

STANDARD TERMS AND CONDITIONS

THESE STANDARD TERMS AND CONDITIONS ARE IN FORCE FROM

1 April 2021 – 31 March 2025

**FOR PREMISES OFFERING SPECIAL TREATMENTS LICENSED BY THE LONDON
BOROUGH OF HOUNSLOW**

Regulations made by the London Borough of Hounslow under Section 10 (1) of the London Local Authorities Act 1991, prescribing the Standard Terms and Conditions applicable to all special treatment premises located in the London Borough of Hounslow.

The terms and conditions that apply to a special treatment licence will remain under review and when required will be amended.

Amendments will be introduced in the following licensing year unless there are circumstances where we need to make any change(s) without delay to ensure that equipment used or new treatments and or practices applied is prevented from putting a person's health, safety, and/or wellbeing at risk. If this situation were to arise you will be informed of any required changes to your licensable treatments. It is however the responsibility of the licence applicant to ensure that reference is being made to the current Standard Terms and Conditions applicable to the special treatment premises.

CONTENTS

Introduction notes and requirements made on the licensee.

PART 1 – General

- 1) Definitions
- 2) Dispensation/modification of rules

PART 2 – Conditions applicable to all premises

TOPIC	Page No
1) The licence	10
2) & 3) Responsibility of the licensee	11&12
4) Charge of licensed premises	13
5) Conduct of the premises	13
6) Qualifications & training	14
7) Authorised Officers	14
8) People with disabilities	14
9) Electricity & gas installations examination reports & maintenance	15
10) Refuse	15
11) General maintenance	15
12) Anaesthetic	15
13) Control of substances hazardous to health (as amended)	16
14) Record keeping	16
15) Aftercare	16
16) First aid	16
17) Language	16
18) Emergency assistance device	17

SPECIAL TREATMENT DOCUMENTATION	Page No
Certification required to be available at the licensed premises	17
Treatment Consent Form-Example Template	18
Infection Control Pro-forma	19

Special Treatments Appendix	Page No
Appendix 1 – Acupuncture	20
Appendix 2 – Cosmetic piercing	23
Appendix 3 – Ear and nose piercing	28
Appendix 4 – Electrical Treatments	32
Appendix 5 – Electrolysis	34
Appendix 6 – Nail Treatments	38
Appendix 7 – Non-surgical Lasers and Intense Pulse Light Systems	41
Appendix 8 – Massage and reflexology	48
Appendix 9 – Sauna, Steam Room and Spa Pools	51
Appendix 10 – Sunbed Tanning	56
Appendix 11 – Tattooing and Micropigmentation	59

STANDARD TERMS AND CONDITIONS FOR PREMISES OFFERING SPECIAL TREATMENTS

Revised conditions for premises licensed by the London Borough of Hounslow in force from 1 April 2021.

Introduction

These Standard Terms and Conditions are applicable to all premises, including private residential premises offering special treatments. The application does not replace or reduce the underlying statutory duty of employers and self-employed persons to comply with the requirements of the Health and Safety at Work etc. Act 1974 and any associated regulations and codes of practice which may be applicable to these premises, as well as any relevant Coronavirus legislation.

New special treatment application

A Special Treatment Application Form and Premises Managers Consent Form needs to be fully completed and sent in with **copies** of all therapist's qualifications, one passport size photograph of each therapist (name on back), up to date electrical certificates, plan of the premises and application fee. If non-surgical lasers and intense pulse light systems are proposed to be used then laser protocols, and local rules will also need to be submitted.

Full details of specific requirements for various special treatments are provided in the appendices of this document and evidence would need to be provided that these have been complied with.

If your therapist has foreign qualifications, we require a UK NARIC letter sent with the application.

All new therapists must attend a Therapist Surgery that is held at the Council Offices.

The surgeries will be held fortnightly and will be regularly updated in advance on our website.

https://www.hounslow.gov.uk/info/20071/licensing/1214/massage_and_special_treatment_licences

Therapists cannot provide any licensable treatments until a Health and Safety Officer of the London Borough of Hounslow has approved them.

If applications have not been fully completed (information missing) or there are documents, photos or payment missing these will be returned to you as incomplete and your licence application will not be considered, and the consultation period will not begin. In those circumstances, you will be unable to provide any licensable treatments.

There is a 28-day consultation period for all new, variation and transfer applications and the Council shall consider any representations that are received during this time.

You cannot provide any licensable treatments, or new licensable treatments contained in any variation application, until a decision has been made on your application.

Once you have received a confirmation email with a last date of representations you need to display a notice in the premises window so it can clearly be seen by members of the public and Council officials for the full twenty-eight-day consultation period.

The Council is entitled to consider any representations submitted by the Commissioner of the Police, the London Fire Commissioner, the London Borough of Hounslow Health and Safety Team and Development Control Team during this 28-day consultation period.

Within the 28-day consultation period a Health and Safety Officer will inspect your premises.

Renewal applications

A Special Treatment Application and Premises Managers Consent form will need to be fully completed and sent in with one passport size photograph of each therapist (name on back), up to date electrical certificates, laser protocols, local rules (where relevant) and application fee. The application fee and licence fee can be paid together.

If you have any new therapists an Additional Therapist Application Form needs to be completed and sent in with copies of all therapist's qualifications and passport size photo (name on back). They are required to attend a Therapist Surgery at the Council offices. Please email licensing@hounslow.gov.uk to make an appointment. Copies of the application form, qualifications, photograph, and fees are required no later than 5 working days before the interview. If these aren't received the interview will be cancelled.

If your therapist has foreign qualifications, we require a UK NARIC letter sent with the application.

Therapists cannot provide any licensable treatments until a Health and Safety Officer of the London Borough of Hounslow has approved them.

All new therapists must attend a Therapist Surgery that is held at the Council offices.

The surgeries will be held fortnightly and will be regularly updated in advance on our website.

https://www.hounslow.gov.uk/info/20071/licensing/1214/massage_and_special_treatment_licences

All renewal applications need to be with the Council's Licensing Team no later than the **31st March** each year. If the application is received later than this date you will need to apply for a brand-new special treatment licence (following the above procedure) and cannot provide licensable treatments until that application has been submitted and the 28-day consultation period has concluded

Transfer applications

Existing special treatment licences can be transferred to different licence holders by paying the appropriate fee and the current licence holder signing a Transfer Consent Form.

Variation applications

A special treatment licence can be varied to add more treatments or to change the premises manager. A Special Treatment Application Form needs to be completed and submitted with the relevant documents and the variation fee needs to be submitted. Once the licence is granted the difference between treatment categories needs to be paid before the licence can be issued.

Therapists

All new therapists must attend a Therapist Surgery that is held at the Council Offices.

The surgeries will be held fortnightly and will be regularly updated in advance on our website.

https://www.hounslow.gov.uk/info/20071/licensing/1214/massage_and_special_treatment_licences

Therapists cannot provide any licensable treatments until a Health and Safety Officer of the London Borough of Hounslow has approved them.

To book an appointment you will need to email a copy of the Additional Therapist Application Form, qualifications, passport size photograph (therapist name on back) to licensing@hounslow.gov.uk. This needs to be at least 5 working days before the interview. All original qualifications must be brought to the interview.

At the interview the therapists will need to be able to speak English and answer all the questions asked by the Health and Safety Officers with no assistance from anyone else.

If at an interview, you are asked to provide additional information or certificates you have a maximum of one month from the date of the interview to provide this information and book yourself back onto another interview. This will be included in the therapist registration fee. Failure to do so you will be required to pay another therapist registration fee before you can attend the interview.

Therapist registration fees are non-refundable even if your application is refused.

Therapist ID cards will be valid for three years. These are only valid at the premises to which they relate to and cannot be used across premises. If you change premises you will need to apply for a new ID card.

Fees and charges

The price for a special treatment licence is reviewed annually.

The fees are payable in two parts:

- The application fee is payable when you submit your completed application form.
- The licence fee and any additional fees (ID cards and therapist registration) are payable when and if the licence is granted.

The application fee is non-refundable even if your application is refused.

When renewing a licence, the application and licence fee plus additional fees can be paid together at the submission when renewing the application.

A table of fees identifies the cost of each licensable treatment.

The licence fee required from the applicant is based on the 'highest' treatment category.

If during the year you cease trading, then you must surrender your licence by emailing licensing@hounslow.gov.uk. The licensee must request a refund and give reasons why a refund should be made by the Council.

If agreed by the Council, the 'refund' will be calculated on deduction basis of the Licence fee which will be the 'time of licensed activity' deducted from the full Licence fee.

The application fee, therapist registration, and ID cards will not be included in this calculation as these are non-refundable.

Exemptions

Members of some professional bodies and certain health practitioners are exempted under the London Local Authorities Act 1991 and London Local Authorities Act /2000. If you feel you may be exempt from licensing or registration you will need to fill in the exempt form, provide a copy of the current membership certificate for your professional body, a copy of proof of identity (passport, driving licence or other approved photo identification), a copy of your public liability Insurance with a minimum cover of £2 million that states the treatments you are providing plus if you hold an overseas qualification the UK NARIC to state your qualifications. We will then determine your exemption status. A therapist registration application form should also be completed and submitted.

Other applicable exemptions include:

- premises not used for gain or reward
- certain exemptions for medical practitioners, dentists and professions supplementary to medicine such as nursing, hospitals and nursing homes
- legally registered osteopaths
- legally registered chiropractors
- state registered chiropodists and podiatrists
- state registered physiotherapists

All exemptions have an application fee that needs to be paid when the application form and supporting documents are submitted to the Council's Licensing Team. These application fees for exemptions and renewal exemptions are non-refundable.

A table of fees identifies the cost.

Special treatment licensing / Health & Safety compliance visits

For any new licence applications, if it is found during the 28-day consultation period that you have provided licensable treatments then formal action will be taken including but not limited to:

An objection will be made against your application, which may lead to your application being rejected, although you will have to opportunity to attend a licensing panel hearing if you contest that objection

- You may be invited to attend a voluntary interview.
- You may receive a formal warning.
- You may be offered a simple caution; and/or
- Prosecution proceedings may be taken against you (especially if you still continue to provide licensable treatments without a licence).

