

STANDARD CONDITIONS - All premises

RULES OF MANAGEMENT

These conditions are in addition to any specific requirements applicable (see rule 21)

1. General

These rules apply in respect of all premises for which a special treatments licence has been granted.

2. Licence

- a. The licence is personal to its holder. The licence cannot be transferred by the licence holder to any other person unless the licence holder has followed the procedures for transfer prescribed in Part II of the Act and these regulations and the Council has granted the application.
- b. The licence is only valid in respect of the premises named on the licence. The licence holder cannot transfer the licence to any other premises unless the licence holder has followed the procedures for transfer prescribed in Part II of the Act and these regulations and the Council has granted the application.
- c. Licences are granted for a maximum period of twelve months. All licences must be renewed before expiry if they are to continue.
- d. The establishment specified in the licence may only carry out those licensable treatments that are specified on the licence. If any alteration is required an application for the variation of the licence must be made to the Council in the manner specified in Part II of the Act and these regulations.
- e. The licensee shall notify the Council of any changes of circumstances for example change of private address or change of name (for example due to marriage).
- f. Proposed changes in the name, title or style of the premises licensed as a special treatment establishment shall be notified to the Council and shall not be put into effect until an amended licence is issued. This can only be carried out where there is no change in any other circumstances other than for example the name or title of the premises. If any other circumstances change for example the type of treatment offered, or the address of the premises, an application for a variation or transfer of licence is required.
- g. The Licence shall be displayed in a prominent position within the licensed premises at all times.

3. Planning Permission

- a. No licence will be granted for any special treatment premises unless prior planning permission has been obtained for this use of the premises in that manner. In those cases where planning permission is not necessary written proof shall be supplied, for example a copy of a letter from the local planning authority that states that permission is not required.
- b. Where the business is to be operated from a private residence owned by the Council, consent from the Council's Housing Division must be obtained in writing and submitted to Community Safety.

4. Notices

All notices and advertisements issued by or on behalf of the Establishment shall bear the trade name, style or title specified in the licence. The names of individual assistants or employees must not be given in such notices or advertisements.

5. Staff

- a. The licensee shall not, except with the written consent of the Council employ in the conduct of the establishment or allow any direct or indirect interest in the business any person:
 - i whose licence has been revoked or to whom a licence has been refused on the ground that such a person is unsuitable to hold a licence to carry on an establishment for special treatments;
 - ii who is unsuitable to be so employed on the ground that misconduct in connection with the employment of such a person in a special treatment establishment has been proved to the satisfaction of the Council.
- b. The licensee shall not permit or suffer any person to administer special treatments unless particulars of the training and qualifications have been previously supplied to the Community Safety on the appropriate form AND their name appears on the licence.

6 Manager

A manager or other person directly or indirectly responsible for the management of the premises shall be under the same

obligation as the licensee to comply with and secure the observance of conditions on grant of a licence.

7 Electrical Items

- a. The licensee shall keep any electrical or other apparatus installed in the premises maintained in an efficient and safe condition and in all other respects suitable for use. Maintenance record must be kept at the premises for inspection by an Officer from this Authority.
- b. With the exception of brand new equipment, Portable Appliances Test certificates are required for all the electrical items

Certificates are to be submitted in a format acceptable to the Council and are to be signed by a competent person.
- c. The Council also require Electrical Installation Condition Report for fixed electrical installation at regular interval as specified by the testing electrician.
- d. Newly acquired equipment, whether brand new or second hand, must be accompanied with similar documentation to that described above to confirm its safety. British Electrotechnicals Approvals Board (BEAB) approval will also satisfy this requirement.

8 Fire precautions

The recommendations of the Fire Authority in respect of fire precautions and means of escape shall be complied with. In addition the means of escape in case of fire shall be maintained and shall be kept free from obstruction at all times when the public or staff are present on the premises.

9. Lighting

The licensee shall ensure that suitable and sufficient lighting is provided and maintained throughout the premises.

10. Heating

The licensee shall ensure that suitable and sufficient heating is provided and maintained throughout the premises.

11. Ventilation

The licensee shall ensure that suitable and sufficient ventilation provided and maintained throughout the premises.

12 Sanitary Accommodation

Sufficient sanitary accommodation shall be provided to the premises for maximum number of persons who may be on the premises. The sanitary accommodation shall be maintained and kept in a clean and hygienic condition. The accommodation must be supplied with conveniently accessible washing

facilities including the provision of hot and cold water, soap, and towels.

13. Wash hand basins

Where required by Commercial Safety a wash hand basin with continuous supplies of hot and cold water or water at suitably controlled temperature, with adequate supplies of soap, towels and nailbrushes must be provided in each treatment room.

