

## **Special Conditions for treatments using Intense Optical Radiation (e.g. laser/Intense Pulse Light (IPL))**

### **Non Surgical Lasers/IPL**

#### **1. Age Restrictions**

No child under the age of 16 shall be permitted to have laser/IPL/Light treatment without a parent or a guardian being present and written consent from their GP. In addition, the parent/guardian must sign a consent form for the child to have the treatment.

#### **2. Laser/ IPL treatment operation and protocol document**

- a) The licence holder must ensure that a 'treatment protocol' document is produced and signed by an Expert Registered Healthcare Professional (ERHP) in relation to the equipment being used. The treatment protocol must be traceable, should be signed and dated by the ERHP to confirm authorisation and validity, and should be reviewed either when there is a change of treatments or if evidence comes to light that shows a change is in the clients' interests. A separate treatment protocol should be in place for each laser or IPL treatment. The treatment protocol must address that listed in *Appendix A*.
- b) The licence holder must produce suitable laser/IPL safety instructions (Local Rules), under the advice and approval of a certified Laser Protection Advisor (LPA), for the use Laser and IPL devices.
- c) The local rules document must be read and understood by all staff that may be exposed to the risks from the equipment. Evidence of understanding must be documented.
- d) The local rules must be up to date and reflect current equipment, facilities and working practices. *An example of suitable content is given in Appendix B*
- e) The local rules shall be updated if there are any changes made to the equipment in use, changes in procedure or treatment room if these affect the safe use of the laser/IPL.
- f) The licence holder shall provide evidence to show that the LPA has carried out an initial site visit and produced a laser/IPL risk assessment of the establishment. The risk assessment must be signed, dated and include a date for next review/assessment. The employer accepts the laser/IPL risk assessment and incorporates this into the service's overall risk assessment framework. Risk assessments must be reviewed at appropriate intervals or where any changes are made that may affect the risk management.

- g) A treatment register shall be completed every time the laser/IPLS 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/IPLS operator;
  - the nature of the laser/IPLS treatment given;
  - the treatment parameters;
  - any accidents or adverse effects.

### 3. Training

- (a) All Authorised Users must hold an Ofqual regulated qualification. For hair removal/reduction this must be at Level 4 and for Tattoo removal at Level 5.
- (b) All laser/IPL treatment operators must attend a laser/IPL Core of Knowledge safety training course of a minimum of three hours duration as described in the joint BMLA/IPEM/SRP approved Core of Knowledge syllabus
- (c) Core of Knowledge training must be repeated periodically at least every 5 years. Evidence of training attendance certificates, including who provided the training and its contents, must be held within the establishment and available for inspection by an authorised officer at all reasonable times
- (d) All operators of lasers and IPLs must use them only for treatments for which they have been trained and are competent. Evidence of training records must be held within the establishment for confirmation.
- g) A suitably qualified member of staff on the premises shall be identified as the laser protection supervisor they will have day to day to responsibility of ensuring the local rules are followed.

#### **Laser/IPL Controlled Area**

- i) The area around working lasers/IPLS 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.

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.

- j) All lasers/IPLS 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.

## Appendix A

- k) The door to the controlled area shall be fitted with a suitable device which can be operated from the outside in an emergency
- l) Any windows in the controlled area shall be fitted with opaque blinds approved by the LPA .
- m) The controlled areas shall be kept clear of clutter, mirrors shall be avoided and jewellery shall not be worn.
- n) Surfaces within the controlled area shall be of a matt or eggshell finish.
- o) 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 be marked with the wavelength range and protection offered as detailed in the local rules document. They shall be in a clean serviceable condition.
- p) The laser protection supervisor shall ensure that the key to any laser/IPLS equipment is kept in a secure and separate area when not in use and that only authorised users have access to the key.
- q) Lasers/IPLS shall be serviced in accordance with manufacturer's instructions and a record kept of servicing and repairs with the local rules document.
- r) Laser/IPL must be operated and managed with reference to current version of the "Essential Standards Regarding Class 3B and Class 4 Lasers and Intense Light Sources in Nonsurgical Applications" (British Medical Laser Association)

**APPENDIX A**

**Laser /IPLS Treatment Protocol Document**

The treatment protocol must include the following:

- name and technical specifications of the equipment
- contraindications
- treatment technique – general
- treatment technique – hair reduction
- client consent prior to treatment
- cleanliness and infection control
- pre-treatment tests
- post-treatment care
- recognition of treatment-related problems
- emergency procedures
- permitted variation on machine variables
- procedure in the event of equipment failure

**Appendix B**

**CONTENT OF LASER/IPLS LOCAL RULES DOCUMENT**

**1) Potential Hazards**

List all types of hazards including fire, skin and eye injuries, electrical etc

**2) Device Description**

Description of all devices including output, serial numbers etc.