Once a Licence has been granted; to ensure that the Standard Terms and Conditions are being met and that arrangements to manage health and safety are in place by the licensee; we will conduct visits to ensure that the premises are compliant with both of these areas.

These visits may be part of a test purchase, where we would get a person to ask for and pay for a licensable treatment and this may then form part of our evidence against you, should formal action be taken.

Part 1 - GENERAL

Definitions

In these rules, unless the context otherwise requires: -

'Act' means the London Local Authorities Act 1991 (as amended).

'Approval of the Council' or **'Consent of the Council'** means the written approval or consent of the Council as Licensing Authority in writing.

'Approved', **'Accepted'** or **'Permitted'** means approved, accepted, or permitted by the Council in writing.

'Authorised Officer' means an Officer appointed by the Council

'Council' means the London Borough of Hounslow.

'Establishment for Special Treatment' has the meaning set out in section 4 of the Act.

'Fire Authority' means the Chief Officer and Chief Executive of the London Fire and Emergency Planning Authority.

'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.

'Licence' means a special treatment licence granted under section 6 of the Act.

'Licensable Treatment' means the special treatment permitted to be provided by the licence holder / authorised person at the premises by a therapist, practitioner, beautician or operative.

'Premises' means any premise[s] within the Council's area licensed for special treatments and includes all installations, fittings etc.

'Self Employed Person' means an independent contractor or sole proprietor who reports income earned from self-employment. Self-employed persons work for themselves at a variety of trades, professions, and occupations rather than working for an employer.

'Special Treatment[s]' means nail treatments, massage, electric treatments, laser treatment, light treatments, water treatments, facial treatments, acupressure, chiropody, electrolysis, floatation, reflexology, aromatherapy, sunbeds, saunas (wet and dry), skin piercing, tattooing and other treatments of a like kind or any other treatment for which a Licence is required by the Council (this may be set out in the Special Treatment Licence application or any other document published by the Council).

'Therapist', **'Practitioner'**, **'Beautician'** or **'Operative'** means - the person carrying out any special treatments at the premises and who has been authorised by the Council and whose name is listed on the special treatment licence for the premises.

Dispensation or Modification of Rules

These rules may be dispensed with or modified by the Council in any special case.

In accordance with the provision of section 10 of the Act, the Council may, in granting a licence or giving any written approval or consent under these rules, impose such terms, conditions, or restrictions as it shall specify in writing.

If the licensee wishes to have any of the Standard Terms and Conditions of his/ her licence varied, he / she must make an application to the Council, and if the Council so requires, the application must be advertised at the licensed premises.

PART 2 – CONDITIONS APPLICABLE TO ALL PREMISES

1) The licence

The current licence shall at all times be prominently exhibited at the premises in a position where it can easily be read by patrons or if requested by a member of the public to confirm that any person who is there to provide a licensable treatment is a person named on the licence.

The licence can be transferred to another person or company taking over that premises. An application form needs to be completed, transfer consent and a premises manager consent. If there are any new therapists, this needs to be completed at this time.

The licence holder shall not allow any other person to operate their own business from his or her premises, if it should include any licensable treatment taking place. The licence holder must inform any person wishing to operate from their licensed premises to make an application to the Council, prior to any treatments being Advertised, Offered and Provided.

All licences are dated as of the first day of the new licensing year e.g., 1st April, through to the end date of the licence being the 31st March, irrespective of when an application is made, and a licence granted. The licence is only valid in respect of the premises named on the licence. A licence will include the names of individual therapists approved by the Council. A record is made of the date that your licence was granted.

Licences are granted for a maximum period of twelve months and where an application is made past the start date of the 1st April a calculation will be made on a pro-rata basis (this is calculated on a monthly rate) of the fees due to be paid for a licence. A licence will be issued in the name of the applicant or company and, for the purposes specified in condition 2.

Note

If it is found during or after an application has been processed by this department that the 'declaration' made and signed by the applicant has been falsely made by the applicant, then the application shall be refused, or where a licence has already been granted, it shall become void.

2) Responsibility of the licence holder/authorised person

- the licensee holder / authorised person is directly responsible for reading the Standard Terms and Conditions that are attached to the granted licence and the need to ensure that these are complied with.
- the licensee may authorise a responsible person on his or her behalf to be in charge of the premises during opening hours.
- the person authorised will be authorised irrespective of whether or not it is on a permanent basis i.e., the person who will open and close the premises each day while the licensee is not there to do so. This person shall be seen as acting on behalf of the licensee and as such he or she will hold the same responsibility for the management of premises and compliance with the Council's Standard Terms and Conditions in the absence of the licensee.
- the licensee shall take all reasonable precautions for the safety of all persons using the premises and ensure compliance at all times with the relevant provisions of the Health and Safety at Work etc. Act 1974, and other associated legislation.
- the licensee shall be in charge of and responsible for the Premises at all times and is responsible for ensuring that any incidents / accidents that may happen as part of their treatment practice are recorded and dealt with properly. Where an incident / accident arises that may be legally reportable you should ensure that the required report is made through the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 1995 ['RIDDOR'].
- the licensee shall take out employer's liability insurance (where applicable) and public liability insurance cover to the minimum value of £2,000,000.
- the licensee shall ensure that all operatives carrying out 'special treatments' are suitably trained/qualified and evidence of such shall be submitted to the Council for approval.
- the licensee shall ensure that complete and proper records are maintained of all treatments provided and a record made of the person providing the treatment and shall retain all records for the duration required under the Standard Terms and Conditions of their licence.
- the licensee shall make available on request a copy of a current floor plan of the premises and shall keep the Council informed of any proposed changes to the submitted plan when wishing to make alterations to either the structure of the building to expand the use of the premises for the purposes of providing treatments.
- the licensee must declare if they have been convicted of any offence under Part II of the Act. Failure to declare a conviction, which later comes to the attention of the Council will lead to any application made or licence granted becoming invalid.
- the licensee shall at all reasonable times allow an authorised officer(s) who is/are there to conduct their duties, to give access to the premises and

provide them with any documentation that you are required to keep as part of the Standard Terms and Conditions attached to your Licence. Failure to do this will be seen as an 'obstruction' and as such you will be informed that you, or any person you have authorised to manage the premises on your behalf, is preventing an authorised officer from carrying out their duties.

3) It is the responsibility of the Licensee to ensure the following:

- All trainee/apprentices shall appear on the licence named as such.
- no other person other than those named on the Licence are permitted to carry out any licensable treatments.
- that persons registered to provide a licensable treatment(s) may only provide licensable treatments that the Council registered them to provide.
- shall ensure that no nuisance arises from the business, e.g., odours, noise etc.
- shall ensure that all approved therapists, practitioner, beautician or operative present in the premises on a day-to-day basis carrying out special treatments must be able to speak, read and write English in order to satisfactorily discuss client records and aftercare advice.
- shall be responsible for maintaining a fire risk assessment to include proper precautions against fire, the maintenance and proper order of means of escape in case of fire, and the means of fighting fire at the Premises.
- shall clearly display a tariff of all special treatments provided.
- shall ensure that suitable heating, lighting and ventilation are provided in all areas of the premises and these shall be maintained in a suitable and safe condition.
- shall fit an accessible hand wash basin within the treatment room, providing hot and cold running water, preferably by mixer taps and non- hand operated taps. Sanitising soap dispensary and disposable paper towels shall be provided.
- shall provide an accessible, fully equipped first aid kit at the premises.
- shall supply drinking water for public use, close to the treatment areas.
- where treatments are provided that will result in a person being in a state of undress then privacy shall be an essential part of the treatment process. You are required to ensure that adequate measures are put into place to prevent others inadvertently gaining sight of any person in the treatment area. The screening of the area must be by way of a room which has a door that can be closed during treatment. The door to the room must be accessible in a case of emergency from the outside, therefore the system of locking the door should be one that can be opened externally e.g., a slot turn to the door handle. Curtains that open out into a common area where people will pass or gain view to the room will not be accepted.

Failure to comply with the terms and conditions of your licence may result in the Council taking action against you. This may include a 'simple caution', prosecution proceedings, a review of the licence or even revocation of your licence.

4) Charge of licensed premises

The licence holder/authorised person is directly and solely responsible for making themselves familiar with all the Standard Terms and Conditions applicable to their Licence. If any breaches of the said Standard Terms and Conditions are found by the Council, the Council may, if required, initiate formal proceedings to be taken against the licensee. This includes any deputisation passed onto another person who manages the premises on their behalf.

The licence holder/authorised person should refer to the Council's Special Treatment Licensing Policy. Failures to comply fully with the Standard Terms and Conditions may result in the Council in addition to any legal action it may take, to reviewing a licence or considering whether to grant a licence for a new application.

The licence holder shall ensure that all registered therapists, practitioners, beauticians, or operatives carrying out licensable treatments, whether as a directly paid employee or as a self-employed person (see definition of self-employed status) under their control in the premises are informed of the requirements made in the Standard Terms and Conditions of their licence.

The licence holder will remain responsible for compliance with the Standard Terms and Conditions of their licence at all times. This includes any time where they may not be at the premises or even in the country.

The licence holder shall also ensure that any other beauty treatments, which are non-licensable, that they allow to be carried out are provided by suitably qualified persons whose qualifications they have seen prior to them providing any treatments.

If the licence holder sublets part of the premises for a rent payable to them, they shall ensure the following:

- 1) the use of the premises by these persons in the sublet part does not conflict with the need for compliance made upon them by the Standard Terms and Conditions of their licence.
- 2) Ensure as far as is reasonably practicable that any activities carried out by these persons in the sublet part shall not give rise to risks to the health, safety and welfare to those working in the premises or to customers or members of the public visiting the premises.

5) Conduct of the premises

No poster, advertisement etc. shall be displayed which is unsuitable for general exhibition. Such as pictures of female piercings/tattoos of the nipple/breast etc.

