</p> |
| 10 | <p>Alterations</p> <p>No alterations, including temporary alterations, shall be made to the premises without the prior consent of the Council.</p> <p>Note: This does not include repair and maintenance work.</p> |
| 11 | <p>Changing facilities</p> <p>Adequate changing facilities affording appropriate privacy for clients must be provided where necessary.</p> |
| 12 | <p>Decency</p> <p>All persons present in any part of the establishment shall be decently and properly clothed at all times with the exception of those persons receiving a treatment in accordance with the conditions of the licence. Clients required to move around the premises in a state of undress shall be provided with robes or towels to preserve modesty.</p> |
| 13 | <p>Privacy</p> <p>Where it is intended that more than one person being treated in a room, sufficient screening shall be provided to maintain privacy.</p> |
| 14 | <p>Use of prescription only medicines/anaesthetic</p> <ul style="list-style-type: none"> a. No prescription only medicines are to be administered by any therapists. b. All injectable anaesthetics are classified as prescription only medicine and therefore no anaesthetic injections must be administered by any of the therapists. c. Topical anaesthetics creams or gels that are available over the counter at pharmacies may be purchased and applied by the client prior to treatment if desired. If used by a client, a detailed consultation assessing the contraindications must be carried out, and details recorded on the client consultation record. |
| 15 | <p>Drinking water</p> <p>A supply of fresh drinking water shall be provided for public use, close to treatment areas.</p> |
| 16 | <p>Eating</p> <p>Eating in treatment areas is not permitted.</p> |

PART II – GENERAL RULES THAT APPLY TO ALL PREMISES

| Ref | Condition |
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| | Premises |
| 17 | <p>Structure and repair</p> <p>Internal walls, doors, windows, partitions, floors or floor coverings, and ceilings in all parts of the premises used by the client or/and for the offering of special treatments must be constructed of smooth impervious materials which are easy to clean and must be maintained in good repair and condition.</p> |
| 18 | <p>Door locks</p> <p>All treatment rooms that are provided with door locks shall be capable of being opened from the outside in the case of an emergency without the use of a key or the entering of a code. Additional fixed locks or dead-locks are not permitted.</p> |
| 19 | <p>Wash hand basin</p> <p>a. An accessible wash hand basin shall be fitted within each treatment room</p> <p>b. All wash hand basins must be properly drained and supplied with hot and cold running water.</p> <p>c. Accessible liquid soap and either a hand dryer or paper towels or a supply of clean cloth towels must be available at all times.</p> <p>Note: It is best practice to have a hands free (infra-red, knee operated, elbow operated or foot operated) mixer tap installed at the wash hand basin which is capable of delivering constant warm running water.</p> |
| 20 | <p>Sink</p> <p>a. A deep sink with hot and cold running water, or a dishwasher, shall be provided in at least one location within the premises exclusively for washing used equipment.</p> <p>b. The sink must be of a size that the largest piece of equipment that needs cleaning can fit within it and be capable of being washed effectively.</p> |
| 21 | <p>Toilet facilities</p> <p>a. Adequate water closet (WC) facilities for both staff and clients must be provided, maintained in good order and kept clean;</p> <p>b. Each WC must have access to a designated wash-hand basin located within the WC or just to the outside of the WC;</p> <p>c. The wash-hand basin must be provided with hot and cold running water, liquid soap and either a hand dryer or paper towels or a supply of clean cloth towels</p> |
| 22 | <p>Heating</p> <p>Suitable and sufficient heating must be provided and maintained. Treatment rooms must be kept at a temperature that ensures comfort throughout a treatment.</p> |
| 23 | <p>Lighting</p> <p>Lighting must be suitable and sufficient to ensure safe operation of the premises, safe provision of treatments and to facilitate effective cleaning.</p> <p>Note: Premises may have different levels of lighting for treatments and cleaning activities.</p> |
| 24 | <p>Ventilation</p> <p>There shall be suitable and sufficient means of natural or mechanical ventilation.</p> |
| 25 | <p>Portable heating and gas fired appliances</p> <p>Portable heating appliances, including those utilising cylinders or containers of gas under pressure, shall not be used at the premises except with the prior consent of the Council and in accordance with such conditions as the Council may consider necessary.</p> <p>Note: The use of liquid petroleum gas (LPG) in cylinders is unlikely to be approved.</p> |
| 26 | <p>First aid kit</p> <p>a. A suitably equipped first aid kit shall be readily accessible at the premises.</p> <p>b. The first aid provisions must reflect all known contraindications for all individual treatments provided at the licensed premises.</p> |