**3) Treatment Protocol**

Reference to separate document produced by the Expert Registered Healthcare Professional (ERHP).

**4) Written Procedures**

Supported by reference to user manual/training manual etc

**5) Adverse Incident Procedure**

- a) Details of actions that shall be taken in cases of emergency e.g eye exposure
- b) Name, address and tel no of local accident and emergency department.
- c) Any incidents must also be reported to Croydon Council, list of their contact details,

**6) Emergency Shutdown Procedure**

Instructions as set down in manufacturers manual or treatment protocol.

**7) Register of Authorised Users**

Details of trained personnel with signed declarations of individuals.

**8) Laser Protection Advisor**

Contact details of the LPA

**9) Laser Protection Supervisor**

- a) One Authorised User shall be nominated Laser Protection Supervisor to ensure that the register is maintained and the local rules are adhered to
- b) Name of the laser protection supervisor

**10) Record of laser use**

A register shall be kept which will separately record the following information every time the IPL is operated

The name and date of birth of the person treated

- date of treatment
- the operator
- the treatment given
- any accident or adverse effects.

### **11) Laser/IPL Operator Training**

- a) All laser/IPL 'authorised users' shall hold the Core of Knowledge Training Certificate together with specific training on the use of on site equipment provided by the supplier of the Laser/IPLS.
- b) Details of all training shall be recorded in the Register of Authorised Users or a separate Training Register.

### **12) Controlled Area designation and access**

- a) The room in which the laser/IPLS is used shall be designated a 'Controlled Area' and the laser shall only be used in this area. Approved warning signs shall be fitted to the door i.e. 'Controlled Area', 'Eye Protection' etc
- b) A notice should be fixed to the laser/IPLS indicating that its use is subject to the Local rules.

### **13) Register of Authorised Users**

A register shall be kept of personnel authorised to operate the equipment.

### **14) Safe Operation of device**

- a) No more than one laser/IPL shall be switched on during the client treatment.
- b) When the laser/IPL is in operation the number of persons in the room shall be kept to a minimum.
- c) The laser/IPL shall not be enabled to fire unless it is directed towards the treatment site or a beam stop.
- d) The Authorised User shall be careful to avoid reflections of the beam from Instruments/equipment in close proximity to the beam path, matt/non reflective surfaces etc shall be provided.

- e) Whenever the device is unattended by an Authorised User, the laser shall be switched off and the key withdrawn and placed in safe custody by the Authorised User.

### **15) Operator responsibility**

- a) It is the responsibility of the equipment Authorised User to be aware of the nature of the hazard involved and to be familiar with the manufacturer's operating instructions.
- b) During the operation of the laser (or IPL) the Authorised User is responsible for the safety of all persons present, including the client and themselves.

### **16) Protective eyewear**

Protective eyewear shall be provided and clearly marked for the laser. It is important that the correct goggles are used e.g. the use of a coloured sticker or other identifier on the goggles matches a similar identifier on the laser or IPL. The Authorised User shall instruct all personnel in the Controlled Area to wear goggles suitable for the laser being used.

### **17) Application of local rules**

- a) The laser shall only be used in accordance with these local rules.
- b) Authorised Persons shall sign statements that they have read and understood these local rules.
- c) The local rules shall be kept in the treatment room/s at all times.





### TATTOOING AND MICRO PIGMENTATION

#### DEFINITIONS

##### Tattooing

Is the process of permanently marking the skin by inserting ink into the lower layers of the skin with a needle. Micro-pigmentation or semi- permanent make up and microblading are a form of tattooing and therefore are covered by these conditions.

#### 1. AGE RESTRICTIONS

The Tattooing of Minors Act 1969 prohibits the tattooing of anyone in Great Britain under the age of 18 years.

#### 2. TATTOO ARTISTS

- (a) Tattoo artists must have undergone an apprenticeship (at least 2 years) with an experienced tattooist. Until such time as an externally verified tattooing qualification is offered, all tattooists will be required to demonstrate knowledge of infection control to the satisfaction of the Authorised Officer.
- (b) Only persons listed on premises licence are permitted to carry out tattooing or micro pigmentation.

#### 3. VISUAL ASSESSMENT

- (a) An assessment of the condition of the area to be tattooed must be carried out prior to commencing treatment. Where necessary notes/diagrams should be made regarding conditions, areas not to be treated.
- (b) Tattooing must not be carried out on or within 10cms of an infected area of skin, a rash, cut or other wound.

#### 4. PERSONAL HYGIENE

- (a) Persons carrying out treatments must ensure that:-
  - their hands are 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 protective clothing,
  - they do not smoke or consume food or drink during the course of a treatment.
- (b) Persons shall not administer treatments whilst afflicted by either a known or suspected ailment or being a carrier of a disease likely to be transmitted during treatment.
- (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.