14. Waste Disposal

- a. All waste material and other litter shall be placed in a suitable covered leak proof receptacle and arrangements shall be made with a commercial waste disposal company for its emptying as and when necessary. Arrangements for clinical waste disposal shall be arranged if appropriate.
- b. All needles and sharps used in the treatments must be placed after use in a puncture & leak proof box which is clearly marked sharps. The box and its contents must be disposed of in a manner approved for clinical waste.

15. Structure

All parts of the premises used in connection with special treatments must be kept clean and in such good repair as to enable them to be effectively cleaned. This includes, internal walls, doors, windows, partitions, floors (and floor coverings) and ceilings. In general the Council requires that floor surfaces should be of a material that is smooth and impervious.

16. Equipment

All furniture and fittings in the premises in the areas connected with special treatments shall be kept clean and in good repair and so as to enable them to be effectively cleaned.

17. Conduct of Business

- a. The licensee shall not do, suffer, or permit in the premises any act of an indecent or disorderly character and shall take all reasonable steps to exclude from the premises a customer or any other person who has committed such an act in the premises.
- b. The licensee shall not employ any person in the premises licensed for special treatments who has been convicted of any indecent or immoral act related to the giving of special treatments without the prior consent of the Council. Where consent of the Council is refused the licensee will not employ the person within the licensed premises.
- c. The licensee shall ensure that all employees at the premises are decently and properly attired.

- d. The Licensee shall not permit or suffer the door of any room or place in the premises to be locked whilst any person is within it.

18 Records

- a. The Licensee shall keep records of
 - i all persons employed giving the name, age, private address, qualifications and the terms of remuneration.
 - ii name and address of all persons receiving treatments, the type of treatment given, the name of the person giving treatment and the date the treatment was given.

These records shall be kept on the premises named in the licence.

- b. No person shall make a false entry into any records required to be kept as a condition of the grant of a licence.

20. Insurance

The licensee shall arrange for a suitable employer's liability, public liability and professional indemnity insurance covering the range of special treatments offered.

21. Specific conditions

The following specific conditions also apply where applicable:

- ST11 UV light / sun tanning
- ST12e Cosmetic piercing (ear or nose)
- ST12b Body piercing
- ST12g Genital piercing
- ST13 Tattooing
- ST14 Acupuncture and chiropody
- ST15 Spa pools
- ST16 Lasers

END

London Borough of Harrow – Commercial Licensing

STANDARD CONDITIONS - UV Light

ST 11

These conditions are in addition to the requirements in ST 09 (all premises).

1. Qualifications

No person shall carry out any treatment using ultra violet light unless the person holds, amongst other things, a qualification approved by Commercial Safety.

2. Notice

A warning notice shall be prominently displayed on the premises at all times advising clients about the potential hazards and the necessary precautions to be taken (see attached HSE guidance sheet for recommended wording).

3. Advice

Clients shall be given advice and information prior to using the equipment. This must include the following items:

The operator shall recommend an appropriate regime of tanning after discussing the following matters with the client.

- a. What is your normal reaction to sunlight, remembering that you may be exposing parts of your body not normally exposed to sunlight.
- b. Certain medical conditions may affect reactions to UV light. If this were the case, then the Doctor would normally have advised you. However, if you have any doubts then obtain medical advice before the first treatment session.
- c. Many medical preparations such as medicines, drugs, pills, lotions, creams etc. can increase your sensitivity to UV light. Please check the manufacturers leaflets if you are using any such preparations or obtain medical advice before the first treatment session.
- d. Many skin preparations, including some cosmetics, deodorants, anti-perspirants, soaps and other substances applied to the skin may increase your sensitivity to UV light. These should be avoided on the day intended for tanning unless the supplier or manufacturer is able to give specific advice that the preparation does not influence UV sensitivity.
- e. Showering or washing before tanning is recommended. However, this will not necessarily remove all the effects of some skin preparations.
- f. Please note the poster on display that gives further safety advice.

4. Exposure to radiation

- a. Steps shall be taken to ensure that staff and other clients are not exposed to radiation.
- b. Clients should receive exposure based on the manufacturer's recommendations for various skin types. Early sessions should be more restricted.
- c. Clients using the equipment must wear suitable protective eyewear. Staff operating it should use such eyewear at all times when exposed to ultra violet light

5. AGE

No one under the age of 18 should be allowed to use the sun bed.

6. Equipment

- a. All equipment shall be of sound mechanical construction and electrically safe. All lamps must be adequately protected to prevent contact by any person. The electrical safety, including the adequate earthing and insulation of all equipment, should be examined periodically by a qualified engineer who should report in writing the result of his inspection. Equipment must be regularly serviced in accordance with the manufacturers instructions and a record of such services and copies of the electrical engineers report must be kept on the premises for inspection if required. Lamps must be replaced in accordance with manufacturer's instructions.
- b. A readily identifiable switch shall be available to allow the client to switch off the lamp in an emergency and there must be adequate methods of summoning assistance.
- c. Suitable facilities for the removal of sweat and any skin preparations must be provided free of charge. A shower bath with non-sensitising soap and shampoo will normally be required for this purpose unless an alternative is agreed with Community Safety.
- d. All surfaces that come into contact with clients (including protective eyewear) shall be kept clean using appropriate cleaning materials specified by the manufacturers of the equipment.