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| 27 | <p>Animals Animals except for registered assistance animals are prohibited in all treatment rooms and treatment areas.</p> |
| 28 | <p>Chemical usage</p> <ol style="list-style-type: none"> a. All substances held on the premises and used in treatments must be kept in suitable containers that are properly labelled. b. Containers must be tightly sealed when not in use. c. Material Safety Data Sheets must be available onsite for all chemicals/products used at the premises. |
| 29 | <p>Maintenance Testing and Certification A copy of the current certificates must be kept at the licensed premises and be available for inspection by an authorised officer.</p> <p>Electrical Safety</p> <p><u>Electrical Installation</u></p> <ol style="list-style-type: none"> a. The fixed electrical installation for the premises shall be inspected, tested and maintained by a competent person at least once every five years (or at a shorter period if specified in the previous inspection certificate). <p><u>Portable electrical appliances</u></p> <ol style="list-style-type: none"> b. All portable electrical appliances used within the licensed premises shall be maintained regularly in accordance with the Electricity at Work Regulations 1989. It is suggested that portable electrical appliances are tested at a minimum of every 2 years. <p>Gas Safety</p> <ol style="list-style-type: none"> c. All gas appliances and installations at the premises shall be inspected for safety at intervals not exceeding 12 months by a competent Gas Safe registered engineer. <p>Pressure systems</p> <ol style="list-style-type: none"> d. Any equipment operating under pressure shall be regularly inspected for safety by a competent person. All pressure systems shall be operated in accordance with the current version of the Pressure System (Safety) Regulations 2000. |

| Clients | |
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| 30 | <p>Client's records</p> <p>Before any treatment is administered to another person, the person giving the treatment or another competent person, shall interview the person to be treated and record the following details. The interview shall be conducted in a language that is understood by the person to be treated. Where this is not possible, no treatment shall be given. If records are written in a language other than English, then the licence holder shall provide a written translation into English, of each record within 2 days of a request by an authorised officer:</p> <ol style="list-style-type: none"> the full name and address of the person to be treated the treatment to be given the dates on which the treatment is given the name of the person giving the treatment the client's relevant medical history, including any contraindications to the treatments to be given the location on the body the treatment is being carried out. Details of any patch testing and the area tested the client's consent to receive the treatment (see "informed consent" below). every treatment (and repeat treatments, or continuation treatments) shall be recorded. |
| 31 | <p>Proof of age / identity</p> <ol style="list-style-type: none"> The licence holder must ensure that an age verification policy is adopted in respect of the premises such that anyone who appears to be under the age of 25 is asked to provide proof of their age where required. The steps that have been taken to verify the age and identity of these clients must be recorded, either by inserting the relevant information on the treatment record form, or by photocopying the relevant documentary evidence provided by the client. Acceptable identification must bear a photograph, date of birth and either a holographic mark or an ultraviolet feature and includes:- <ul style="list-style-type: none"> • a photo-card driving licence which includes the name and address, • a passport • an age verification card with hologram or ultra-violet strip The above check should be carried out each time a client books a treatment or course of treatments. |
| 32 | <p>Informed consent</p> <ol style="list-style-type: none"> A record that the person has consented to the treatment and has been advised of and understands the risks associated with it shall be kept. The items discussed shall be recorded along with the clients' details. The person receiving the treatment shall sign the record to show that they understand what they have been told and consent to the treatment. |
| 33 | <p>Aftercare Advice</p> <ol style="list-style-type: none"> Aftercare advice shall be given in respect of all treatments. This must include information on actions to take if any adverse conditions occur. The aftercare advice must be in a written form given to the client, in the case of tattooing, all piercing, laser/Intense Pulse Light treatments. |
| 34 | <p>Records</p> <p>All documentation (or computer records) required under the licence conditions must be kept on the premises, be available for inspection for at least 2 years, and kept in accordance with Data Protection legislation.</p> |