## 5. PROTECTIVE CLOTHING

- (a) All staff must wear clean clothing when tattooing. If clothing becomes soiled it must be changed prior to next client.
- (b) Tattooists 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 if there is a break in the treatment and non-sterile equipment is touched.

## 6. EQUIPMENT

- (a) Needles, pigment caps, stencils, razors and wooden spatulas are single use only and shall be disposed of as hazardous waste after use

## 7. CLEANING AND STERILISATION

- (a) All needles/razors and pigment caps must be single use and disposable.
  - (b) Any surfaces used during treatments must be disinfected prior to use.
  - (c) Any treatment chair/ couches must be disinfected after each client.
  - (d) Tattoo motors and clip cords shall be covered with clear plastic during a tattoo and changed between clients
  - (e) Elastic bands used on the motors shall be changed between clients
  - (f) Any equipment that has been contaminated with blood however small must be cleaned and sterilized or safely disposed of.
  - (g) Procedures for the satisfactory decontamination, disinfection and sterilisation of equipment shall be provided at the premises where necessary.
  - (h) Glass bead sterilisers; UV light boxes; hot air ovens and water boilers **must not** be used for sterilisation purposes.
  - (i) A suitable autoclave for the types of items being sterilised must be used for sterilisation of reusable equipment. This must be strictly in accordance with manufacturers instruction and with the current version of Medical Devices Agency MDA DB2002 (6) MDA DB9804. Regular checks and maintenance must be carried out in accordance with the current Health Technical Memorandum (HTM).
  - (j) A written scheme of examination and any test results shall be available for inspection by an Authorised Officer at all reasonable times.
- (a) Where chemicals are used to achieve sterilisation the licensee is responsible for having documented evidence that the chemical used is fit for purpose and is used accordance with the manufacturer's instructions.
  - (b) Equipment and furniture 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:-

*Cleaning-* Cleaning is a process that removes foreign material (e.g. soil, organic material, micro-organisms) from an object. Detergents such as washing up liquid and multi-purpose cleaners are commonly used for cleaning.

*Disinfection-* Disinfection is a process that reduces the number of pathogenic microorganisms, but not necessarily bacterial spores, from inanimate objects or skin, to a level which is not harmful to health. Commonly used disinfectants include chlorine bleach and products labelled as anti-bacterial.

*Sterilisation-* 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. use of an autoclave. Pressure cookers are not suitable for body art instrument sterilisation as they cannot automatically monitor the sterilisation process to ensure that all parameters are met. Baby bottle steam sterilisers do not reach sufficient temperatures and therefore are not suitable for body art instrument sterilization. Bench-top sterilisers or transportable sterilisers must conform to the standard BS EN 13060.

## **8. BLOOD/ BODILY FLUID SPILLAGE**

- (a) There must be a written procedure for dealing with blood spillages.
- (b) All staff must be made aware of the procedure. The procedure must be available onsite at all times for audit by an authorised Officer.
- (c) A body fluid spillage kit must be available for cleaning up blood or other bodily fluids.

## **9. SHARPS INJURY**

- (a) There must be a written procedure for dealing with needle/ sharps injuries.
- (b) All staff must be made aware of the procedure. The procedure must be available onsite at all times for audit by an Authorised Officer.

## **10. AFTERCARE**

- (a) Appropriate aftercare advice must be provided following each treatment. This must include information on actions to take if any adverse conditions occur. Where possible this should be given orally and in written form for the client to take away.

## 11. CIEH TOOLKIT

- (a) The Chartered Institute of Environmental Health in conjunction with Public Health England and the Tattoo and Piercing Industry Union have issued a Toolkit detailing safe practice with regard to hygienically undertaking tattoos and skin piercing. Practitioners must adhere to the requirements and recommendation contained within this document. The document can be accessed via the CIEH webpage at [http://www.cieh.org/policy/Tattooing\\_and\\_body\\_piercing\\_guidance\\_toolkit.html](http://www.cieh.org/policy/Tattooing_and_body_piercing_guidance_toolkit.html)

### **NOTES**

#### **Hepatitis B Vaccinations**

There are no vaccines for Hepatitis C or HIV therefore robust infection control practices must be in place at all times. However, it is also strongly recommended that all tattooists receive a full course of Hepatitis B vaccine.

## **COSMETIC PIERCING (inc. EAR/NOSE PIERCING WITHOUT GUN) DEFINITIONS**

### **Body Piercing**

Body piercing is when a hole is made in the skin and a piece of 'jewellery' is placed within the hole.

### **Beading**

Steel beads or similar objects are inserted under the skin to mould or shape the skin.

### **Microdermal Anchors (single point piercing)**

Single point piercings carried out with ordinary piercing needle that places a post under the skin which a variety of accessories can be screwed into.

## **1. AGE**

- (a) Clients must be over the age of 18 for all types of body piercing other than ear, nose, Lip (labaret), eyebrow or navel.
- (b) Anyone under the age of 16 who wants ear, nose, lip, eyebrow or navel piercing must be accompanied by a parent or guardian who must sign the appropriate consent forms. The consent form must include full name, address, contact number and relationship to person receiving piercing.