The licence holder/authorised person shall ensure that no part of the premises is used by persons, for soliciting or other immoral purposes.

The licence holder/authorised person shall ensure the need for personal privacy is maintained at all times. Such privacy shall ensure that no person receiving treatments who may be in a stage of disrobe or undress is then exposed to any person passing by or who can view into a treatment room / area.

The licence holder/authorised person will in the event of an emergency arising have readily available to a client who is in the position of being undressed suitable clothing (a gown) for them to use if they need to leave without delay from the premises.

6) Qualifications & Training

All persons carrying out special treatments shall have received suitable training in the treatments being undertaken and also use of any relevant equipment.

Written evidence of all training shall be made available to an authorised officer on request either at a visit or subsequently through a letter requiring this information.

Please note, that you should check to see if your qualification(s) or the qualification(s) of any therapist, practitioner, beautician or operative you wish to engage has been issued from a training provider who provides qualifications which are regulated by The Office of Qualifications and Examinations Regulation (OFQUAL) such VTCT, City & Guilds, ITEC etc. in beauty treatments. If the qualification is not regulated by OFQUAL then the therapist application is likely to be refused.

The Council will not accept just the production of a certificate, diploma or degree provided by an applicant without the support of references stated above, including the units/modules they undertook as part of the qualification award they received.

The Council will not accept single unit(s) as evidence that an individual has acquired the full level of training necessary for them to provide treatments in relevant categories. Each therapist must have undertaken all the required units / modules for each level of certificated qualification e.g., full Level 2 & Level 3 Certificate / Diploma.

If your therapist has foreign qualifications, we require a UK NARIC letter.

All persons wishing to apply to provide special treatments or who wish to become a therapist, practitioner, beautician, operative or apprentice to complete their portfolio at the premises must fully complete the Additional Therapist Registration form.

7) Authorised officers

Authorised officers, with proof of identity shall be admitted at all reasonable times to all parts of the Premises.

It is an offence to prevent an authorised officer from carrying out their duties.

8) People with disabilities

It is the policy of the Council that access for disabled people should be provided at business premises licensed for special treatments. Licensees are therefore strongly encouraged to provide such facilities so as to enable the admission of disabled people and are reminded of the duties imposed by the Equalities Act 2010.

9) Electricity & gas installations, examination reports & maintenance

You are required to submit a current certificate for the fixed wiring installation in the premises, with your application. This certificate must be approved by a recognised body such as the National Inspection Council for Electrical Installation Contracting (NICEIC) or National Association of Professional Inspectors and Testers (NAPIT). You remain responsible for ensuring that fixed wiring installation examinations are repeated at your premises after the current certificate expires. All electrical equipment should be maintained in a safe condition and in good repair. You are advised to seek guidance on any scheme of maintenance for your electrical equipment from an engineer who is registered with the NICEIC.

Where a 'gas' examination is annually required (e.g., boiler system) you may be required to produce the current gas safety certificate. You must have any required examinations carried out by an approved 'Gas Safe Engineer.' They will provide you with a valid signed certificate / document of the examination.

All other equipment used within the Standard Terms and Conditions of your licence must be maintained in a safe working order and condition to the satisfaction of the Council.

10) Refuse

Under the Controlled Waste Regulations 1992 and the Environmental Protection Act 1990, operatives/licence holders have a duty of care to ensure that all clinical waste i.e., used dressings, swabs etc. (infected or not) and used needles are collected and disposed of by a licensed contractor. A waste transfer document shall be available at the premises for inspection. The clinical waste bags shall be yellow and marked as 'Biohazard – clinical waste' and whilst awaiting collection should be stored in a secure area.

11) General maintenance

All systems i.e., fire safety equipment, boilers; etc. provided in the premises shall be maintained / serviced regularly by competent persons and records available on site for inspection by an authorised officer.

All equipment used in connection with special treatments shall be serviced/ maintained in accordance with the manufacturers/supplier's recommendation, and records kept.

Bench top sterilisers shall be calibrated and maintained in accordance with the manufacturers recommendations and records available on site.

12) Anaesthetic

Administration of local anaesthetic injections other than by medically qualified practitioners is an offence.

Under the Medicines Act 1968, local anaesthetic creams, sprays, gels etc. are prescription only medicines and pharmacy medicines which may only be sold by pharmacists for medical application on the patient only.

Updated guidance from the Medicines and Healthcare Regulatory Agency (MHRA) states that in the UK, a person running a business is allowed to receive wholesale supplies of pharmacy medicines which are for the purpose of being administered in the course of that business and that there are no restrictions on who may administer pharmacy products in medicines legislation.

13) Control of Substances Hazardous to Health Regulations 2002 (as amended)

Substances which fall under the above Regulations e.g., Barbicide, bleach, nail monomers etc. shall be assessed in accordance with the requirements of those Regulations and all the necessary precautions taken to ensure their safe use and storage.

The safety data sheets for all products used in connection with the business, shall be kept and made available at the premises.

14) Record Keeping

The licensee must maintain and make available to an authorised officer at their request copies of their client's records. This is so that an authorised officer can establish that the licensee is maintaining full and comprehensive client records. **Client records for all special treatments must be kept for 3 years and must be kept in compliance with the General Data Protection Regulations (GDPR).**

Any 'contra-indications' e.g., heart conditions, diabetes, epilepsy etc. for each special treatment will be discussed with the client prior to any treatment, and the client shall sign a record card to say that they have been made aware of the risks involved.

This must also be kept on file for a period of 3 years.

15) Aftercare

Each client shall be provided with verbal and written aftercare advice for each special treatment they receive, and confirmation of this should be recorded on their client record card. You are advised to ask the client to sign for receipt of this advice.

16) First Aid

It is recommended that one person working in the premises is trained in basic first aid techniques in accordance with the First Aid at Work Regulations 2010.

A first aid box shall be available in the premises in accordance with the First Aid at Work Regulations 2010.

17) Language

All therapists must have the ability to be able to sufficiently communicate with a client verbally and in written English in order to satisfactorily provide the following: (1) hold a consultation, (2) provide aftercare advice, (3) maintain client records.

18) Emergency Assistance Device

All special treatment equipment e.g., tanning beds, sauna's spas shall have fitted either on or close by to the equipment a device to summon assistance in an emergency. The device shall be connected to a staffed area.

CERTIFICATION REQUIRED TO BE AVAILABLE AT THE LICENSED PREMISES

1) Electricity

All applicants and licence holders are required to hold valid documentation confirming the safety of the fixed wiring throughout the Premises. All works must be carried out by a competent electrical engineer in accordance with the Electricity at Work Regulations 1989. e.g., NICEIC 'Periodic Inspection Report for An Electrical Installation'.

2) Sterilisers

All applicants and licence holders are required to hold valid documentation confirming the safety/calibration of all sterilisers which are used in connection with the business e.g., autoclaves, ultrasonic cleaners, ultraviolet cabinets etc. All works must be carried out by a competent engineer.

3) Controlled Waste

All applicants and licence holders shall hold a copy of the licence of the contractor who is removing the controlled waste. Copies of transfer documents for the removal of controlled waste should also be held.

4) Insurance

A copy of the employer's liability insurance (where applicable) and public liability certificates should be available for inspection by an authorised officer.

5) Training

All certificates of qualification relevant to the licensed special treatments shall be available for inspection by an Authorised Officer.

6) Fire Risk Assessment

Where the Regulatory Reform (Fire Safety) Order 2005 applies to your Premises you must carry out a Fire Risk Assessment and make an Emergency Plan.

TREATMENT CONSENT FORM – Example Template

Name & Address of premises _____

I hereby declare that I give my full consent to the treatment identified below and that the information given below is true to the best of my knowledge.

I have / suffer from the following:

- | | |
|--|--------|
| • Heart Condition /Pacemaker | NO/YES |
| • Epilepsy | NO/YES |
| • Haemophilia | NO/YES |
| • HIV/Hepatitis | NO/YES |
| • High blood pressure | NO/YES |
| • Diabetes | NO/YES |
| • Skin condition e.g., Psoriasis | NO/YES |
| • An allergy i.e., plasters | NO/YES |
| • Taking blood thinning medication e.g., aspirin | NO/YES |

I understand that no form of anaesthetic will be used in the procedure.

I understand that every care will be taken to ensure that the procedure is carried out in a hygienic way, which includes the use of disposable or pre-sterilised equipment.

I will follow the verbal and written aftercare instructions which I understand must be provided to me.

I consent to the following treatment:

(Please enter the type of treatment and area treated)

The treatment is to be administered by:

(Please enter the name and status of the practitioner e.g., licensed practitioner, apprentice)

I am not under the influence of alcohol or drugs.

I have requested this (*insert special treatment*) of my own free will.

Print Full Name _____

Address _____

AGE _____ (if over 18 state over 18) Date of Birth _____ (if under 18)

Type of ID _____

Signature of client _____ (Parent or Guardian if under 18)

Date _____

INFECTION CONTROL PRO-FORMA

The infection control pro-forma is provided so that the exposure to infection through cross-contamination is prevented.

The need to ensure that both the Therapist (or Practitioner, Beautician or Operative as appropriate) and the Client are not exposed to a risk to their health and wellbeing should be the first objective the therapist has assessed before carrying out a treatment that could give rise to such exposure.

Therefore, any person who wishes to provide these treatments must have received the appropriate training from a person who has the required Qualification / Knowledge and Competency in infection control to provide the necessary training.

This pro-forma provides an audit tool to assist the licensee / Therapist, Practitioner, Beautician or Operative in meeting the standards of hygiene and safe practice necessary to protect the public and the operator from contracting and spreading infections.

The pro-forma guidance has been produced by the Public Health England (PHE).

We have worked with the PHE through joint visits to ascertain if the standards of hygiene and safe practice at a licensed premises or proposed application for premises to be licensed are acceptable.

Where it is found that the expected standard is not being met then no licence shall be granted and, in the case, where a licence has been issued, the business will be required to address all the recommendations made from the audit report that had been carried out in the time period specified by the Council.