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| Cleaning and Infection Control - General | |
| 35 | <p>The premises, furniture and equipment must be cleaned, disinfected and/or sterilised to an appropriate level depending upon their use. For clarification definitions of cleaning, disinfection and sterilisation are provided below:-</p> <p>Cleaning is a process that removes foreign material (e.g. soil, organic material, microorganisms) from an object. Detergents, such as washing up liquid and multi-purpose cleaners are commonly used for cleaning.</p> <p>Disinfection is a process that reduces the number of pathogenic microorganisms, but not necessarily bacterial spores, from inanimate objects or skin, to a level that is not harmful to human health. Commonly used disinfectants include chlorine bleach and products labelled as anti-bacterial.</p> <p>Sterilisation is a process that destroys all microorganisms, including bacterial spores. The only way body art practitioners can achieve this is via steam sterilisation i.e. by using an autoclave.</p> |
| Cleaning and Infection Control - Premises, furniture and fittings | |
| 36 | <p>Cleanliness and condition of premises</p> <ol style="list-style-type: none"> a. The premises must be kept clean and maintained in good repair and condition. b. All floor surfaces must be covered in a suitable non-porous material to allow effective cleaning and disinfection. c. All wall surfaces must be capable of being cleaned and wiped down. d. Cleaning cloths and cleaning equipment i.e. sponges or brushes must be either <ul style="list-style-type: none"> • Disposable, and disposed of at the end of the day; or • Capable of being cleaned, for example in a washing machine or autoclave. e. All kitchen and toilet cleaning equipment must be stored separately, from any other cleaning equipment and protected from contamination. <p>It is recommended that non-disposable cleaning equipment is colour code.</p> |
| 37 | <p>Cleaning and maintenance of furniture and fittings</p> <ol style="list-style-type: none"> a. All articles, furniture and fittings used or within the treatment area shall be readily cleansable, kept clean and maintained in an effective working order. b. All tables, couches and seats used by clients in the treatment area and any other surface on which equipment is placed immediately prior to treatment must have a smooth impervious surface that must be disinfected before and after each client. c. Where tables or couches are used, they must be covered by a disposable paper sheet/towel or similar which must be changed for each client. d. Any articles, furniture and fittings that has been contaminated with blood, however small, must be cleaned and sterilized or safely disposed of. |
| Cleaning and Infection Control - Equipment | |
| 38 | <p>Cleaning of equipment</p> <ol style="list-style-type: none"> a. Adequate facilities and arrangements must be provided for the cleaning, disinfecting and, where required, sterilisation of work tools, equipment, personal protective clothing, gowns, towels etc. b. Adequate storage of all items must be provided so as to avoid, as far as possible, the risk of contamination. c. Any needle, metal instrument, or other item of equipment used in a treatment, or used for handling such equipment, must be in a sterile condition and kept sterile until it is used. d. All needles/razors must be single use and disposable. e. Any equipment that has been contaminated with blood, however small, must be cleaned and sterilized or safely disposed of. |

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| 39 | <p>Autoclaves, pressure systems and other equipment</p> <p>a. Where necessary a suitable autoclave shall be provided.</p> <p>b. Suitable and effective arrangements shall be made to ensure that the autoclave and any other pressure systems and other equipment are properly maintained.</p> <p>c. Where the manufacturer or supplier has provided maintenance instructions for all or part of the system, these will form the basis of the maintenance programme.</p> <p>d. If they are not comprehensive enough to cover the on-site operating conditions, they should be supplemented as appropriate.</p> <p>e. Any equipment operating under pressure shall be inspected for safety by a competent person</p> |
| 40 | <p>Decontamination</p> <p>Documented procedures for the decontamination, disinfecting and sterilisation of equipment shall be provided at the premises and must be made available to Council Officers on request</p> |
| 41 | <p>Needle stick injuries</p> <p>Where equipment likely to cause needle stick or other puncture/cut injuries is in use, the licence holder shall provide all therapists with a written needle stick injury procedure. The procedure shall state what action to take in the event of a needle-stick injury occurring. All needle stick injuries shall be recorded and details of the incidents kept at the premises for at least 2 years.</p> |
| 42 | <p>Blood/bodily fluid spillage</p> <p>Where the premises offers treatments that break the skin there must be a written procedure for dealing with blood/bodily fluid spillages.</p> <p>a. All staff must be made of aware of this procedure. The procedure must be available for inspection by authorised officers.</p> <p>b. A spillage kit must be available for cleaning up blood or other bodily fluids at all times such treatments are being offered.</p> |
| Refuse storage and disposal | |
| 43 | <p>General waste</p> <p>a. A sufficient number of lidded foot operated pedal bins shall be provided to the satisfaction of the Council for the purposes of receiving refuse from the premises.</p> <p>b. Refuse shall be removed regularly from the premises by a licensed waste contractor.</p> <p>c. All bins must be maintained in a clean, intact, and good operational condition and placed in such positions as to ensure that the levels of hygiene of any treatments is not compromised.</p> <p>d. Records/invoices must be kept at the premises that demonstrates the correct disposal of all types of waste.</p> |
| 44 | <p>Clinical waste</p> <p>a. Disposable needles and other sharps must be placed in a 'sharps' container which complies with the current British standard and carry the 'kitemark'</p> <p>b. Disposable articles contaminated with blood/body fluids or tissues are classed as clinical waste. Clinical waste should be disposed of in yellow bags, clearly marked 'clinical waste for incineration'.</p> <p>c. All clinical waste (yellow bags and sharps boxes) must have their point of origin (name and address of business) marked on them prior to disposal.</p> <p>d. Clinical waste must be collected by a licensed waste carrier.</p> <p>e. Proof of clinical waste contract must be available at the premises at all times.</p> |