## **2. PIERCERS**

- (a) Only suitably qualified persons shall carry out piercing. Until such time as an externally verified body piercing qualification is offered, all piercers will be required to demonstrate that they have completed an apprenticeship in body piercing and demonstrate knowledge of infection control to the satisfaction of the Authorised Officer.
- (b) Only persons listed on premises licence are permitted to carry out piercings.

## **3. VISUAL ASSESSMENT**

- (a) An assessment of the condition of the area to be pierced must be carried out prior to commencing treatment. Where necessary notes/diagrams should be made regarding conditions, areas not to be treated.
- (b) Piercing must not be carried out on or within 10cms of an infected area of skin, a rash, cut or other wound.

## **4. PERSONAL HYGIENE**

- (a) Persons carrying out treatments must ensure that:-
  - their hands are 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 protective clothing,
  - they do not smoke or consume food or drink during the course of a treatment.

- (b) Persons shall not administer treatments whilst afflicted by either a known or suspected ailment or being a carrier of a disease likely to be transmitted during treatment.
- (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.
- (d)

## **5. PROTECTIVE CLOTHING**

- (a) All staff must wear clean clothing when piercing. If clothing becomes soiled it must be changed prior to next client.
- (b) Piercers 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 if there is a break in the treatment and non-sterile equipment is touched.

## **6. CLEANING AND STERILISATION**

- (a) All surfaces that come into contact with staff equipment or clients must be disinfected daily.
- (b) All needles must be single use and disposable.
- (c) Any surfaces used during treatments must be disinfected prior to use.
- (d) Any treatment chair/ couches must be disinfected after each client.
- (e) Any equipment that has been contaminated with blood however small must be cleaned and sterilized or safely disposed of.
- (f) Procedures for the satisfactory decontamination, disinfection and sterilisation of equipment shall be provided at the premises.
- (g) A suitable autoclave for the types of items being sterilised must be used for sterilisation of reusable equipment. This must be strictly in accordance with manufacturers instruction and with the current version of Medical Devices Agency MDA DB2002 (6) MDA DB9804. Regular checks and maintenance must be carried out in accordance with the current Health Technical Memorandum (HTM).
- (h) A written scheme of examination and any test results shall be available for inspection by an Authorised Officer at all reasonable times.
- (i) Glass bead sterilisers; UV light boxes; hot air ovens and water boilers must not be used for sterilisation purposes.
- (j) Where chemicals are used to achieve sterilisation the licensee is responsible for having documented evidence that the chemical used is fit for purpose and is used accordance with the manufacturer's instructions.

- (k) Equipment and furniture 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:-

*Cleaning-* Cleaning is a process that removes foreign material (e.g. soil, organic material, micro-organisms) from an object. Detergents such as washing up liquid and multi-purpose cleaners are commonly used for cleaning.

*Disinfection-* Disinfection is a process that reduces the number of pathogenic microorganisms, but not necessarily bacterial spores, from inanimate objects or skin, to a level which is not harmful to health. Commonly used disinfectants include chlorine bleach and products labelled as anti-bacterial.

*Sterilisation-* 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. use of an autoclave. Pressure cookers are not suitable for body art instrument sterilisation as they cannot automatically monitor the sterilisation process to ensure that all parameters are met. Baby bottle steam sterilisers do not reach sufficient temperatures and therefore are not suitable for body art instrument sterilization. Bench-top sterilisers or transportable sterilisers must conform to the standard BS EN 13060.

## **7. BLOOD/BODILY FLUID SPILLAGE**

- (a) There must be a written procedure for dealing with blood spillages.
- (b) All staff must be made aware of the procedure. The procedure must be available onsite at all times for audit by an authorised Officer.
- (c) A body fluid spillage kit must be available for cleaning up blood or other bodily fluids.

## **8. SHARPS INJURY**

- (a) There must be a written procedure for dealing with needle/ sharps injuries.
- (b) All staff must be made aware of the procedure. The procedure must be available onsite at all times for audit by Authorised Officer.

## 9. AFTERCARE

- (a) Appropriate aftercare advice must be provided following each treatment. This must include information on actions to take if any adverse conditions occur. Where possible this should be given orally and in written form for the client to take away.