7. Structure

Suitable and sufficient ventilation, if necessary by mechanical means, is to be provided to the treatment area.

END

STANDARD CONDITIONS - Cosmetic Piercing

These conditions are in addition to the requirements in ST 09 (all premises).

Note that cosmetic piercing of parts of the body other than the ear or nose may only be undertaken if stated on the licence and then the relevant additional conditions on sheet ST 12b (body piercing) and ST 12g (genital piercing) also apply.

1. General

Cosmetic piercing may only be carried out using equipment and a method approved by Commercial Safety in accordance with current standards and practice relating to the treatment.

2. Waste Materials

All waste material and other litter shall be placed in a suitable covered leak-proof receptacle which shall be emptied at least once a day or more frequently as necessary. The receptacle must be cleaned following emptying.

3. Equipment

All seats etc. used by clients in the treatment area and any surface onto which treatment instruments and equipment are placed prior to treatment must have a smooth impervious surface. These surfaces must be wiped down following any spillage on the surface and at least once a day using a suitable disinfectant.

4. Hygiene

- a. The licensee shall ensure that adequate facilities and equipment for the purpose of disinfecting instruments and equipment are provided.
- b. Any protective clothing, paper or other covering used in the treatment shall be clean and in good repair and not have been used in connection with the treatment of any other client.
- c. Any item that penetrates the skin shall be in a sterile condition and kept sterile until it is used.
- d. Any instrument used in connection with the treatment shall be disinfected or sterilised immediately after the treatment has been completed unless it is disposable in which case it must be treated as waste material.
- e. Adequate provision for storage shall be provided for all equipment and items involved with the special treatment. The store must be suitably clean and in such a place so as to avoid any risk of contamination.

5. Personal hygiene

Any person carrying out cosmetic piercing must ensure that:

- a. any open boil, sore, cut or other open wound is kept effectively covered by an impermeable dressing;
- b. hands are kept clean and are washed immediately prior to carrying out any treatment;
- c. they refrain from smoking or consuming food and drink during the course of the treatment.

6. Records

- a. The Licensee shall ensure that adequate records of treatments are kept. This shall include the following information: -
 - i. the full name and address of the client
 - ii. the date on which the treatment occurred
 - iii. the name of the person carrying out the treatment.
- b. Such records must be kept on the premises named in the licence and must be retained for two years.
- c. relevant medical history i.e. any contraindications regarding piercing and if so, medical advice obtained. This shall include:

Heart disease, Fainting, Seizures (e.g. epilepsy), Haemorrhaging, Diabetes, HIV infection, Hepatitis B infection, Cellulitis, Eczema, Impetigo, Genital warts (if relevant) and any allergic responses (anaesthetics, adhesive plasters, jewellery metals such as nickel etc.)
- d. An officer of the Council must be allowed to view these records on request.

END

STANDARD CONDITIONS - Body Piercing

For the practice of cosmetic piercing of parts of the body other than the ear or nose.

These conditions are in addition to the requirements in ST 09 (all premises) and ST 12e (cosmetic piercing). See also ST 12g for genital piercing if allowed on licence.

1. General Cleanliness

- a. The treatment area must be solely used for the process of carrying out cosmetic piercing.
- b. All tables, couches and seats used by clients in the treatment area and any surfaces on which items used in connection with cosmetic piercing are placed on prior to treatment shall have smooth impervious surfaces. The surfaces must be thoroughly cleaned using a suitable disinfectant at the end of each working day and after any spillage on the surface.
- c. Any tables or couches used by clients in the treatment shall be covered with a disposable paper sheet that must be changed after each client.
- d. A notice or notices reading “NO SMOKING” shall be prominently displayed within the treatment area.

2. Sharps

Needles must be pre-packed, pre-sterilised and only used once before proper disposal in a puncture and leak-proof box that is clearly marked “sharps”. The box and its contents must be disposed of in a manner approved for clinical waste.

3. Procedures

- a. The licensee shall submit for approval a written statement detailing the methods and equipment that are proposed.
- b. If the piercing site is to be marked then this shall be done with a fine indelible pen prior to cleansing.
- c. In every case the skin in the area of the piercing site must be appropriately cleansed using a skin safe antiseptic solution before piercing.

4. Hygiene

- a. The licensee shall ensure that adequate facilities and equipment for the purpose of sterilising instruments are provided and are maintained in proper working order.
- b. Where equipment has to be checked by a competent engineer this is to be carried out at

intervals recommended by the manufacturer. The Council in certain instances may require additional checks to be carried out on equipment to confirm its safe operation and that it is hygienic.