PART III – GENERAL RULES RELATING TO PERSONS WHO CAN GIVE TREATMENTS

| Ref | Condition |
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| | Persons who can give treatments |
| 45 | <p>Practitioner competence</p> <p>a. Licensed treatments shall only be provided by a special treatment practitioner or by a person undertaking training who is under the direct supervision of a special treatment practitioner. Note: A special treatment practitioner is a person who provides a special treatment to a client, often known as a therapist.</p> <p>b. The licence holder shall ensure that all practitioners are suitably qualified and trained, having regard to the Council’s Guidance on the Qualifications and Training of Special Treatment Practitioners, and are competent to administer the treatment(s) they are to give.</p> <p>c. Newly qualified therapists must be supervised until the licence holder is satisfied that they are competent to practice. Trainees can only carry out licensed treatments under the supervision of a practitioner who has attained the relevant qualification and/or experience for that licensed treatment.</p> <p>d. Records shall be kept on the premises of every special treatment practitioner or trainee practitioner who provides licensed treatments on the premises (whether or not directly employed, self-employed or otherwise engaged) and shall include the following information:</p> <ul style="list-style-type: none"> • Full name • Home address • Date of birth • Full list of treatments offered by that practitioner at the premises • Details of the qualification and/or training attended/completed and the awarding body, including copies of such qualifications. <p>e. The records described above shall be kept on the premises whilst the special treatment practitioner or trainee practitioner is employed and/or carrying out special treatments at the premises and for a period of 2 years from the date when the special treatment practitioner or trainee practitioner ceases employment and/or providing treatments at the premises.</p> <p>f. Where the Council is concerned that a practitioner does not have adequate infection control knowledge, the practitioner may be required to attend an interview with a council officer. Any practitioner failing to satisfactorily complete this interview will be required to undertake further training to improve their knowledge before they can practice treatments on the licensed premises.</p> |
| 46 | <p>Personal hygiene</p> <p>a. Every person carrying out treatments must ensure that:</p> <ul style="list-style-type: none"> • Their hands are always kept clean and washed immediately prior to carrying out a treatment; • They maintain a high degree of personal cleanliness and wear suitable, clean and appropriate clothing; • They do not smoke or consume food or drink during the course of a treatment. <p>b. No person known or suspected to be suffering from, or to be carrier of, a disease likely to be transmitted through the administration of a treatment shall be permitted to undertake such treatments.</p> <p>c. Persons carrying out treatments shall ensure that any open sores, cuts, boils, broken skin or other open wounds are effectively covered with waterproof impermeable dressings. If such cuts are on the hands, gloves shall be worn over the waterproof dressings.</p> |

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| 47 | <p>Unsuitable person</p> <p>The licence holder shall not employ at the premises any person who has been notified in writing to them that the Council considers unsuitable to be employed in such premises or to provide specified treatments.</p> |
| 48 | <p>Exemptions</p> <p>Section 4(b)(ii) of the London Local Authorities Act 1991 (the 'Act') allows for the exemption on a practitioner who is a bona fide member of a body of health practitioners. The current list of health bodies for which exemption applies is available for viewing on the council's website. Where a practitioner is exempt under the Act, then the current details of their membership of the relevant body shall be kept at the premises, and made available to Council Officers for verification.</p> |
| 49 | <p>Protective overclothing</p> <ul style="list-style-type: none"> a. Practitioners must wear appropriate protective clothing when carrying out treatments. b. Practitioners must wear disposable single use vinyl or non-latex gloves whilst carrying out the treatment as required. Gloves must be changed for each client. |