In certain cases, the Council is sometimes required to take immediate action to cease any further Special Treatment or any other treatment being provided. This action will be taken through a formal process under the powers appointed to officers of the Council.

A copy of this pro-forma may be given to you during a visit or is available on request.

APPENDIX 1

ACUPUNCTURE

DEFINITIONS:

Acupuncture is one of the main forms of treatment in traditional Chinese medicine. It involves the use of sharp, thin needles that are inserted in the body at very specific points. This process is believed to adjust and alter the body's energy flow into healthier patterns and is used to treat a wide variety of illnesses and health conditions.

1. AGE RESTRICTIONS

Clients must be over the age of 18 for any type of acupuncture treatment.

Anyone under the age of 18 who wants an acupuncture treatment must be accompanied by a parent or guardian who must sign the appropriate consent forms and be present on site during the whole procedure. The parent or guardian must also provide valid photographic identification. A passport / driving licence is the only valid form of photographic identification for you to accept. A photocopy of proof **MUST** be taken and attached to the consent form.

Acupuncture treatments may be carried out on anyone over 18 years of age with a valid photographic identification. A passport / driving licence is the only valid form of photographic identification for you to accept. A photocopy of proof of age **MUST** be taken and attached to the consent form.

2. CLIENT CONSULTATION

A full client consultation must be carried out at the time of a first visit and prior to any treatment. This must include a thorough medical history in relation to the treatment being requested and full explanation of any possible contra-indications.

Where any medical conditions exist, the client must confirm to the therapist that they be commenced.

3. VISUAL ASSESSMENT

An assessment of the condition of the area to be treated must be carried out prior to commencing treatment. Where necessary notes/diagrams should be made regarding conditions and/or areas not to be treated.

Treatments must not be carried out on or within 10cms of an infected area of skin, a rash, cut or other wound.

4. RECORD KEEPING

Records must be kept for every client (including walk-ins/one offs). The records must include details of:

- the client's medical history checks; and

- the steps taken to verify the age of the client including their date of birth and the type of identification provided.

This record must be signed by either the client/parent/guardian (as appropriate) as a declaration of their agreement to proceeding with the treatment, and the treatment having been explained to them and understanding any associated risks and must be kept in compliance with the General Data Protection Regulations (GDPR).

5. PERSONAL HYGIENE

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.

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.

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.

6. PROTECTIVE CLOTHING

- a) All staff must wear protective clothing when performing a treatment.
- b) Therapists must wear disposable single use vinyl or non-latex gloves whilst carrying out the treatment. These must be replaced for each client. 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.

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 spillage kit must be available for cleaning up blood or other bodily fluids. The kit must include:
 - Bucket with a tight-fitting lid.
 - 'Non-sterile', unpowdered latex gloves or vinyl gloves.
 - Disposable plastic apron.
 - Disposable paper towels.

- Disposable cloths.
- Clinical waste bag.
- Small container of general-purpose detergent.
- Hypochlorite solution (e.g., Household bleach or Milton) or Sodium Dichloroisocyanurate compound (NaDCC) (e.g., Presept, Sanichlor) – to comply with COSHH 1988. Note that this compound should be stored in a lockable cupboard.
- Absorbent powder e.g., Vernagel (absorbent crystals) to soak up the liquid content of the spillage. Alternatively, disposable paper towels can be used to soak up excess fluid.

8. ACCIDENTAL 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.

9. CLEANING AND STERILISATION

In addition to the General Licence Conditions for all special treatment premises:-

- a) All surfaces that come into contact with staff equipment or clients must be disinfected daily.
- b) All needles/razors must be single use and disposable and disposed of as clinical waste after each client.
- 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.

10. THERAPISTS

Only suitably qualified therapists listed on the Licence may provide acupuncture treatments.

11. AFTERCARE

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.

APPENDIX 2

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.

Bio Skin Jetting: A microprobe is used to separate the wrinkle from the underlying skin, upon removal from the skin the tissues are stimulated.

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

Clients must be over the age of 18 for all types of body piercing other than ear, nose, Lip (labaret), eyebrow or navel.

Anyone under the age of 18 who wants ear, nose, lip, eyebrow, or navel piercing must be accompanied by a parent or guardian who must sign the appropriate consent forms and be present on site during the whole procedure. The parent or guardian must also provide valid photographic identification. A passport / driving licence is the only valid form of photographic identification for you to accept. A photocopy of proof **MUST** be taken and attached to the consent form.

Any piercing may be carried out on anyone over 18 years of age with a valid photographic identification. A passport / driving licence is the only valid form of photographic identification for you to accept. A photocopy of proof of age **MUST** be taken and attached to the consent form.

2. CLIENT CONSULTATION

A full client consultation must be carried out at the time of a first visit and prior to any treatment. This must include a thorough medical history in relation to the treatment being requested and full explanation of any possible contra-indications.

Where any medical conditions exist, the client must confirm to the therapist that they have taken advice from their GP regarding the treatment before any treatment can be commenced.

3. VISUAL ASSESSMENT

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 and/or areas not to be treated.

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

4. RECORD KEEPING

Records must be kept for every client (including walk-ins/one offs). The records must include:

- details of medical history checks.
- steps taken to verify the age of the client including their date of birth and the type of identification provided.

This record must be signed by either the client/parent/guardian (as appropriate) as a declaration of the treatment having been explained to them, their understanding of any associated risks and their agreement to proceed with the treatment and must be kept in compliance with the General Data Protection Regulations (GDPR).

5. PERSONAL HYGIENE

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.

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.

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.

6. 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.

7. CLEANING AND STERILISATION

In addition to the General Licence Conditions for all special treatment premises:-

- a) All surfaces that come into contact with staff, equipment or clients must be disinfected daily.
- b) All needles/razors/gloves must be single use and disposed of as clinical waste after use.
- c) Any surfaces used during treatments must be disinfected prior to each use.
- d) Any treatment chair/couches must be disinfected after each client.
- e) Any equipment that is to be reused and has been contaminated with blood however small must be cleaned and sterilized.

An accessible wash hand basin should be fitted within the operating area provided with hot and cold running water, preferably by mixer taps. Liquid soap and a paper towel dispenser should also be fitted in this area.

In addition to the wash hand basin, a deep sink with hot and cold running water should be provided exclusively for washing used equipment. This should be fitted in a separate 'dirty' area away from the clean operating area.

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 spillage kit must be available for cleaning up blood or other bodily fluids. The kit must include:
 - Bucket with a tight-fitting lid.
 - 'Non-sterile', unpowdered latex gloves or vinyl gloves.
 - Disposable plastic apron.
 - Disposable paper towels.
 - Disposable cloths.
 - Clinical waste bag.
 - Small container of general-purpose detergent.
 - Hypochlorite solution (e.g., Household bleach or Milton) or Sodium Dichloroisocyanurate compound (NaDCC) (e.g., Presept, Sanichlor) – to comply with COSHH 1988. Note that this compound should be stored in a lockable cupboard.
 - Absorbent powder e.g., Vernagel (absorbent crystals) to soak up the liquid content of the spillage. Alternatively, disposable paper towels can be used to soak up excess fluid.

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.

- c) It is recommended that piercers hold a valid first aid certificate.

10. USE OF ANAESTHETICS

Administration of local anesthetic injections other than by medically qualified practitioners is an offence and is prohibited. Under the Medicines Act 1968, local anesthetic creams, sprays, gels etc. are prescription only medicines and pharmacy medicines which may only be sold by pharmacists for medical application on the patient only. Their use prior to a body piercing is therefore an offence.

11. PIERCERS

- a) Only a Therapist, Practitioner, Beautician or Operative shall carry out piercing. Until such time as an externally verified body piercing qualification is offered, all piercers will be required to demonstrate knowledge of infection control to the satisfaction of the Authorised Officer.
- b) Where a person is to be engaged as an 'Apprentice / Trainee' they should not be allowed at any time to provide a treatment unsupervised and must be registered with this Council. Supervision can only be managed by a Therapist, Practitioner, Beautician or Operative who is licensed by the Council to provide Body Piercing.
- c) Only persons listed on Licence as being authorised to carry out piercings, including 'Apprentice / Trainee' piercers, are permitted to carry out any piercing(s).

12. AFTERCARE

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.

13. JEWELLERY

All jewellery which may come into contact with broken skin or mucosa membranes must be sterile. 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.

14. CLINICAL WASTE / SHARPS CONTAINERS

Under the Controlled Waste Regulations 1992 and the Environmental Protection Act 1990 operatives/Licence Holders have a duty of care to ensure that all clinical waste i.e., used dressings, swabs etc (infected or not) and used needles are collected and disposed of by a licensed contractor. A clinical waste contract and a waste transfer document shall be available at the Premises for inspection by an Authorised Officer at all times.

The clinical waste bags shall be yellow and marked as 'Biohazard – clinical waste' and whilst awaiting collection should be stored in a secure area.

Sharps containers shall comply with the British Standard BS7320 and UN3291 and carry the 'kitemark'. Sharps containers should be sited above floor level and below shoulder level and must not be filled above the marked indicator on the container.

15. CIEH TOOLKIT

The Chartered Institute of Environmental Health ("CIEH") 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. It is expected that practitioners 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/default.aspx?id=47706>

NOTES

Hepatitis B Vaccinations

There is no vaccine 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.

Data from the Health Protection Agency states where the client is infected with Hepatitis B and is classed as being highly infected, the risk of Hepatitis B infection following an injury that penetrates the skin is 1 person in 3.

Hepatitis vaccinations must be paid for by the employer. Where a piercer refuses to get vaccinated it is recommended that the employer requires them to sign a disclaimer form.

Records should be kept that demonstrate the vaccination status of all piercers working at the Premises which may be inspected by an Authorised Officer.

Appendix 3

EAR AND NOSE PIERCING (USING GUN)

DEFINITIONS

Ear Piercing: Ear piercing refers only to the piercing of the lower ear lobe and/or upper ear cartilage piercing.

Ear Piercing Gun: Refers to a device, whether single use or disposable, designed specifically for piercing ears.