- c. Any gown, wrap or other protective clothing, paper or other covering, towel, cloth or other such article used in the treatment shall:
 - i. be clean and in good repair and, so far as is appropriate sterile.
 - ii. not have been used in connection with any other client.
- d. Any needle or instrument that penetrates the skin shall be in a sterile condition and be kept sterile until it is used. Any instrument or item of equipment used to handle such a needle or instrument shall be in a sterile condition and kept sterile until it is used.
- e. A no-touch technique (e.g. using forceps) shall be used where practicable to reduce the risk of skin and soft tissue infections. However, the operator must be aware of the risks involved in the incorrect or prolonged use of forceps. Used forceps must be stored away from sterilised equipment and must be sterilised before they are used again.
- f. Adequate provision for storage shall be provided for all equipment and items involved with the treatment. The store must be maintained in a suitably clean condition and so as to avoid any risk of contamination.
- g. A suitable surface local anaesthetic may be applied to the area using a clean disposable applicator (e.g. sterile gauze) for each application. The effectiveness of the anaesthetic should be tested before piercing occurs.

Note that it is an offence to use injected anaesthetics unless registered as a medical practitioner.

5. Personal

Any person carrying out body piercing must ensure that prior to piercing:

- a. they do a “surgical scrub” by thoroughly cleaning hands, nails, forearms and elbows

with soap and hot water, drying with clean disposable towels and then wearing new disposable gloves for each client.

- b. they are wearing clean and washable protective clothing, overalls or other suitable covering.
- c. they are not under the influence of alcohol, drugs or other substances.
- d. they note that vaccination against Hepatitis B is strongly recommended.

6. First Aid

Appropriate arrangements for first aid must be made (see "First Aid at Work, Approved Code of Practice on the Health & Safety (First Aid) Regulations 1981 L74" available from HSE Books on Telephone 01787 881165). This is to include the provision and maintenance of a comprehensive first aid kit and the piercer must hold a current HSE approved qualification in first aid.

7. Client information

- a. The client shall not be treated if under the influence of alcohol, drugs or other substances.
- b. A notice shall be prominently displayed on the premises informing potential clients of the risks associated with body piercing including: Blood poisoning (septicaemia), severe swelling and trauma at and around the site pierced, scarring, embedding of the jewellery, localised infection (sepsis), allergic reactions to jewellery metals or antiseptics.
- c. Clients shall be given verbal and written information regarding body piercing after care until fully healed including:
keep the site dry (apart from careful bathing/showering); clean hands before touching site or the jewellery; rotate the jewellery regularly until wound has dried up; keep wound uncovered as much as possible to permit free air circulation; indicate normal time for wound to heal; possible indications of any complications in healing process; advice on dealing with slight reddening / swelling / pain and need to contact GP if problems do not improve within 24 hours.

8. Age limitation

Body piercing shall not be undertaken on any person under the age of 16. Clients aged 16 or 17 must be accompanied by a parent or legal guardian who consents to the piercing. Proof of age with a photograph (e.g. passport) shall be sought where there is any uncertainty of the client's age and must be provided by clients under 18.

9. Records

The Licensee shall ensure that adequate records of treatments are kept. In addition to the items required in ST 12e this must include:

- a. the client's age (and any details of proof of age presented to meet condition 8) and
- b. for a client aged 16 or 17, written consent by the parent or legal guardian and
- c. relevant medical history i.e. any contraindications regarding piercing and if so, medical advice obtained. This shall include:

Heart disease, Fainting, Seizures (e.g. epilepsy), Haemorrhaging, Diabetes, HIV infection, Hepatitis B infection, Cellulitis, Eczema, Impetigo, Genital warts (if relevant) and any allergic responses (anaesthetics, adhesive plasters, jewellery metals such as nickel etc.)
- d. An officer of the Council must be allowed to view these records on request.

END

STANDARD CONDITIONS - Genital and Genital Area Piercing

Specific conditions for the practice of cosmetic piercing of the genitalia, if permitted on the licence. These conditions are in addition to the requirements in ST 09 (all premises), ST 12b (body piercing) and ST 12e (cosmetic piercing).