PART IV –RULES RELATING TO SPECIFIC TREATMENTS

| Cosmetic piercing including ear & nose piercing without a gun | |
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| <p>Includes any form of treatment where the client’s skin is broken and any article is inserted into the skin with the intention of leaving the article in the skin after the treatment. This does not include:</p> <ul style="list-style-type: none"> • Injection of substances by hypodermic needle carried out by a medical practitioner or other persons. • Piercing of the ear lobe or nose nasal cavity by means of a piercing gun. • Any minor surgical procedures such as scarring, beading, or any other treatment involving cutting or breaking the skin for the purposes of cosmetic modification, apart from piercing as defined above. These types of treatments will not be licensed. • Branding or any other form of burning the skin. These types of treatments will not be licensed. | |
| Ref | Condition |
| 50 | <p>Age restriction</p> <ol style="list-style-type: none"> a. Piercings (with the exception of nipple and genitals) may only be carried out on persons under the age of 16 if written parental consent is obtained. b. Piercings (with the exception of the genitals) may be carried out on 16-18 year olds with either written parental consent or valid photographic proof of age. c. Genital piercing may only be carried out on persons over 18 years of age and on production of with valid photographic proof of age. d. Identification shall be requested from the parent/guardian providing written consent to ensure the practitioner has established that they have the legal right to give such consent. |
| 51 | <p>Protective clothing</p> <ol style="list-style-type: none"> a. All therapists must wear clean personal protective clothing when piercing. If any clothing becomes soiled, it must be changed prior to attending to the next client. b. Therapists must wear disposable single use vinyl or non-latex gloves whilst carrying out the treatment. The integrity of the gloves must be checked throughout the treatment. New gloves must be used for each client and/or there is a break in the treatment and non-sterile equipment is touched. |
| 52 | <p>Piercing practitioners</p> <ol style="list-style-type: none"> a. Only suitably qualified and experienced persons shall carry out piercing. Until such time as an externally verified body piercing qualification is offered, all piercers will be required to demonstrate a thorough knowledge of infection control to the satisfaction of the Authorised Officer. b. Where the Council is concerned that a practitioner does not have adequate infection control knowledge, the therapist may be required to attend an interview with a council officer. Any practitioner failing to satisfactorily complete this interview will be required to undertake further training to improve their knowledge before they can practice treatments on the licensed premises. |
| 53 | <p>Jewellery</p> <ol style="list-style-type: none"> a. All jewellery which may come into contact with broken skin or mucosa membranes must be sterile. b. To minimise the risk of infection and allergic reaction, all jewellery must be of a suitable grade, for example surgical stainless steel, solid 14k or 18k gold, platinum or other appropriate material. |

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| 54 | <p>Hepatitis B Vaccinations</p> <p>Currently there is no vaccine for Hepatitis C or Human Immunodeficiency Virus (HIV) available in the United Kingdom, therefore robust infection control practices must be followed at all times.</p> <p>It is strongly recommended that all therapists receive a full course of Hepatitis B vaccine. It has been proven, that, where a client is positive for hepatitis B and is highly infective, any skin penetrating injury carries around 30% risk of further infection.</p> |
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| Ear & nose piercing using a gun | |
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| <p>Ear piercing refers only to the piercing of the lower ear lobe and/or upper ear cartilage piercing. An ear piercing gun refers to a device, whether single use or disposable, designed specifically for piercing ears.</p> <p>Nose piercing refers only to the piercing of nasal cavity walls. A nose piercing gun refers to a device, whether single use or disposable, designed specifically for the purpose and is capable of piercing the nasal cavity wall with the nose stud without the need for a clasp/butterfly clip.</p> | |
| Ref | Condition |
| 55 | <p>Age restriction</p> <ol style="list-style-type: none"> a. Anyone under the age of 16 who wants their ear or nose pierced must be accompanied by a parent or guardian who must sign the appropriate consent form. b. Identification shall be requested from the parent or guardian to ensure they have the legal right to give consent. |
| 56 | <p>Protective clothing</p> <p>All practitioners must wear disposable single use vinyl or non-latex gloves whilst carrying out the treatment which must be disposed of after each client.</p> |
| 57 | <p>Jewellery</p> <ol style="list-style-type: none"> a. Only pre-sterilised single use studs from undamaged packaging may be used. b. Studs must be opened in front of the client immediately prior to use. c. To minimise the risk of infection and allergic reaction, all jewellery must be of a suitable grade, for example surgical stainless steel, solid 14k or 18k gold, platinum or other appropriate material. |

| Nail treatments | |
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| <p>Manicure, Pedicure, Nail Extensions or artificial nails of any kind, or any other treatments involving cutting, or abrading of the nails, nail cuticle, or the skin around the nails of either the hands or the feet. Nail extension treatments shall include any treatment that involves extending the length of the natural nail with any materials, and repair and/or upkeep of nail extensions.</p> | |
| Ref | Condition |
| 58 | <p>Cleaning - Equipment</p> <ol style="list-style-type: none"> a. All reusable equipment, such as cuticle clippers and cuticle knives must be washed and scrub-cleaned with a general purpose detergent and water, dried using clean disposable paper towels and disinfected to an appropriate level for its intended use. b. After cleaning this equipment must be stored in a clean, dry and airtight container until use. c. Any equipment that cannot be cleaned in this way shall be considered single use and must be disposed of after each client. |
| 59 | <p>Cleaning - Surfaces</p> <ol style="list-style-type: none"> a. After each client all work surfaces must be cleaned with a suitable general purpose detergent and then disinfected to an appropriate level. b. Towels or couch roll must be removed and changed between clients. |