Nose Piercing: Refers only to the piercing of nasal cavity walls.

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.

1. AGE RESTRICTIONS

Clients must be over the age of 18 if they want their ear or nose pierced

Anyone under the age of 18 who wants their ear or nose pierced must be accompanied by a parent or guardian who must sign the appropriate consent forms and be present on site during the whole duration of the treatment. The parent or guardian must also provide valid photographic identification. A passport / driving licence is the only valid form of photographic identification for you to accept. A photocopy of proof **MUST** be taken and attached to the consent form.

Any piercing may be carried out on anyone over 18 years of age with a valid photographic identification. A passport / driving licence is the only valid form of photographic identification for you to accept. A photocopy of proof of age **MUST** be taken and attached to the consent form.

2. CLIENT CONSULTATION

A full client consultation must be carried out at the time of a first visit and prior to any treatment. This must include a thorough medical history in relation to the treatment being requested and full explanation of any possible contra-indications.

Where any medical conditions exist, the client must confirm to the therapist that they have taken advice from their GP regarding the treatment before any treatment can be commenced.

3. VISUAL ASSESSMENT

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 and areas not to be treated.

Piercing must not be carried out if the area to be pierced, nose or ear, has signs of infection, rashes, cuts, or other wound.

4. RECORD KEEPING

Records must be kept for every client (including walk-ins/one offs). The records must include:

- details of medical history checks; and
- steps taken to verify the age of the client including their date of birth and the type of identification provided.

This record must be signed by either the client/parent/guardian (as appropriate) as a declaration of the treatment having been explained to them, their understanding of any associated risks and their agreement to proceeding with the treatment and must be kept in compliance with the General Data Protection Regulations (GDPR).

5. PERSONAL HYGIENE

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.

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.

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.

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 sanitising skin 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.

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 spillage kit must be available for cleaning up blood or other bodily fluids. The kit must include:

- Bucket with a tight-fitting lid.
- 'Non-sterile', unpowdered latex gloves or vinyl gloves.
- Disposable plastic apron.
- Disposable paper towels.
- Disposable cloths.
- Clinical waste bag.
- Small container of general-purpose detergent.
- Hypochlorite solution (e.g., Household bleach or Milton) or Sodium Dichloroisocyanurate compound (NaDCC) (e.g., Presept, Sanichlor) – to comply with COSHH 1988. Note that this compound should be stored in a lockable cupboard.
- Absorbent powder e.g., Vernagel (absorbent crystals) to soak up the liquid content of the spillage. Alternatively, disposable paper towels can be used to soak up excess fluid.

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.

9. CLEANING AND STERILISING OF EQUIPMENT

- (a) All surfaces that come into contact with staff equipment or clients must be disinfected daily.
- (b) Any surfaces used during treatments must be disinfected prior to use.
- (c) Any equipment that will be used again and that has been contaminated with blood however small must be cleaned and sterilized.

10. JEWELLERY

All jewellery which may come into contact with broken skin or mucosa membranes must be sterile.

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.

11. AFTERCARE

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.

12. THERAPIST/ PIERCERS

Only suitably qualified Therapists, Practitioners, Beauticians or Operatives listed on the Licence may provide these treatments.

Appendix 4

ELECTRIC TREATMENTS

DEFINITIONS

Electric Treatments: These are treatments that will apply an electric current to client to carry out a treatment. Electric treatments include Faradism, Galvanism, High Frequency, Micro Current Therapy, Lumi Lift/Lumi Facials, Scenar Therapy, and Ultra Sonic.

1. AGE RESTRICTIONS

Clients must be over the age of 18 for any type of electric treatment.

Anyone under the age of 18 who wants an electric treatment must be accompanied by a parent or guardian who must sign the appropriate consent forms and be present on site during the whole procedure. The parent or guardian must also provide valid photographic identification. A passport / driving licence is the only valid form of photographic identification for you to accept. A photocopy of proof **MUST** be taken and attached to the consent form.

Electric treatments may be carried out on anyone over 18 years of age with a valid photographic identification. A passport / driving licence is the only valid form of photographic identification for you to accept. A photocopy of proof of age **MUST** be taken and attached to the consent form.

2. CLIENT CONSULTATION

A full client consultation must be carried out at the time of a first visit and prior to any treatment. This must include a thorough record being made of the client's medical history in relation to the treatment being requested and full explanation of any possible contra-indications.

Where any medical conditions exist, the client must confirm to the therapist that they have taken advice from their GP regarding the treatment before any treatment can be commenced.

3. VISUAL ASSESSMENT

An assessment of the condition of the area to be treated must be carried out prior to commencing treatment. Where necessary notes/diagrams should be made regarding conditions and/or areas not to be treated.

Treatment must not be carried out on or within 10cms of an infected area of skin, a rash, cut, broken skin or other wound.

4. RECORD KEEPING

Records must be kept for every client (including walk-ins/one offs). The records must include:

- details of medical history checks; and

- steps taken to verify the age of the client including their date of birth and the type of identification provided.

This record must be signed by either the client/parent/guardian (as appropriate) as a declaration of the treatment having been explained to them, their understanding of any associated risks and their agreement to proceeding with the treatment and must be kept in compliance with the General Data Protection Regulations (GDPR).

5. PERSONAL HYGIENE

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.

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.

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.

6. INFECTION CONTROL

- a) Couches, tables and trolleys must be wiped with a suitable disinfectant between clients. If towels are used a clean towel must be used for each client.
- b) Couch roll must be changed between clients

7. THERAPISTS

Only therapists listed on the Licence may provide electric treatments.

8. AFTERCARE

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

Appendix 5

ELECTROLYSIS/ ELECTRICAL EPILATION

DEFINITIONS

Electrolysis or Electrical Epilation: Electrolysis/ Electrical Epilation refers to a permanent method of hair removal using needle-like probes.

Electrical Epilation works by passing a small amount of energy into the hair follicle through a very fine needle. This produces heat which destroys the cells that produce the hair at the base of the follicle.

More than one treatment is necessary due to the fact that hair follicles have a specific growth cycle. There are four main methods of electrolysis

Galvanism: the original form of electrolysis by direct current causing a chemical (as opposed to heat) reaction to take place in the follicle

Diathermy: the use of short-wave high frequency current which generates a small amount of heat within the hair follicle leading to cauterisation of the blood vessels which nourish hair growth

Blend: a combination of diathermy and direct current (or galvanism)

Laser/intense pulse light (IPL): hair removal introduces radiation that causes damage to the hair follicles.

1. AGE RESTRICTIONS

Clients must be over the age of 18 for any type of electrolysis/electrical epilation treatment.

Anyone under the age of 18 who wants an electrolysis/electrical epilation treatment must be accompanied by a parent or guardian who must sign the appropriate consent forms and be present on site during the whole procedure. The parent or guardian must also provide valid photographic identification. A passport / driving licence is the only valid form of photographic identification for you to accept. A photocopy of proof **MUST** be taken and attached to the consent form.

Electrolysis/electrical epilation treatments may be carried out on anyone over 18 years of age with a valid photographic identification. A passport / driving licence is the only valid form of photographic identification for you to accept. A photocopy of proof of age **MUST** be taken and attached to the consent form.

2. CLIENT CONSULTATION

A full client consultation must be carried out at the time of a first visit and prior to any treatment. This must include a thorough medical history in relation to the treatment being requested and full explanation of any possible contra-indications.

Where any medical conditions exist, the client must confirm to the therapist that they have taken advice from their GP regarding the treatment before any treatment can be commenced.

3. VISUAL ASSESSMENT

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 any conditions and/or areas not to be treated.

Treatment must not be carried out on or within 10cms of an infected area of skin, a rash, cut or other wound.

4. RECORD KEEPING

Records must be kept for every client (including walk-ins/one offs). The records must include:

- details of medical history checks; and
- steps taken to verify the age of the client including their date of birth and the type of identification provided.

This record must be signed by either the client/parent/guardian (as appropriate) as a declaration of the treatment having been explained to them, their understanding of any associated risks and their agreement to proceeding with the treatment and must be kept in compliance with the General Data Protection Regulations (GDPR).

5. PERSONAL HYGIENE

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.

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.

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.

6. INFECTION CONTROL

- a) All staff should wear protective clothing when carrying out the treatment.
- b) Therapists, Practitioners, Beauticians or Operatives must wear disposable single use vinyl or non-latex gloves whilst carrying out the treatment. Gloves must be renewed for each client.

7. CLEANING AND STERILISING OF EQUIPMENT

- a) All surfaces that come into contact with staff equipment or clients must be disinfected daily.
- b) All needles/razors/gloves must be single use and disposed of as clinical waste after use.
- 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.

8. BLOOD/BODILY FLUID SPILLAGES

- 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 spillage kit must be available for cleaning up blood or other bodily fluids. The kit must include:
 - Bucket with a tight-fitting lid.
 - 'Non-sterile', unpowdered latex gloves or vinyl gloves.
 - Disposable plastic apron.
 - Disposable paper towels.
 - Disposable cloths.
 - Clinical waste bag.
 - Small container of general-purpose detergent.
 - Hypochlorite solution (e.g., Household bleach or Milton) or Sodium Dichloroisocyanurate compound (NaDCC) (e.g., Presept, Sanichlor) – to comply with COSHH 1988. Note that this compound should be stored in a lockable cupboard.
 - Absorbent powder e.g., Vernagel (absorbent crystals) to soak up the liquid content of the spillage. Alternatively, disposable paper towels can be used to soak up excess fluid.

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.

c) It is recommended that operatives hold a valid first aid certificate.

10. THERAPISTS

Only suitably qualified Therapists, Practitioners, Beauticians or Operatives listed on the Licence may carry out Electrolysis/ Electrical Epilations.

11. AFTERCARE

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.

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.

Data from the Health Protection Agency states where the client is infected with Hepatitis B and is classed as being highly infected, the risk of Hepatitis B infection following an injury that penetrates the skin is 1 person in 3.