## 10. JEWELLERY

- (a) All jewellery which may come into contact with broken skin or mucosa membranes must be sterile.
- (b) All jewellery must be of a suitable grade e.g. surgical stainless steel, solid 14K or 18K gold, niobium, titanium, platinum, or dense low porosity plastic. This is to minimise the risk of allergic reaction, harbouring of bacteria or adhesion to newly formed skin. Grade 316 stainless steel does not comply with the Dangerous Substances and Preparations (Nickel) (Safety) Regulations 2000 and is not to be used.
- (c) All jewellery must be in a sterilised condition prior to being inserted into the client's skin/body.
- (d) **CIEH TOOLKIT**
- (e) The Chartered Institute of Environmental Health in conjunction with Public Health England and the Tattoo and Piercing Industry Union have issued a Toolkit detailing safe practice with regard to hygienically undertaking tattoos and skin piercing. Practitioners must adhere to the requirements and recommendation contained within this document. The document can be accessed via the CIEH webpage at [http://www.cieh.org/policy/Tattooing\\_and\\_body\\_piercing\\_guidance\\_toolkit.html](http://www.cieh.org/policy/Tattooing_and_body_piercing_guidance_toolkit.html)

## **NOTES**

### **Hepatitis B Vaccinations**

There are no vaccines for Hepatitis C or HIV. Therefore, robust infection control practices must be in place at all times. However, it is also strongly recommended that all body piercers receive a full course of Hepatitis B vaccine.



## **EAR/NOSE PIERCING (WITH GUN) DEFINITIONS**

### **Ear piercing**

For the purposes of these conditions ear piercing refers to lower ear lobe piercing, upper ear cartilage piercing.

### **Nose piercing**

Refers to the piercing of the nasal cavity walls only.

### **Nose piercing gun**

Refers to a device, whether single use or reusable, specifically designed for the purpose and is capable of piercing the nasal cavity wall with the nose stud without the need for a clasp/butterfly clip. Ear piercing guns must not be used.

### **Ear piercing gun**

Refers to a device, whether single use or reusable, designed specifically for piercing ears.

## **1. AGE**

- (a) Clients must be over the age of 16 for ear or nose piercings.
- (b) Anyone under the age of 16 who wants ear or nose piercing must be accompanied by a parent or guardian who must sign the appropriate consent forms. The consent form must include full name, address, contact number and relationship to person receiving piercing.

## **2. PIERCERS**

- (a) Only suitably qualified persons shall carry out piercing. Until such time as an externally verified body piercing qualification is offered, all piercers will be required to have completed manufacturer training for the system being used and demonstrate knowledge of infection control to the satisfaction of the Authorised Officer.
- (b) Only persons listed on premises licence are permitted to carry out piercings.

## **3. VISUAL ASSESSMENT**

- (a) An assessment of the condition of the area to be pierced must be carried out prior to commencing treatment. Where necessary notes/diagrams should be made regarding conditions, areas not to be treated.

- (b) Piercing must not be carried out on or within 10cms of an infected area of skin, a rash, cut or other wound.

#### **4. PERSONAL HYGIENE**

- (a) Persons carrying out treatments must ensure that:-
- their hands are 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 protective clothing,
  - they do not smoke or consume food or drink during the course of a treatment.
- (b) Persons shall not administer treatments whilst afflicted by either a known or suspected ailment or being a carrier of a disease likely to be transmitted during treatment.
- (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.

#### **5. PROTECTIVE CLOTHING**

- (a) All staff must wear clean clothing when piercing. If clothing becomes soiled it must be changed prior to next client.
- (b) Piercers 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 if there is a break in the treatment and non-sterile equipment is touched.

#### **6. Infection control**

- (a) All piercers must wear disposable gloves and they should be disposed of after each client.
- (b) All work surfaces must be cleaned and disinfected after each client.
- (c) The client's skin must be cleaned prior to piercing using a solution containing alcohol or wipes.
- (d) Only pre-sterilised single use studs from undamaged packaging may be used.
- (e) Studs must be opened immediately prior to use in front of the client.
- (f) All reusable equipment used (e.g. the gun) must be suitably and effectively sanitised before and after each use.

## **7. SHARPS INJURY**

- (a) There must be a written procedure for dealing with needle/ sharps injuries.
- (b) All staff must be made aware of the procedure. The procedure must be available onsite at all times for audit by Authorised Officer.

## **8. AFTERCARE**

- (a) Appropriate aftercare advice must be provided following each treatment. This must include information on actions to take if any adverse conditions occur. Where possible this should be given orally and in written form for the client to take away.

## **9. JEWELLERY**

- (a) All jewellery which may come into contact with broken skin or mucosa membranes must be sterile.
- (b) All jewellery must be of a suitable grade e.g. surgical stainless steel, solid 14K or 18K gold, niobium, titanium, platinum, or dense low porosity plastic. This is to minimise the risk of allergic reaction, harbouring of bacteria or adhesion to newly formed skin. Grade 316 stainless steel does not comply with the Dangerous Substances and Preparations (Nickel) (Safety) Regulations 2000) and is not to be used.
- (c) **CIEH TOOLKIT**
- (d) The Chartered Institute of Environmental Health in conjunction with Public Health England and the Tattoo and Piercing Industry Union have issued a Toolkit detailing safe practice with regard to hygienically undertaking tattoos and skin piercing. Practitioners must adhere to the requirements and recommendation contained within this document. The document can be accessed via the CIEH webpage at [http://www.cieh.org/policy/Tattooing\\_and\\_body\\_piercing\\_guidance\\_toolkit.html](http://www.cieh.org/policy/Tattooing_and_body_piercing_guidance_toolkit.html)

## **NOTES**

### **Hepatitis B Vaccinations**

There are no vaccines for Hepatitis C or HIV. Therefore, robust infection control practices must be in place at all times. However, it is also strongly recommended that all body piercers receive a full course of Hepatitis B vaccine.