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| 60 | <p>Electric drills/files</p> <p>a. The use of electric drills/files on a client’s natural nail is prohibited.</p> <p>b. Electric drills/files may only be used on the surface of the artificial nail and must not be used to blend the artificial nail to the natural nail.</p> <p>c. Only therapists with specific training in the use of electric drills/files, and who are competent in their use, are permitted to use them.</p> |
| 61 | <p>Ventilation</p> <p>a. Where nail treatments are carried out, suitable air filtering and extraction must be provided to remove dust and chemicals from the air.</p> <p>b. Air extraction should be in a downwards direction, away from the area where the treatments are carried out.</p> <p>c. Suitable dust and chemical filters should be fitted and the equipment operated and maintained in good working order and in accordance with the manufacturer’s instructions.</p> |
| 62 | <p>Chemical usage</p> <p>The use of products containing Methyl Methacrylate (MMA) is prohibited.</p> |

Lasers & intense pulsed light treatments

Laser (Class 3B lasers, Class 4). In the beauty industry lasers are generally used for non-invasive cosmetic treatments, such as removal of hair, tattoos, birthmarks, acne scarring, and other blemishes from the skin. The mode of emission of the radiation can be continuous, wave, or pulsed.

Intense Light Systems (ILS) / Intense Pulsed Light (IPL) are generally treated as class 4 lasers. IPL systems fall into this category and are the system generally used for non-invasive cosmetic treatments. IPL is pulsed or shuttered emission which gives tissues time to cool between pulses.

| Ref | Condition |
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| 63 | <p>Age restriction</p> <p>a. No one under the age of 16 will be permitted to have treatments without a parent or guardian being present and signing the consent form.</p> <p>b. Identification shall be requested from the parent or guardian to ensure they have the legal right to give consent.</p> |
| 64 | <p>Record keeping</p> <p>In addition to the general rules that apply to all premises for all special treatment premises a treatment register shall be completed every time the laser/IPL is operated, including the following information:-</p> <ul style="list-style-type: none"> • The name of the person treated; • The date and time of treatment; • The name and signature of the laser/IPL operator; • The nature of the laser/IPL treatment given; • Checking of skin type and pigmentation; • The treatment parameters and details; and • Any potential adverse effects. |

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| <p>65</p> | <p>Treatment protocol document</p> <p>a. The licence holder shall employ the services of an Expert Medical Practitioner (EMP) to produce a 'Treatment Protocol' document that is specific to the treatment and equipment used.</p> <p>b. A separate Treatment Protocol shall be in place for each laser or IPL in use at the premises.</p> <p>c. The Treatment Protocol shall include the following:-</p> <ul style="list-style-type: none"> • Name and technical specifications of the equipment; • Any potential contraindication; • Treatment technique • Client consent prior to treatment • Cleanliness and infection control within the treatment area • Pre-treatment tests (including patch testing) • Post-treatment care • Recognition of treatment related problems • Procedure for dealing with treatment related problems and other adverse incidents • Permitted variation on machines variables • Procedure in the event of equipment failure <p>d. The Treatment Protocol shall be signed and dated by the EMP to confirm authorisation and shall be reviewed annually by an EMP.</p> <p>e. A copy of the Treatment Protocol shall be kept on site and shall be produced on request by an authorised officer of the council.</p> |
| <p>66</p> | <p>Local rules document</p> <p>a. The licence holder shall employ the services of a certified Laser Protection Advisor (LPA) to produce Local Rules. A copy of the LPA's certificate and a copy of a contract between the licensed premises and the LPA must be available on site and shall be produced on request by an authorised officer of the council.</p> <p>b. The laser/IPL must only be used in accordance with the Local Rules and shall include the following:-</p> <ul style="list-style-type: none"> • Potential hazards; Including fire, skin and eye injuries, electrical etc. • Location and control of equipment; The room the machine is used in and how the machine is controlled. • Device description; Description of all devices including output, serial numbers etc. • Written procedure; Supported by reference to user manual/training manual etc. • Adverse incident procedure; Details of actions to be taken in cases of emergency. Name address and contact details of local accident and emergency department. • Emergency shutdown procedure; Instructions as set down in user manual and treatment protocol. • Register of authorised users; Details of trained personnel with signed declarations. • Laser protection adviser; Contact details of the LPA <p>c. The Local Rules should be reviewed following any significant changes to the premises i.e. change of room or/and any change to the Laser/IPL equipment</p> <p>d. It is at the licence holders discretion and consideration how long to continue to engage the LPA's services. If there are significant changes as detailed above then a further inspection by the LPA will be required. Any changes must be documented.</p> <p>e. A copy of the last LPA audit report must be available for review by an authorised officer of the council.</p> |