Hepatitis vaccinations must be paid for by the employer. Where a tattooist refuses to get vaccinated it is recommended that the employer requires them to sign a disclaimer form.

Records should be kept that demonstrate the vaccination status of all tattooists working at the Premises which may be inspected by an Authorised Officer.

Appendix 6

NAIL TREATMENTS

DEFINITIONS

Nail Treatments: Any, or all, of the following; manicure, pedicure, nail extensions and artificial nails of any kind, treatments of the hands, feet, fingernails, or toenails which may include scrubbing, massage, cutting, filing, varnishing and cuticle removal are considered as nail treatments. .

1. AGE RESTRICTIONS

Clients must be over the age of 18 for any type of nail treatment.

Anyone under the age of 18 who wants a nail treatment must be accompanied by a parent or guardian who must sign the appropriate consent forms and be present on site during the whole procedure. The parent or guardian must also provide valid photographic identification. A passport / driving licence is the only valid form of photographic identification for you to accept. A photocopy of proof **MUST** be taken and attached to the consent form.

Nail treatments may be carried out on anyone over 18 years of age with a valid photographic identification. A passport / driving licence is the only valid form of photographic identification for you to accept. A photocopy of proof of age **MUST** be taken and attached to the consent form.

2. CLIENT CONSULTATION

A full client consultation must be carried out at the time of a first visit and prior to any treatment.

This must include a thorough record being made of the client's medical history in relation to the treatment being requested and full explanation of any possible contra-indications.

Where any medical conditions exist, the client must confirm to the therapist that they have taken advice from their GP regarding the treatment before any treatment can be commenced.

3. VISUAL ASSESSMENT

An assessment of the condition of the hands and nails and/or feet and toenails must be carried out prior to commencing treatment. Treatments must not be carried out on damaged or infected nails or within 10cms of an infected area of skin, a rash, cut, broken skin or other wound.

Where necessary notes/diagrams should be made regarding conditions and/or areas not to be treated.

4. RECORD KEEPING

Records must be kept for every client (including walk-ins/one offs). The records must include:

- details of medical history checks; and
- steps taken to verify the age of the client including their date of birth and the type of identification provided.

This record must be signed by either the client/parent/guardian (as appropriate) as a declaration of the treatment having been explained to them, their understanding of any associated risks and their agreement to proceeding with the treatment and must be kept in compliance with the General Data Protection Regulations (GDPR).

5. PERSONAL HYGIENE

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.

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.

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.

6. INFECTION CONTROL

- (a) All reusable metal equipment such as cuticle clippers and cuticle knives must be washed and scrubbed in general purpose detergent (e.g., washing up liquid) and water. Once physically clean the equipment must be dried and disinfected to an appropriate level for its intended use.
- (b) Any equipment that cannot be either sterilized or disinfected is considered single use and must be disposed of after each client.
- (c) All work surfaces must be cleaned after each client with a suitable general-purpose detergent and disinfected to appropriate level.
- (d) Towels or couch roll must be changed between clients.
- (e) Nail technicians must either sanitise the client's hands/feet prior to treatment with a suitable skin sanitising product or request them to wash their hands/feet.

7. ELECTRIC DRILLS/FILES

- (a) The use of electric drills/files on a client's natural nail is prohibited.
- (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.
- (c) Drill bits should be cleaned between uses on each client
- (d) Only persons with specific training in the use of electric drills/files, and who are competent in their use, are permitted to use them and written evidence of their training MUST be available on site and available for inspection by an Authorised Officer.

8. VENTILATION

Where nail extensions are carried out suitable air filtering and extraction must be provided to remove dust and chemicals from the air and preferably fitted at work top level. Suitable dust and chemical filters should be fitted, and the equipment operated and maintained in good working order in accordance with manufacturer's instructions.

9. CHEMICAL USAGE

- a) The use of products containing Methyl methacrylate (MMA) are prohibited.
- b) All products used in the premises should be correctly stored in suitably labelled containers.
- c) Dispensed nail liquids shall be kept in covered containers at all times when not in use.

10. AFTERCARE ADVICE

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

11. THERAPISTS

Only therapists listed on the Licence may provide nail treatments.

Appendix 7

NON-SURGICAL LASERS / IPLS/ LIGHT

DEFINITIONS

The conditions in this part refer specifically to Class 3B lasers, Class 4 lasers, and Intense Light Source systems (ILS) used for non-surgical cosmetic procedures.

Laser: This is an acronym of Light Amplification by Stimulated Emission of Radiation. 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.

Class 3B lasers: Radiation in this class is likely to be dangerous, maximum output into the eye must not exceed 500mW. The radiation can be hazardous to the eye or skin but viewing of diffuse reflection is safe.

Class 4 laser: Highest class of laser radiation, diffuse reflection is also hazardous. If used incorrectly it can cause serious skin and eye injuries and is capable of setting fire to material.

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

Laser Protection Advisor – LPA: The LPA is the person providing expert advice on laser/IPL safety. The LPA will carry out hazard analysis and risk assessment for each laser/IPL installation and advise on training, protective eye wear and ensure local rules are produced, signed, dated, and implemented for each installation. **For licensing purposes an initial visit is required by an LPA prior to operation.**

Local Rules: The Local Rules are produced by the LPA and are a set of rules specific to each installation, detailing safe working practice and day-to-day safety management.

Laser Protection Supervisor – LPS: The LPS is usually an employee of the business and is responsible for; supervising the work of all laser/IPL authorised users, the safety and security of all laser/IPL, ensuring all users are appropriately trained to operate the laser/IPL, and that the Local Rules document is followed on a day-to-day basis.

Authorised User: An Authorised User is an individual who operates the laser/IPL equipment to treat clients.

1. AGE RESTRICTIONS

Clients must be over the age of 18 for any type of non-surgical lasers/IPLS/Light treatment.

Anyone under the age of 18 who wants a non-surgical lasers/IPLS/Light treatment must be accompanied by a parent or guardian who must sign the appropriate consent forms and be present on site during the whole procedure. The parent or guardian must

also provide valid photographic identification. A passport / driving licence is the only valid form of photographic identification for you to accept. A photocopy of proof **MUST** be taken and attached to the consent form.

Non-surgical lasers/IPLS/Light treatments may be carried out on anyone over 18 years of age with a valid photographic identification. A passport / driving licence is the only valid form of photographic identification for you to accept. A photocopy of proof of age **MUST** be taken and attached to the consent form.

2. CLIENT CONSULTATION

A full client consultation must be carried out at the time of a first visit and prior to any treatment.

This must include a thorough record being made of the client's medical history in relation to the treatment being requested and full explanation of any possible contra-indications.

Where any medical conditions exist, the client must confirm to the therapist that they have taken advice from their GP regarding the treatment before any treatment can be commenced.

3. VISUAL ASSESSMENT

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

Treatments must not be carried out on or within 10cms of an infected area of skin, a rash, cut, broken skin or other wound.

4. AUTHORISED USER REGISTER

A register must be kept of all personnel authorised to operate laser/IPL equipment.

5. RECORD KEEPING

(a) Records must be kept for all clients and must include details of medical history checks and the type of identification provided if the client appeared to be under 18. This record must be signed by either the client/parent/guardian (as appropriate) as a declaration of agreement to proceeding with the treatment having been explained and understanding any associated risks. Records should be retained for three years and must be kept in compliance with the General Data Protection Regulations (GDPR).

(b) A record should be made of every treatment received by each client which should include:

- 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
- the treatment parameters
- any accidents or adverse effects.

6. PERSONAL HYGIENE

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.

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.

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.

6. INFECTION CONTROL

- a) Couches, tables and trolleys must be wiped with a suitable disinfectant between clients. If towels are used a clean towel must be used for each client.
- b) Couch roll must be changed between clients.
- c) Where hair needs to be removed, disposable razors must be used, and both disposed of as clinical waste after use.

8. LASER/ IPL TREATMENT PROTOCOL DOCUMENT

- a) The licence holder must ensure that a “treatment protocol” document is produced and signed by an Expert Medical Practitioner (EMP) in relation to the licence holder’s equipment.
- b) The treatment protocol should be signed and dated by the EMP to confirm authorisation, should be reviewed annually and include a projected date for review. The treatment protocol must be retained onsite.
- c) The treatment protocol sets out the necessary pre-treatment checks and tests, the manner in which the laser/IPL is to be applied, the acceptable variations in the settings used, and when to abort a treatment.
- d) A separate treatment protocol should be in place for each laser/IPL in use at the licensed premises.

- e) 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 - including checking skin type and pigmentation
 - cleanliness and infection control
 - pre-treatment tests and pre-treatment instructions
 - post-treatment care
 - recognition of treatment-related problems
 - list of photo sensitisers
 - emergency procedures
 - permitted variation on machine variables
 - procedure in the event of equipment failure
 - written aftercare advice must be provided after the first treatment

9. LASER/ IPL LOCAL RULES

- a) The Licence holder shall initially employ the services of a certificated Laser Protection Advisor (LPA) to produce local rules. A copy of the LPA's certificate and a copy of a contract between the licensed premise and the LPA must be available onsite.
- b) The LPA must carry out a visit to the premises to undertake an assessment of the suitability of the premises and of the equipment provided. No documentation will be accepted by the council if such a visit has not taken place. The LPA should produce an audit report which should be retained on site for review by an Authorised Officer.
- c) There is no requirement for you to retain the services of the LPA and it will be at your discretion and consideration as to whether you wish to continue to engage their services. If however, there are any significant changes in relation to the Laser/IPL operations at the premises, i.e., change of room, change of Laser/IPL equipment, or change in any additional treatments offered, then you will require a further inspection from your LPA to re-assess and document these changes.
- d) Changes in 'Authorised Users' would not require a new assessment just an update in your user register with copies of their qualifications and training.