1. All genital piercing must be by appointment only. The client must be recommended to bring a friend for moral support and to help ensure no misunderstanding or allegations of impropriety.
2. All genital piercing must be undertaken in conditions of appropriate privacy.
3. All procedures and possible side effects must be carefully explained to the client before genital piercing is undertaken.
4. If it appears to the piercer that a client has a contraindicating medical condition, whether the condition appears to be an infection or some form of abnormality, the practitioner is to stop the piercing procedure. The client is then to be asked for written authorisation from their General Practitioner confirming their suitability for the piercing treatment.
5. Genital piercing must not be undertaken near to any muscle.
6. Appropriate arrangements for first aid must be made (see “First Aid at Work, Approved Code of Practice on the Health & Safety (First Aid) Regulations 1981 L74” available from HSE Books on Telephone 01787 881165). This is to include the provision and maintenance of a comprehensive first aid kit and the piercer must hold a current HSE approved qualification in first Aid.
7. **Age limitation**
Genital piercing shall not be undertaken on any person under the age of 18. Proof of age with a photograph (e.g. passport) shall be sought where there is any uncertainty of the client’s age.

END

NOTE:

The Prohibition of Female Circumcision Act 1985 states that a persons who ‘excise, infibulate or otherwise mutilate the whole or any part of the labia majora or labia minora or clitoris of another person” are guilty of a criminal offence. Therefore piercing the female genitalia could be an offence and this must be borne in mind should such a piercing be requested.

STANDARD CONDITIONS – Tattooing

These conditions are in addition to the requirements in ST 09 (all premises).

1. General

Tattooing may only be carried out using equipment and a method approved by The Licensing Authority in accordance with current standards and practice relating to the treatment.

2. Qualification

Any person carrying out tattooing must be suitably qualified in tattooing and be able to show proof of having undergone a six months' apprenticeship with an experienced tattooist. They must also be able to demonstrate an adequate knowledge of the following when questioned by an authorised officer

- Health & Safety;
- Personal hygiene;
- Infection Control;
- Client consultation;
- Aftercare advice;
- Contra-indications

Tattooing procedures should not be carried out by persons under the age of 18 years.

3. General Cleanliness

- a. The treatment area must be solely used for the process of carrying out tattooing.
- b. All tables, couches and seats used by clients in the treatment area and any surfaces on which items used in connection with tattooing are placed on prior to treatment shall have smooth impervious surfaces. The surfaces must be thoroughly cleaned using a suitable disinfectant at the end of each working day and after any spillage on the surface.
- c. Any tables or couches used by clients in the treatment shall be covered with a disposable paper sheet that must be changed after each client.
- d. "NO SMOKING" notices shall be prominently displayed within the treatment area.

3. Used Materials

- a. All waste material and other litter shall be placed in a suitable covered leak-proof receptacle which shall be emptied at least once a day or more frequently as necessary.

The receptacle must be cleaned following emptying.

- b. All needles used in the treatments must be placed after use either
 - i. in the case of needles or needle bars which will be reused, in a suitable disinfecting solution prior to cleaning and sterilising or separation of the needle bars.
 - ii. in the case of disposable needles in a puncture and leak-proof box which is clearly marked sharps. The box and its contents must be disposed of in a manner approved for clinical waste.

4. Hygiene

- a. The licensee shall ensure that adequate facilities and equipment for the purpose of sterilising instruments are provided and are maintained in proper working order.
- b. Where equipment has to be checked by a competent engineer this is to be carried out at intervals recommended by the manufacturer. The Council in certain instances may require additional checks to be carried out on equipment to confirm its safe operation and that it is hygienic.
- c. Any gown, wrap or other protective clothing, paper or other covering, towel, cloth or other such article used in the treatment shall:
 - i. be clean and in good repair and, so far as is appropriate sterile.
 - ii. not have been used in connection with any other client.
- d. Any needle or instrument that penetrates the skin shall be in a sterile condition and be kept sterile until it is used. Any instrument or item of equipment used to handle such a needle or instrument shall be in a sterile condition and kept sterile until it is used.
- e. Adequate provision for storage shall be provided for all equipment and items involved with the treatment. The store must be maintained in a suitably clean condition and so as to avoid any risk of contamination.

5. Personal hygiene

Any person carrying out tattooing must ensure that:

- a. they keep any open boil, sore, cut or other open wound effectively covered by an impermeable dressing.
- b. hands are kept clean and are washed immediately prior to carrying out any treatment.
- c. they refrain from smoking or consuming food and drink during the course of the treatment.
- d. they are wearing clean and washable protective clothing, overalls or other suitable covering.

6. Dyes

All dyes, pigments and capsules used for tattooing shall be sterile and inert. If capsules or dye containers are to be re-used they must be sterilised before re-use. Fresh pigment in sterile containers is to be used for each customer. Pigment is to be disposed of and not to be reused.

7. First Aid

Appropriate arrangements for first aid must be made (see “First Aid at Work, Approved Code of Practice on the Health & Safety (First Aid) Regulations 1981 L74” available from HSE Books on Telephone 01787 881165). This is to include the provision and maintenance of a comprehensive first aid kit and all tattooists must hold a current HSE approved qualification in first aid.