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| 67 | <p>Equipment</p> <ul style="list-style-type: none"> a. All laser/IPL equipment shall comply with current standards BS EN 60601-2-22 for medical lasers and BS 60601-2-57 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. b. The key to the laser/IPL equipment shall be kept in a secure and separate area when the machine is not in use and only authorised users shall have access to the key. c. The Laser/IPL equipment shall be serviced annually and a record kept with the local rules document of all servicing and repairs. |
| 68 | <p>Protective eyewear</p> <ul style="list-style-type: none"> a. Protective eyewear shall be worn by everyone within the controlled area whenever there is a risk of exposure to laser/IPL. b. All protective eyewear shall be marked with the wavelength range and protection offered as detailed in the local rules document. c. If more than one machine is used at the premises the eyewear shall be easily identifiable to the specific machine. d. The eyewear shall be kept in a clean and serviceable condition, and shall be replaced if damaged. |
| 69 | <p>Controlled area</p> <ul style="list-style-type: none"> a. The room in which the laser/IPL is used in shall be a controlled area to protect other persons while treatment is in progress. b. A suitable safety warning sign ('eye protection' and 'controlled area') or light entry system which complies with current British Standards shall be in place on the door of the room. c. The door of the room shall be fitted with a door lock capable of being opened from the outside in the case of an emergency without the use of a key or entering a code. d. Any windows in the room shall be fitted with opaque blinds approved by the LPA, which shall be closed during all treatments. e. The room shall not contain mirrors or other reflective surfaces. f. Jewellery should not be worn by the therapist or the person receiving the treatment. |

Sauna, steam rooms, spa pools & baths

Saunas consist of an insulated enclosure usually made of wood, together with heat generating equipment usually in the form of a stove. Benches are provided within the sauna enclosure. Saunas provide a dry heat and the temperature may range from 85oC to 100oC.

Steam room/bath consist of an enclosure made of an impervious material and steam generating equipment. They are designed to operate at temperatures of up to 50oC regulated by a thermostat with relative humidity of 80% to 100%. They produce a wet humid heat and are intended for indoor use.

| Ref | Condition |
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| 70 | <p>Record keeping</p> <ul style="list-style-type: none"> a. Daily, weekly, monthly and any other periodical cleaning and maintenance records must be available for inspection by an Authorised Officer at all times. b. There must be a written procedure detailing the action to be taken in the event that the alarm mechanism is used. All relevant personnel must be familiar with the procedure. |

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| 71 | <p>Spa pools/Jacuzzi/Bath</p> <ol style="list-style-type: none"> All operators must refer to and comply with the Health & Safety Executive's Guidance HSG282 'The control of legionella and other infectious agents in spa-pool systems'. This should include recording test results. An emergency assistance device shall be provided in the vicinity, which is linked to a suitable staffed area. The alarm shall continue to sound until it is manually switched to the 'off; position in order to silence it. Shower facilities shall be provided close to the sauna/steam room A notice providing information on the use of the spa pool must be clearly displayed near each unit. |
| 72 | <p>Sauna/steam room</p> <ol style="list-style-type: none"> A thermometer and a relative humidity gauge (sauna only) shall be provided indicating the temperature inside the room. An emergency assistance device shall be provided in the sauna/steam room, which is linked to a suitable staffed area. The alarm shall continue to sound until it is manually switched to the 'off; position in order to silence it. A clock or other time keeping device shall be visible to users from inside the sauna/ steam room. The temperature control device shall not be accessible to users of the sauna/ steam room Any hot coals in the sauna shall be protected by a guard rail or barrier. Shower facilities shall be provided close to the sauna/steam room Clear safety guidelines on the use of the sauna/steam room shall be clearly displayed close to the entrance of the sauna. |

| Tanning & ultra violet (UV) light treatments | |
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| An electrically-powered device designed to produce tanning of the human skin by emission of ultra-violet radiation. This definition includes lie-down sunbeds, canopy sunbeds, vertical stand-in sunbeds and portable sun lamps. | |
| Ref | Condition |
| 73 | <p>Age restriction</p> <p>Anyone under the age of 18 is prohibited from using any tanning equipment.</p> |
| 74 | <p>Additional competencies - UV light facilities</p> <p>All therapists shall have knowledge of</p> <ul style="list-style-type: none"> • how to calculate skin types; • what skin types mean in relation to tanning; • recommendations regarding who should and should not use UV tanning facilities and the reasons why; • maximum recommended exposure times (as set by manufacturers and government) • the risks involved in using UV light treatments; and • the reasons for using eye protection |