- e) Both the Local Rules and the Treatment Protocol must be available for reference, next to each machine.
- f) The laser/IPL must only be used in accordance with the local rules.
- g) Authorised Persons must sign statements that they have read and understood the local rules. These statements must be available onsite for inspection by an Authorised Officer at all times.
- h) See section 14 at the end of this appendix on 'Contents of Laser / IPL Local Rules Document'

10. LASER/IPL CONTROLLED AREA

- a) The room in which the laser/IPL system is to be used shall be designated a 'Controlled Area' and the laser will only be used in this area. The Controlled Area shall be clearly defined and not used for other purposes.
- 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 Controlled Area.
- c) All lasers/IPL 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 equipment.
- d) The door to the Controlled Area shall be fitted with a suitable opening device so that the door can be opened in an emergency
- e) Any windows in the Controlled Area shall be fitted with opaque blinds approved by the LPA.
- f) The Controlled Areas shall be kept clear of clutter, mirrors shall be avoided, and jewelry shall not be worn.
- g) Surfaces within the Controlled Area shall be of a matt or eggshell finish.
- h) 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.
- i) No more than one laser/IPL shall be switched on during the client treatment.
- j) When the laser/IPL is in operation the number of persons in the room shall be kept to a minimum.
- k) The laser protection supervisor shall ensure that the key to any laser/IPL equipment is kept in a secure and separate area when not in use and that only authorised users have access to the key.

- l) Lasers/IPL shall be serviced annually, and a record kept of servicing and repairs with the local rules document.
- m) A notice must be fixed to the laser/IPL indicating that its use is subject to the Local rules.

11. TRAINING OF AUTHORISED USERS

- a) Only therapists listed on the premises Licence may provide laser/IPL treatments.
- b) All authorised users must have received the 'Core of Knowledge' Training and records of such training shall be kept on site with the local rules.
- c) Training on the specific equipment in use at the premises shall also be recorded. Such training should be refreshed every 3-5 years, and this training should be documented and retained.

12. LASER PROTECTION SUPERVISOR

One suitably qualified member of staff on the Premises shall be identified in the Local Rules as the Laser Protection Supervisor, they will have day to day to responsibility of ensuring the local rules are followed.

13. AFTERCARE ADVICE

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

14. Contents of Laser / IPL Local Rules Document

Potential Hazards

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

Device Description

Description of all devices including output, serial numbers etc.

Treatment Protocol

Reference to separate document produced by the Expert Medical Practitioner.

Written Procedures

Supported by reference to user manual/training manual etc.

Adverse Incident Procedure

Details of actions that shall be taken in cases of emergency e.g., eye exposure

Name, address and telephone no of local accident and emergency department.

Any incidents must also be reported to Council so include local Environmental Health contact details.

Emergency Shutdown Procedure

Instructions as set down in manufacturer's manual or treatment protocol.

Register of Authorised Users

Details of trained personnel with signed declarations of individuals.

Laser Protection Advisor

Contact details of the LPA

Laser Protection Supervisor

One nominee to ensure that the register is maintained, and Local Rules adhered to.

Appendix 8

MASSAGE, REFLEXOLOGY and SIMILAR

DEFINITIONS

Massage: To manually manipulate somebody's body usually for medicinal or relaxation purposes.

Reflexology: Uses pressure and massage on reflex points of feet.

Similar: Similar treatments that require the manual manipulation or application of pressure on the client's body or the provision of a treatment on the client's body include; Acupressure, Anthroposophical Medicine, Aromatherapy, Ayurvedic Medicine, Body Talk, Bowen Technique, Champissage (Indian Head Massage), Emotional Freedom Technique, Facials (if massage part of treatment), Fairbairn Method, Tangent Method, Freeway-Cer, Grinberg Method, Gyrotonic Massage, Holistic Massage, Hot Air Massage, Ken Eyerman Technique, Manual Lymphatic Drainage, Marma Therapy, Meta Aromatherapy, Metamorphic Technique, Osteomyology, Polarity Therapy, Qi Gong, Rolfing, Shiatsu, Stone Therapy, Tapas Acupressure Technique (TAT), Thai Massage and Tui-Na. This list is not exhaustive.

1. AGE RESTRICTIONS

Clients must be over the age of 18 for any type of massage, reflexology and similar treatments.

Anyone under the age of 18 who wants a massage, reflexology and similar treatments must be accompanied by a parent or guardian who must sign the appropriate consent forms and be present on site during the whole procedure. The parent or guardian must also provide valid photographic identification. A passport / driving licence is the only valid form of photographic identification for you to accept. A photocopy of proof **MUST** be taken and attached to the consent form.

Massage, reflexology and similar treatments may be carried out on anyone over 18 years of age with a valid photographic identification. A passport / driving licence is the only valid form of photographic identification for you to accept. A photocopy of proof of age **MUST** be taken and attached to the consent form.

2. CLIENT CONSULTATION

A full client consultation must be carried out at the time of a first visit and prior to any treatment. This must include a thorough medical history in relation to the treatment being requested and full explanation of any possible contra-indications.

Where any medical conditions exist, the client must confirm to the therapist that they have taken advice from their GP regarding the treatment before any treatment can be commenced.

3. VISUAL ASSESSMENT

An assessment of the condition of the area to be massaged must be carried out prior to commencing treatment. Where necessary notes/diagrams should be made regarding conditions and/or areas not to be treated.

Massage must not be carried out on or within 10cms of an infected area of skin, a rash, cut, broken skin or other wound.

4. RECORD KEEPING

Records must be kept for every client (including walk-ins/one offs). The records must include details of:

- medical history checks; and
- steps taken to verify the age of the client including their date of birth and the type of identification provided.

This record must be signed by either the client/parent/guardian (as appropriate) as a declaration of their agreement to proceeding with the treatment following the explanation of the treatment and of any associated risks and must be kept in compliance with the General Data Protection Regulations (GDPR).

5. PERSONAL HYGIENE

Persons carrying out treatments must ensure that:-

- their hands are kept clean and are 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.

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.

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.

6. INFECTION CONTROL

- a) Couches, tables and trolleys should be wiped with a suitable disinfectant between clients. If towels are used a clean towel must be used for each client.
- b) Couch roll must be changed between clients

7. THERAPISTS

Only suitably qualified Therapists, Practitioners, Beauticians or Operators listed on the Licence may provide massage, reflexology, and similar treatments.

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 a written form that the client can take away.

Appendix 9

SAUNA/ STREAM 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.

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

1. AGE RESTRICTIONS

Clients must be over the age of 18 for the use of any sauna, steam room, spa pool or bath treatment

Anyone under the age of 18 who wants a sauna, steam room, spa pool or bath treatments must be accompanied by a parent or guardian who must sign the appropriate consent forms and be present on site during the whole procedure. The parent or guardian must also provide valid photographic identification. A passport / driving licence is the only valid form of photographic identification for you to accept. A photocopy of proof **MUST** be taken and attached to the consent form.

Sauna, steam room, spa pool or bath treatments may be carried out on anyone over 18 years of age with a valid photographic identification. A passport / driving licence is the only valid form of photographic identification for you to accept. A photocopy of proof of age **MUST** be taken and attached to the consent form.

2. CLIENT CONSULTATION

A full client consultation must be carried out at the time of a first visit and prior to treatment.

This must include a thorough record being made of the client's medical history in relation to the treatment being requested and full explanation of any possible contra-indications.

Where any medical conditions exist, the client must confirm to the operators that they have taken advice from their GP regarding the treatment before any treatment can be commenced.

Where it is impractical for a consultation to be carried out i.e., use of sauna at hotel then adequate health information must be displayed by equipment. Information must cover health conditions that increase the risk of adverse reactions when using sauna, steam room, spa etc.

3. SPA POOLS/JACUZZI/ BATH

- a) The spa water shall be suitably treated to prevent growth of Legionella bacteria by means of automatic dosing equipment in accordance with and the Approved Code of Practice and

Guidance L8, “The Control of Legionella Bacteria in Water Systems” produced by the Health and Safety Executive.
- b) Water testing shall be carried out at a frequency determined by risk assessment but at no more than 4 hourly intervals to establish the free chlorine levels and the pH levels of the spa. Written records of these tests must be available for inspection by an authorized officer.
- c) The Licence Holder(s) must be able to demonstrate that the microbiological quality of the spa pool water complies with the Approved Code of Practice and Guidance L8, “The Control of Legionella Bacteria in Water Systems” produced by the Health and Safety Executive.
- d) The Licence Holder(s) should have a written procedure that must be followed in the event of an unsatisfactory microbiological result or other health concerns associated with use of the pool.
- e) 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 silenced. The user must be made aware of the alert mechanism and how to use it.
- f) All equipment shall be of sound mechanical construction and regularly maintained. Records of maintenance should be held for inspection by an authorised officer
- g) The Licence Holder(s) shall have a written procedure detailing steps taken to ensure the maximum bather load for the facility is not exceeded.
- h) A notice providing information on the use of the spa pool must be clearly displayed nearby with the following information:
 - No person under 16 shall use the spa
 - Maximum recommended time in the Spa is 15 minutes
 - Do not use if pregnant
 - Do not use if under the influence of drugs, alcohol or medication

- Persons with a medical history of heart disease, low or high blood pressure or circulatory systems problems should consult a doctor before using the spa
 - Persons using medications should consult a doctor before use
 - Persons with sores or open wounds should not use the spa
 - Take care when entering or exiting the spa. Wet surfaces may be slippery
- i) A rest area for users should be provided and fresh drinking water should be available nearby.
 - j) 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 every week
 - k) The pool must be drained and refilled if left unused for 5 days or more.