8. Records

- a. The Licensee shall ensure that adequate records of treatments are kept. This must include the following information
 - i. the full name and address of the client
 - ii. the date on which the treatment occurred
 - iii. the name of the person carrying out the treatment.
- b. Such records must be kept on the premises named in the licence and must be retained for two years
- c. An officer of the Council must be allowed to view these records on request.

9. Tattooing of Minors

The licensee is to make all necessary enquiries to determine before treatment whether the person is a minor as defined in the Tattooing of Minors Act 1969. This Act prohibits the tattooing of any person under the age of 18.

10. Guest Tattooists/ Apprentices

- a. Guest tattooists and Apprentices may work under the immediate supervision of the experienced tattooist named on the licence subject to prior approval in writing being obtained for each tattooist or Apprentice from Licensing Authority.
- b. Apprentices are not permitted to work on the premises when the licensed tattooist is not on the premises.
- b. The licensee is required to give not less than 14 days notice in writing of the intention to permit a guest tattooist to work on the premises. The application is to be in the form required by Licensing Authority.
- c. Guest tattooists are not to work on the premises for more than 90 days during the period of a licence.
- d. Commercial Safety at any time by letter may withdraw the permission for a guest tattooist to work on the premises.

END

STANDARD CONDITIONS - Acupuncture & Chiropody

These conditions are in addition to the requirements in ST 09 (all premises).

1. General

Acupuncture may only be carried out using equipment and a method approved by Commercial Safety in accordance with current standards and practice relating to the treatment.

2. General Cleanliness

- a. The treatment area must be solely used for the process of carrying out acupuncture or other similar treatments
- b. All tables, couches and seats used by clients in the treatment area and any surfaces on which items used in connection with tattooing are placed on prior to treatment shall have smooth impervious surfaces. The surfaces must be thoroughly cleaned using a suitable disinfectant at the end of each working day and after any spillage on the surface.
- c. Any tables or couches used by clients in the treatment shall be covered with a disposable paper sheet that must be changed after each client.
- d. “NO SMOKING” notices shall be prominently displayed within the treatment area.

3. Used Materials

- a. All waste material and other litter shall be placed in a suitable covered leak-proof receptacle which shall be emptied at least once a day or more frequently as necessary. The receptacle must be cleaned following emptying.
- b. All needles used in the treatments must be placed after use either
 - i. in the case of needles which will be reused, in a suitable disinfecting solution prior to cleaning and sterilising.
 - ii. in the case of disposable needles in a puncture and leak-proof box which is clearly marked sharps. The box and its contents must be disposed of in a manner approved for clinical waste.

4. Hygiene

- a. The licensee shall ensure that adequate facilities and equipment for the purpose of sterilising instruments are provided and are maintained in proper working order.
- b. Where equipment has to be checked by a competent engineer this is to be carried out at intervals recommended by the manufacturer. The Council in certain instances may require additional checks to be carried out on equipment to confirm its safe operation and that it is hygienic.
- c. Any gown, wrap or other protective clothing, paper or other covering, towel, cloth or other such article used in the treatment shall
 - i. be clean and in good repair and, so far as is appropriate sterile.
 - ii. not have been used in connection with any other client.
- d. Any needle or instrument that penetrates the skin shall be in a sterile condition and be kept sterile until it is used. Any instrument or item of equipment used to handle such a needle or instrument shall be in a sterile condition and kept sterile until it is used.
- e. Adequate provision for storage shall be provided for all equipment and items involved with the treatment. The store must be maintained in a suitably clean condition and so as to avoid any risk of contamination.

5. Personal hygiene

Any person carrying out acupuncture or other special treatment must ensure that:

- a. they keep any open boil, sore, cut or other open wound effectively covered by an impermeable dressing.
- b. hands are kept clean and are washed immediately prior to carrying out any treatment.
- c. they refrain from smoking or consuming food and drink during the course of the treatment.
- d. they are wearing clean and washable protective clothing, overalls or other suitable covering.

6. Records

- a. The Licensee shall ensure that adequate records of treatments are kept. This must include the following information:
 - i. the full name and address of the client
 - ii. the date on which the treatment occurred
 - iii. the name of the person carrying out the treatment.
- b. Such records must be kept on the premises named in the licence and must be retained for two years
- c. An officer of the Council must be allowed to view these records on request.

END

STANDARD CONDITIONS – Saunas and Steam Rooms

These conditions are in addition to the requirements in ST 09.

General

The licensee is to ensure that any Sauna or Steam Room is operated in a safe and hygienic manner in accordance with appropriate guidelines on Sauna and Steam Room guidelines and the Council's guidelines.

Sauna

Saunas consist of an insulated enclosure 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 85oC to 100oC 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, usually lasting 6-12 minutes treatment.

Qualifications and Training

From January 2005 one person on reception must have one of the following:

- Sports management Sauna/Steam room training (ISRM);
- ITEC Level 3 diploma in Spa Treatments (must have completed a level 3 Diploma in Holistic Massage or Diploma in Body Treatments first.);
- Specific manufacturer training for the facility offered in your premises.