## **TANNING/ UV LIGHT TREATMENTS**

### **DEFINITIONS**

#### **Ultra Violet Light**

Defined as 3 different wavelengths of ultraviolet radiation. UVA, UVB and UVC. UVC waves should not be present in sun tanning equipment.

#### **Sun Tanning Equipment**

The use of ultraviolet light emitted from tubes to reproduce the effect of ultraviolet radiation from the sun on the skin to tan the skin. Includes sun beds and upright tanning booths, face and leg tanning equipment.

#### **Tanning accelerants or amplifiers**

Defined as any cream, lotion or other substance that increases or purports to increase the amount of UV light absorbed by the production of melanin within the skin.

#### **Remote Facilities**

All facilities shall be considered to be remotely operated where the therapist is out of audible range of the treatment room and the client would be unable to summon help.

### **1. AGE RESTRICTIONS**

- (a) Anyone under the age of 18 is prohibited from using tanning equipment and from being allowed to be present in a restricted zone (in accordance with the Sunbed (Regulation) Act 2010).

### **2. RECORD KEEPING**

- (a) Clients whose skin is prone to UV damage, such as Skin Type 1 (Fitzpatrick classification of skin types) shall not be permitted to use tanning equipment.
- (b) The client record must be signed by the client as a declaration of agreement to proceeding with the treatment having been explained and understanding any associated risks, and contra-indications associated with ultra violet radiation, particularly with regard to drugs and medical conditions.
- (c) A suitable gap must be provided between sessions, at least 48 hours for the first two sessions, and a minimum of 24 hours thereafter. It is advised that 48 hours is given between all subsequent sessions.
- (d) Client consultation cards detailing all sunbed sessions, including the duration of sessions, must be kept at the premises at all times for a period of 3 years and shall be available for inspection by an Authorised Officer at all reasonable times.
- (e) The licence holder shall ensure that clients do not to exceed 60 sessions per annum (in line with EU guidance).

- (f) Records of all maintenance visits and servicing and copies of the engineer's report shall be kept at the premises and be available for inspection by an Authorised Officer at all reasonable times.
- (g) Records of the tubes fitted and compliance to 0.3W/m<sup>2</sup> for each sunbed shall be kept on the premises and be available for inspection by an Authorised Officer at all reasonable times.

### **3. INFECTION CONTROL**

- (a) The surface of the sunbed must be disinfected after each use in accordance with manufacturers' instructions and with cleaning materials specified by the manufacturer.
- (b) Single use disposable goggles must be provided or, alternatively, the goggles must be appropriately disinfected in between the clients use in accordance with manufacturers' instructions.

### **4. OPERATIONAL PROCEDURES**

- (a) The licence holder must ensure compliance with guidance on the current Sunbeds Regulations, HSE guidance and must follow the manufacturers' instructions.
- (b) 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 practitioner to include factors such as the client's type of skin and power output of the UV tanning equipment.
- (c) Adequate means of ventilation must be provided to all treatment rooms and cubicles.
- (d) All fans must be adequately guarded.
- (e) Private shower, sink facilities or suitable wet wipes must be available to allow the client to remove any skin creams and make-up. The operator must advise the client on the importance of removing creams and make up.
- (f) An automatic timer must be fitted to the equipment, so that the user is unable to increase the time spent using the UV tanning equipment. Standard Conditions for Special Treatment Premises 24
- (g) An emergency device must be fitted within easy reach of a person using the equipment. This device must switch off all UV equipment.
- (h) 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 and might not be heard. 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.
- (i) Suitable goggles or equivalent, which meet relevant British and European standards for the protection of the eyes of users of the equipment must be

provided free of charge and clients must be instructed in their use

- (j) The Health and Safety Executive 'UV Tanning Equipment' notice providing clear and accurate information on the health risks from exposure to Ultra Violet light must be clearly displayed near each sunbed.

## **5. TUBES AND TUBE REPLACEMENT**

- (a) The maximum permissible output for all UV tubes must not exceed 0.3w/m<sup>2</sup>.
- (b) Tubes must be replaced at intervals recommended by the manufacturer, together with the Ultra Violet transmitting plastic sheet if fitted.
- (c) Replacement tubes shall be compatible with those supplied by the manufacturer.
- (d) All tubes in a bed or cabinet must be replaced at the same time.
- (e) Tanning times must be suitably adjusted when new tubes have been installed.