4. SAUNA

- a) A thermometer shall be provided indicating the temperature inside the sauna.
- b) There must be a non-verbal alarm system in the vicinity linked to a manned reception area for summoning help when users are left unattended. The alarm should continue to sound until it is manually silenced. The user must be made aware of the alert mechanism and how to use it.
- c) A clock or other time keeping device shall be visible to users, from inside the sauna
- d) The temperature control device shall not be accessible to users of the sauna.
- e) The hot coals in the sauna shall be protected by a guard rail or barrier.
- f) Shower facilities shall be provided close to the sauna.
- g) A supply of fresh drinking water shall be available close to the sauna.
- h) A notice providing Safety guidelines for the use of the sauna shall be displayed nearby and should include the following information:
 - No person under 16 shall use the sauna
 - Maximum recommended time in the Sauna is 15 – 20 minutes
 - Do not use if pregnant Do not use if under the influence of drugs, alcohol or medication
 - Avoid use if suffering from high blood pressure or heart problems
 - Do not eat or drink in the sauna
 - Do not eat immediately before using the sauna

- Drink plenty of water after use
- i) Clients must wear a bathing costume/shorts in the sauna. There should be no eating, drinking or shaving in the 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. Temperature must not exceed 50°C.
- c) Temperature control must remain under the control of the Licence Holder.
- d) Must have a glazed panel to allow safe access and egress by clients and supervising staff.
- e) The door must have an internal handle to allow the client to exit the room when required.
- f) There must be a non-verbal alarm system that can be heard in reception / manned areas for summoning help when users are left unattended. The alarm should continue to sound until it is manually silenced, and the user must be made aware of the alarm mechanism and how to use it.
- g) All equipment shall be of sound mechanical construction.
- h) A clock or timer must be visible in order to monitor time elapsed in the steam room.
- i) Clients should be advised to sit on a towel in the steam room to reduce the risk of infection and burning.
- j) 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.
- k) A notice providing Safety guidelines for the use of the steam room shall be displayed nearby and should include the following information:
 - No person under 16 shall use the steam room
 - Maximum recommended time in the steam room is 15 – 20 minutes
 - Do not use if pregnant Do not use if under the influence of drugs, alcohol or medication
 - Avoid use if suffering from high blood pressure or heart problems
 - Do not eat or drink in the steam room

- Do not eat immediately before using the steam room
 - Drink plenty of water after use
- l) Clients must wear a bathing costume/shorts in the steam room. There should be no eating, drinking or shaving in the steam room

6. CLEANING/ INFECTION CONTROL

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

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.

Appendix 10

SUNBED TANNING/ UV LIGHT TREATMENTS

DEFINITIONS

Ultraviolet 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.

1. AGE RESTRICTIONS

Anyone under the age of 18 is prohibited from using tanning equipment.

Sunbed tanning/ UV light treatments may be carried out on anyone over 18 years of age with a valid photographic identification. A passport / driving licence is the only valid form of photographic identification for you to accept. A photocopy of proof of age **MUST** be taken and attached to the consent form.

2. CLIENT CONSULTATION

A full client consultation must be carried out at the time of a first visit and prior to any treatment. This must include a thorough record being made of the client's medical history in relation to the treatment being requested and full explanation of any possible contra-indications.

Where any medical conditions exist, the client must confirm to the therapist that they have taken advice from their GP regarding the treatment before any treatment can be commenced. This must be recorded on the consultation card.

In addition, in order to identify a safe exposure duration for the client, a client assessment must be carried out based on their skin type and reaction to ultraviolet radiation. The categorisation of skin type must be based on a recognised system such as that used in the Fitzpatrick skin type scale, i.e., skin types varying from very fair skin (Type I) to very dark (Type VI).

3. RECORD KEEPING

Records must be kept for every client (including walk-ins/one offs). The records must include details of medical history checks and steps taken to verify the age of the client including their date of birth and the type of identification provided. This 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 must be kept in compliance with the General Data Protection Regulations (GDPR).

In addition, the following records must also be kept:-

- a) A consultation card must be completed prior to first use and any contra-indications identified. Clients whose skin is prone to UV damage (Skin Type 1) should not be permitted to use tanning equipment.

- b) Client consultation cards must be kept detailing each and every sunbed session including duration of session. Such cards must be kept for all clients including one off walk-ins.
- c) Consultation records must be held at the premises for a period of two years and be available for inspection by an Authorised Officer.
- d) Records must be kept of the hours of use of each machine and these records shall show any maintenance and details of when tubes are replaced.
- e) The HSE recommend a maximum of 20 ultraviolet tanning sessions per year. Clients shall be advised when they have reached this number and made aware of this recommendation. If the client still wishes to continue with further exposure then their written consent shall be recorded on their client record card.

4. INFECTION CONTROL

- a) 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.
- b) Single use disposable eyewear must be available to the client. The use of re-useable goggles is to be discouraged but if used must be disinfected between clients; customers are free to bring goggles for their own personal use.

5. OPERATIONAL PROCEDURES

- a) The Licence Holder must ensure compliance with the Sunbeds (Regulations) Act 2010.
- b) Adequate Ventilation must be provided to treatment rooms and cubicles.
- c) 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.
- d) An automatic timer must be fitted to the equipment so that the user is unable to increase the time spent using the tanning equipment.
- e) A working audible and visual alarm accessible to the sunbed user should be provided so that assistance can be summoned in the event of an emergency. The sunbed stop device should also be easily accessible to the user and they should be shown how to use it.
- f) See INFECTION CONTROL (4. (b) Eyewear) above.
- g) Fans must be adequately guarded.
- h) The Health and Safety Executive 'UV Tanning Equipment' notice providing clear and accurate information on the health risks from exposure to Ultraviolet light must be clearly displayed near each sunbed.

6. TUBES AND TUBE REPLACEMENT

- a) The maximum permissible output for all UV tubes is 0.3w/m².
- b) Tubes must be replaced at intervals recommended by the manufacturer, together with the Ultra
- c) Violet transmitting plastic sheet if fitted.
- d) Replacement tubes shall be compatible with those supplied by the manufacturer
- e) All tubes in a bed or cabinet must be replaced at the same time.
- f) Tanning times must be suitably adjusted when new tubes have been installed.

7. TANNING ACCELERATORS

Licence Holders must hold product information for any tanning accelerators they sell. Tanning accelerators must comply with the Cosmetic Products (Safety) Regulations 1996

8. TANNING INJECTIONS

The sale/supply of tanning injections is strictly prohibited.

9. TANNING OPERATORS

- a) 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. This person(s) must carry out the initial client consultation, complete records as prescribed in parts 2 and 3 and supervise all tanning transactions to ensure that these terms and conditions are adhered to.
- b) Any person(s) who may perform the role described in 9(a) must be listed on the premises Licence.

10. AFTERCARE ADVICE

Appropriate aftercare advice must be provided following each sunbed treatment, this must be given orally and in written form for the client to take away.

Appendix 11

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 is a form of tattooing and therefore is covered by these conditions.

Tattooing and tattoo removal (also see conditions for use of laser where applicable) are also 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.

Tattooing and micropigmentation treatments may be carried out on anyone over 18 years of age with a valid photographic identification. A passport / driving licence is the only valid form of photographic identification for you to accept. A photocopy of proof of age **MUST** be taken and attached to the consent form.

c2. CLIENT CONSULTATION

A full client consultation must be carried out at the time of a first visit and prior to any treatment. This must include a thorough medical history in relation to the treatment being requested and full explanation of any possible contra-indications.

Where any medical conditions exist, the client must confirm to the therapist that they have taken advice from their GP regarding the treatment before any treatment can be commenced.

3. VISUAL ASSESSMENT

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 and/or areas not to be treated.

Tattooing must not be carried out on or within 10cms of an infected area of skin, a rash, cut or other wound.

4. RECORD KEEPING

Records must be kept for every client (including walk-ins/one offs). The records must include details of:

- medical history checks; and
- steps taken to verify the age of the client including their date of birth and the type of identification provided.

This record must be signed by the client as a declaration of their agreement to proceeding with the treatment following explained the explanation of the treatment and understanding any associated risks and must be kept in compliance with the General Data Protection Regulations (GDPR).

5. PERSONAL HYGIENE

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.

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.

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.

6. 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.

7. CLEANING AND STERILISATION

In addition to the General Licence Conditions for all special treatment premises:-

- a) All surfaces that come into contact with staff equipment or clients must be disinfected daily.
- b) All needles/razors/gloves must be single use and disposed of as clinical waste after use.
- 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.

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 spillage kit must be available for cleaning up blood or other bodily fluids. The kit must include.
 - Bucket with a tight-fitting lid.
 - 'Non-sterile', unpowdered latex gloves or vinyl gloves.
 - Disposable plastic aprons.
 - Disposable paper towels.
 - Disposable cloths.
 - Clinical waste bag.
 - Small container of general-purpose detergent.
 - Hypochlorite solution (e.g., Household bleach or Milton) or Sodium Dichloroisocyanurate compound (NaDCC) (e.g., Presept, Sanichlor) – to comply with COSHH 1988. Note that this compound should be stored in a lockable cupboard.
 - Absorbent powder/granules e.g., Vernagel (absorbent crystals) to soak up the liquid content of the spillage. Alternatively, disposable paper towels can be used to soak up excess fluid.

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.
- c) It is recommended that operatives hold a valid first aid certificate.

10. USE OF ANAESTHETICS

Only tattooists who have successfully completed an appropriate course on use of topical anaesthetics are permitted to use them. Evidence of qualification must be available onsite. The use of anaesthetic injections is prohibited.

11. TATTOO ARTISTS

- a) Tattoo artists must have undergone an apprenticeship with an experienced tattooist. Until such time as an externally verified tattooing qualification is offered, all tattooists must have attained an Infection Control certificate and will

be required to demonstrate knowledge of infection control to the satisfaction of the Authorised Officer.

b) Only persons listed on the Licence are permitted to carry out tattooing or micro pigmentation including any 'Apprentices / Trainees'.

(c) Therapists carrying out micro pigmentation shall be qualified to a suitable standard.

12. AFTERCARE

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.

13. CIEH TOOLKIT

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. It is expected that practitioners 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/default.aspx?id=47706>

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.

Data from the Health Protection Agency states where the client is infected with Hepatitis B and is classed as being highly infected, the risk of Hepatitis B infection following an injury that penetrates the skin is 1 person in 3.

Hepatitis vaccinations must be paid for by the employer. Where a tattooist refuses to get vaccinated it is recommended that the employer requires them to sign a disclaimer form.

Records should be kept that demonstrate the vaccination status of all tattooists working at the Premises which may be inspected by an Authorised Officer.