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| 75 | <p>Record keeping - UV light facilities</p> <p>a. A consultation card must be completed prior to the initial use and any potential contradictions identified. Clients whose skin is prone to UV damage, such as Skin Type 1, must be advised that they are unlikely to tan and are recommended not to use UV light treatments.</p> <p>b. This record must be signed by the client as a declaration of agreement to proceeding with the treatment having been explained and understandings any associated risks.</p> <p>c. Clients consultation cards detailing all sunbed sessions, including the duration of sessions, must be kept at the premises at all times. Such cards must be kept for all clients including one-offs and walk-ins.</p> <p>d. When a person reaches the maximum recommended amount of sessions (currently 20 per calendar year) they shall be informed of this and advised that they have reached the recommended limit for exposure. This information shall be recorded on the person's record card, and signed by the person receiving the treatments.</p> <p>e. The records shall be kept for a period of 2 years.</p> |
| 76 | <p>Infection control</p> <p>The surface of the sunbed must be disinfected after each use in accordance with manufacturer's instructions and with cleaning materials specified by the manufacturer.</p> |
| 77 | <p>Operational procedure</p> <p>a. The Licence Holder must ensure compliance with the current Sunbed Regulations</p> <p>b. Adequate means of ventilation must be provided to all treatment rooms and cubicles.</p> <p>c. All fans must be adequately guarded.</p> <p>d. A private shower, wash hand basin or sufficient wet wipes must be available to allow the client to remove any skin creams and make-up.</p> |
| 78 | <p>Control of equipment</p> <p>a. A practitioner or other person competent in the use of the equipment shall control the exposure time in all UV light facilities.</p> <p>b. The method of controlling the exposure time shall be such that it cannot be overridden by the person using the equipment.</p> <p>c. Where a token system is used measures must be taken to prevent someone from collecting several tokens and using them together to increase session length.</p> |
| 79 | <p>Eye protection</p> <p>a. All persons who use UV light equipment shall be provided with eye protection against UV light. Any eye protection equipment provided shall comply with the British Standard that is issued on the subject of UV light eye protection.</p> <p>b. Reusable eye protection shall be disinfected and stored in a clean, dry and airtight container.</p> <p>c. Single use eye protection must be disposed of after each client.</p> |
| 80 | <p>Tanning accelerants and/or amplifiers</p> <p>The practitioner must not recommend any form of tanning accelerant or amplifying creams or lotions.</p> <p>These are defined as any cream, lotion or other substance which increases (or purports to increase) the amount of which increase (or purport to increase) the production of melanin in the skin, but which do not increase UV exposure.</p> |
| 81 | <p>Emergency cut off/raising alarm</p> <p>An emergency device must be fitted within easy reach of a person using the equipment. The device must be clearly marked and must:</p> <ul style="list-style-type: none"> • Switch off all UV lamps; and • Audibly summon assistance |
| 82 | <p>Safety Poster</p> <p>A copy of the poster 'UV tanning equipment' (INDG209 rev2) or latest revised version shall be displayed in a position where the customer can easily read it.</p> |

| Tattooing and micropigmentation | |
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| Any treatment that involves breaking the skin and placing pigments, dyes or other coloured substances under the outer layer of the skin to provide a cosmetic enhancement of the skin. It does not include 'henna tattoos' or other dyes, pigments or coloured substances where these are placed directly on the skin and no skin is broken, whether they are permanent or not. | |
| Ref | Condition |
| 83 | Age restriction Anyone under the age of 18 is prohibited from receiving a tattoo or micropigmentation treatment. |
| 84 | Protective clothing a. All practitioners must wear clean personal protective clothing when tattooing. If any clothing becomes soiled, it must be changed prior to attending to the next client. b. Practitioners must wear disposable single use vinyl or non-latex gloves whilst carrying out the treatment. The integrity of the gloves must be checked throughout the treatment. New gloves must be used for each client and/or there is a break in the treatment and non-sterile equipment is touched. |
| 85 | Tattoo artists a. Tattoo artists must be able to demonstrate a thorough knowledge of sterile procedures and an understanding of the routes of disease transmission and how to prevent cross contamination. They must also be conversant with all contraindications of illness that will affect tattooing or may have been caused by tattooing and emergency procedures to deal with excessive bleeding. b. Where the Council is concerned that a practitioner does not have adequate infection control knowledge, the practitioner may be required to attend an interview with a council officer. Any practitioner failing to satisfactorily complete this interview will be required to undertake further training to improve their knowledge before they can practice treatments on the licensed premises. |
| 86 | Hepatitis B Vaccinations Currently there is no vaccines for Hepatitis C or Human Immunodeficiency Virus (HIV) available in the United Kingdom, therefore robust infection control practices must be followed at all times. It is strongly recommended that all practitioners receive a full course of Hepatitis B vaccine. It has been proven, that, where a client is positive for hepatitis B and is highly infective, any skin penetrating injury carries around 30% risk of further infection. |