## **6. TANNING ACCELERATORS**

- (a) Licence holder must hold product information for any tanning accelerators they sell. Tanning accelerators must comply with the Cosmetic Products (Safety) Regulations 1996
- (b) The sale/supply of tanning injections is prohibited.

## **7. TANNING OPERATORS**

At least one person must be available onsite at all times who, as a minimum, has specific training on the type of tanning equipment used at the premises or is a member of the Sun Bed Association and has receipt of their training package or training. This person(s) must carry out the initial client consultation, complete records and supervise all tanning transactions to ensure that these terms and conditions are adhered to.

## **8. AFTERCARE ADVICE**

Appropriate aftercare advice must be provided following each treatment. This must include information on actions to take if any adverse conditions occur. Where possible this should be given orally and in written form for the client to take away.

### Nail Treatments

#### Definition

Nail Treatments are defined as any of the following: 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 hand 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. Nail Treatments do not include any form of Chiropody carried out by a State Registered Chiropodist.

#### 1. Age Restrictions

No child under the age of 16 shall be permitted to have nail treatments without a parent or a guardian being present. In addition, the parent/guardian must sign a consent form for the child to have the treatment.

#### 2. Infection Control

- (a) All reusable metal equipment, such as metal files, cuticle clippers and cuticle knives etc. must be washed and scrubbed with a general-purpose detergent (e.g. washing up liquid) and water. Once physically clean, the equipment must be dried and treated at an appropriate level for its intended use (i.e. disinfected, sanitised or sterilised).
- (b) After cleaning and disinfection this equipment must be stored in a clean, dry and airtight container until use to prevent further contamination.
- (c) UV light boxes are not an acceptable method of sterilisation and shall not be used to achieve disinfection of equipment used for nail or pedicure treatments. A UV light steriliser may be used in addition to another means of disinfection and/or to store items in following disinfection.
- (d) Any equipment that cannot be washed and either disinfected or sterilised, is considered to be of a single use and must be properly disposed of after each client.
- (e) All surfaces used during treatments shall be cleaned with a suitable disinfectant between each client.



### **3. Prohibitions**

- (a) The use of products containing Methyl Methacrylate (MMA) is prohibited.
- (b) The use of razors or scalpels or blades for pedicure treatments is prohibited.
- (c) The use of sharp holed foot graters/cheese graters with a risk of injury is prohibited.
- (d) The use of electric drills/files on a client's natural nail is prohibited.
- (e) Nail drills shall not be used to file the area where a natural nail is joined to an artificial nail.

### **4. Electric Nail Drills/files**

Where nail drills are used, only persons who have received specific training in their use and who are competent in their use shall use them. Evidence of such training must be made available to the Council's licensing department.

### **5. Ventilation**

- 5.1 Where nail extension treatments are carried out, suitable air filtering and extraction must be provided to remove dust and chemicals from the air, preferably at desk-top level.
- 5.2 Suitable dust and chemical filters must be in place within the filter system. These shall be changed at suitable intervals as recommended by the manufacturer.
- 5.3 All air filtering/extraction equipment shall be maintained in good working order in accordance with manufacturer's instructions.

## **SAUNA/ STEAM ROOM/ SPA POOLS/ BATHS**

### **DEFINITIONS**

#### **Spa Pool and Jacuzzi**

A Spa Pool/Jacuzzi is defined as a pool full of warm water at approximately body temperature, designed for sitting in rather than swimming. It has jets of water, or air bubbles or combination of both to provide a warm water massage.

#### **Sauna**

Saunas consist of an insulated enclosure usually made of wood, together with heat generating equipment usually in the form of a heat-generating stove. Benches are provided within the sauna enclosure. Saunas provide a dry heat and the temperature may range from 85°C to 100°C for up to a 10 minute treatment

#### **Steam room/bath**

These consist of an enclosure made of an impervious material and steam generating equipment. They are designed to operate at temperatures of up to 50°C regulated by a thermostat with relative humidity of 80 to 100%. They produce a wet humid heat and are intended for indoor use. The treatment usually lasting 6 – 12 minutes.

#### **Detox Box**

Provides gentle and deep penetrating heat to the body to induce a high volume of sweat.

#### **Floatation Tank**

Enclosed tank with water at body temperature and high conc. of Epsom Salts.

#### **Foot Detox**

Feet or body submerged into spa or bathtub fitted with electrodes. No treatment to feet.

#### **Hydrotherapy**

Water therapy which may include submersion in a bath. Uses fresh water.

#### **Thalassotherapy**

Water therapy which may include submersion in a bath. Uses sea/salt water.

### **1. AGE RESTRICTIONS**

- (a) Treatments/ usage restricted to clients over the age of 16.
- (b) Persons of 13yrs+ can use sauna/steam room or spa pools if accompanied by a parent or guardian.