Staff should be trained and competent to carry out all duties and responsibilities in an approved manner. Holders of qualifications or training not listed above must be able to demonstrate during interview a sound knowledge and understanding of the basic principles of responsible management of such facilities this will include:

- Health & Safety Risks;
- Infection control;
- Client consultation and Contra-indications;
- Emergency Action Plan.

Further training may be required if these criteria cannot be met.

Health and Safety Procedures

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

Sauna

A thermometer gauge must be present and located on the inside of the unit.

Steam room

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 and in accordance with usage and a log maintained of the temperature.

Temperature control must remain under the control of the licence holder.

Sauna/steam room doors must have a glazed panel to allow safe access and egress by clients and supervising staff.

The door must have an internal handle to allow the client to exit the room when required. Special

There must be a non-verbal alarm system linked to a manned reception area for summoning help when users are left unattended. The alarm should continue to sound until it is manually switched to the 'off' position in order to silence it. The user must be made aware of the alert mechanism and how to use it.

The licensee shall have a written policy detailing the action to be taken in the event of the alert mechanism being used. This shall be communicated to all relevant personnel.

All equipment shall be of sound mechanical construction.

The electrical safety, including the adequate earthing and insulation of all equipment, should be examined periodically by a qualified engineer who should report in writing the result of his inspection. Equipment must be regularly serviced in accordance with the manufacturer's instructions and a record of such services and copies of the electrical engineers report must be kept on the premises for inspection if required in accordance with the latest IEE (Institute of Electrical Engineers) requirements.

A clock or timer must be visible in order to monitor time elapsed in the sauna/steam room.

A notice providing accurate information on the safe use of the sauna/steam room must be clearly displayed near each unit.

Clients should be advised to sit on a towel in the sauna/steam room to reduce the risk of infection and burning.

The licensee shall provide a procedure whereby all saunas/steam rooms are checked on a half hourly basis for cleanliness and for state of health of the user. E.g. signs of fainting.

A cool shower/plunge pool should be provided. Where a plunge pool is provided adequate arrangements must be made for the water to be circulated, filtered and disinfected.

A rest area for users should be provided. Users should be advised to rest for half an hour after treatment.

The sauna/steam room shall have adequate lighting such that any users can see the exit door and any signs/instructions clearly.

Health and Safety Specific to Saunas

- Only coals recommended for use by the manufacturer should be used and they should be replaced at regular intervals depending on usage;
- The coals/heater unit within the sauna must be fenced to protect from burning. This should surround the unit extending 150mm above the coals; The temperature must be between 80°C and 100°C for a sauna;
- Clients must wear appropriate bathing costumes to reduce the risk of infection and burning;
- Towels should be provided to sit on in the sauna as a hygiene measure.
- Health and Safety specific to Steam rooms;
- The temperature must not exceed 50°C for a steam room.

Client Consultation Procedures

All clients must complete a medical questionnaire before their first use of the sauna/steam room to ascertain any contra-indications these should include:

- Pregnancy;
- Diabetes;
- Seizures e.g. epilepsy;

- Suffering from heart disease, circulatory problems, high or low blood pressure;
- Suffering from infectious skin disease, sores and wounds;
- Suffering an illness causing an inability to perspire;
- Are taking antihistamines, anticoagulants, vasoconstrictors, vasodilators, stimulants, hypnotic or tranquilliser or any other medication which makes the potential user unsure as to the advisability of using the sauna/steam room;
- Have consumed a heavy meal within 1 ½ hours;
- Suffer from migraine attacks;
- Suffer from any condition whatsoever that makes the user unsure as to the advisability of using sauna/steam room.

Clients that indicate they suffer from one of the above should be referred to their GP for advice on their suitability to use the facilities.

Control of Infection

The surface of the sauna/steam room must be cleaned and disinfected each day in accordance with manufacturer's instructions and with cleaning materials specified by the manufacturer.

Record Keeping

A risk assessment must be carried out for this activity to include slipping, tripping, falling, risk of burning, the risk to individuals with pre-existing medical conditions and pregnant women and any other hazards associated with the facilities. The risk assessment must be available for inspecting officers at the time of the inspection.

Consultation records must be held on the premises and be available for inspection by an authorised officer.

Review

This Code of Practice will be reviewed regularly and updated in light of current industry guidance and legal opinion. Any changes will be notified to licensees and will be attached as conditions to your licence with effect from then date of the next renewal of your licence.

END

London Borough of Harrow – Commercial Licensing

STANDARD CONDITIONS – LASERS / INTENSE PULSE LIGHT (IPL)

ST16

1. Qualifications

- a. No person shall carry out any treatments involving the use of laser or intense pulse light (IPL) unless that person is suitably qualified and their name appears on the licence and the premises' register of Authorised Users. The licensing authority will assess each person's qualifications to determine their suitability to carry out treatments involving laser or intense pulse light treatments.
- b. At least one member of staff at the premises must be trained in basic first aid procedures.