## **2. RECORD KEEPING**

- (a) Daily, weekly, monthly and periodical cleaning and maintenance check records must be available for inspection by an authorised officer.
- (b) Maintenance and electrical safety records must be available for inspection by an authorised officer.
- (c) 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.

## **3. SPA POOLS/JACUZZI/ BATH**

- (a) All Licence Holders must manage and maintain spa to avoid the risk of legionella and must have regard to refer to the Health and Safety Executive Approved Code of Practice and Guidance L8, "The Control of Legionella Bacteria in Water Systems".
- (b) The licence holder shall ensure that the spa pool is operated and maintained in accordance with the manufacturers' instructions and the HSE Publication The control of legionella and other infectious agents in spa-pool systems HSG 282.
- (c) A log book/records of the free chlorine levels/total active bromine, the pH levels of the spa, temperature, water quality and numbers of bathers must be taken at regular intervals. These records must state acceptable limits for all tests and record action taken in the event of an unsatisfactory result and must be made available for inspection by an Authorised Officer at all reasonable times.
- (d) The licence holder must be able to demonstrate that the microbiological quality of the spa pool water is satisfactory and that guidance within HSG 282 is followed for microbiological testing and recommended actions.
- (e) Microbiological test results must be held and available at the premises in accordance with L8 above, for inspection by an Authorised Officer at all reasonable times.
- (f) The licence holder must have a written procedure that must be followed in the event of an unsatisfactory microbiological result or any other health concerns associated with use of the pool.
- (g) 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.
- (h) All equipment shall be of sound mechanical construction and regularly maintained. Records of maintenance should be held for inspection by authorised officers
- (i) The Licence Holder(s) shall have a written procedure detailing steps taken to ensure the maximum bather load for the facility is not exceeded.

- (j) A notice providing information on the use of the spa pool must be clearly displayed near each unit.
- (k) A rest area for users must be provided.
- (l) The spa pool must be emptied and refilled at regular intervals in accordance with the manufacturer's guidance and usage but in any event at least everyweek.

#### **4. SAUNA**

- (a) Must have a glazed panel to allow safe access and egress by clients and supervising staff.
- (b) A thermometer shall be provided indicating the temperature inside the sauna.
- (c) A non-verbal emergency assistance device shall be provided on or adjacent to the sauna. Saunas installed after January 2017 must have a non-verbal alarm linked to a manned reception area. 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.
- (d) A clock or other time keeping device shall be visible to users, from inside the sauna.
- (e) The temperature control device shall not be accessible to users of the sauna.
- (f) The hot coals in the sauna shall be protected by a guard rail or barrier.
- (g) Shower facilities shall be provided close to the sauna.
- (h) A supply of fresh drinking water shall be available close to the sauna.
- (i) A notice providing accurate information on the safe use of the sauna must be clearly displayed near the unit.
- (j) Clients must wear bathing costume/shorts in the sauna.
- (k) No eating, drinking or shaving permitted in sauna.

#### **5. STEAM ROOMS**

- (a) The floor of the equipment must be impervious; laid to fall to promote drainage and easily cleaned. It should also be constructed of a non-slip material.

- (b) The operator must be aware of the temperature the unit is operating at. Ideally there should be a thermometer located inside the unit. If this is not fitted the temperature inside the unit must be checked regularly.
- (c) Temperature must not exceed 50°C.
- (d) Temperature control must remain under the control of the licence holder.
- (e) Must have a glazed panel to allow safe access and egress by clients and supervising staff.
- (f) The door must have an internal handle to allow the client to exit the room when required.
- (g) There must be a non-verbal alarm system that can be heard in manned areas for summoning help when users are left unattended. Steam rooms installed after January 2017 must have a non-verbal alarm linked to a manned reception area. 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.
- (h) All equipment shall be of sound mechanical construction.
- (i) A clock or timer must be visible in order to monitor time elapsed in the steam room.
- (j) A notice providing accurate information on the safe use of the steam room must be clearly displayed near each unit.
- (k) Clients must be advised to sit on a towel in the steam room to reduce the risk of infection and burning.
- (l) The licensee shall provide a procedure whereby all steam rooms are checked on a half hourly basis for cleanliness and for state of health of the user e.g. signs of fainting.
- (m) Clients must wear a bathing costume/shorts in the steam room.
- (n) No eating, drinking or shaving permitted in steam room.

## **6. CLEANING/ INFECTION CONTROL**

- (a) The sauna/steam room/baths must be cleaned and disinfected each day, in accordance with manufacturer's instructions and with cleaning materials specified by the manufacturer.

## **7. OPERATORS**

- (a) One person must be available onsite at all times who has had, as a minimum, specific manufacturer training for the equipment used within premises or equivalent training deemed suitable by an Authorised Officer of Council.