2. Premises

- a. The treatment room in which the laser or intense pulse light is used is called a "Controlled Area". Lasers and intense pulse light equipment can only be used in a "Controlled Area".
- b. When laser or intense pulse light equipment is in use is in the "Controlled Area", that room may not be used for any other purpose at that time, and only one laser / IPL shall be switched on during the client treatment.
- c. Clear and prominent signage must be displayed on the door of the "Controlled Area" stating:

"CONTROLLED AREA – LASER"

Signs should be compliant with the Health and Safety (Safety Signs and Signals) Regulations 1996 and relevant British Standards.
- d. Warning signs should be displayed or illuminated during the laser / IPL procedure at each entrance to the Controlled Area. Signs should be compliant with the Health and Safety (Safety Signs and Signals) Regulations 1996 and relevant British Standards.
- e. The licence holder shall undertake a suitable and sufficient risk assessment for use of the laser / IPL equipment and ensure that the steps identified are undertaken. The licence holder should ensure that all staff read and understand the risk assessment and undertake to adhere to the steps identified in the assessment.

Risk Assessment must be current and reviewed at least annually or whenever there is a change in relation to the laser / IPL operations at the premises.

Copies of the Risk Assessment must be provided to the licensing authority prior to commencing laser / IPL treatments in addition to any subsequent revisions.

- f. The licence holder must have suitable written emergency procedures in place in relation to laser / IPL. All staff must read and understand the procedures and undertake to adhere to the steps identified prior to commencing to operate laser / IPL treatments. Staff should be periodically retrained in the emergency procedures.
- g. A register of all laser / IPL related emergency incidents and equipment faults must be maintained at the premises.
- h. Where the laser / IPL equipment is controlled by a key, the licence holder shall introduce a written 'key control' procedure to ensure that the key is kept in a secure location when the equipment is not in use and only be assessable by an Authorised User. The key should never be inserted into the equipment other than by an Authorised User when the equipment is about to be used.
- i. Reflective surfaces should not be present in the Controlled Area, save when absolutely necessary and in this instance should be adequately risk assessed. Any window in the Controlled Area must be fully fitted with opaque blinds.
- j. Suitable ventilation to be provided in the treatment room.

3. Equipment

- a. Only Authorised Users may operate laser or intense pulse light equipment.
- b. Laser and intense pulse light equipment must only be used in accordance with the Manufacturer's Operating Instructions, including pre-use safety checks and instructions
- c. Laser and intense pulse light equipment must be serviced and electrical safety tested annually by a suitably qualified person. Service and electrical records to be kept at the

- premises and copies be provided to the licensing authority.
- d. Unless attended by an Authorised User the laser / IPL equipment must be switched off and the key withdrawn and placed in safe custody by the Authorised User.
 - e. An appropriate fire extinguisher must be kept in or within the immediate vicinity of the Controlled Area.
 - f. The laser / IPL shall not be enabled to fire unless it is directed towards the treatment site of a beam stop.
- 4. Insurance**
- a. A copy of the premises' relevant insurance certificate must be provided to the licensing authority.
- 5. Procedures**
- a. Prior to agreeing to carry out any laser / IPL treatments, a full consultation by competent Authorised User must be conducted with the client to acquire all relevant health and medical information necessary to determine the client's suitability for the treatment and the likely result of the treatment. If there is any doubt as to the client's suitability for treatment, no treatment should be carried out on that client.
 - b. As part of the client consultation, the client must be complete and sign a medication / drugs declaration. Where the client has recently is currently taking any drugs, the Authorised User must competently assess whether the drugs excludes the client from treatment and if unable to do so, the Authorised User must request the client to provide medical confirmation as to their suitability for treatment. Records of the medical confirmation must be kept at the premises. If there is any doubt as to the client suitability for treatment, no treatment should be carried out.
 - c. Written consent for laser / IPL treatment must be obtained from the client after the client consultation has taken place and records of this maintained at the premises.
 - d. Laser / IPL treatment cannot be carried out on any person under the age of eighteen (18) years old even if the person is prepared to consent to treatment. Photo identification must be sought where there is doubt as to the persons' age and records maintained at the premises of any photo identification accepted.
- e. All clients must have the procedure clearly explained to them verbally prior to the treatment and be supplied with written information on the procedure.
 - f. Following the client consultation and consent procedures, a patch test must be carried out on the client at least at least 7 days before the laser ' IPL treatment can be carried out. Where the client is taking any medications / drugs or has been exposed to the sun, a longer period will be required before the treatment can be carried out and this time period should be assessed by a competent Authorised User.
 - g. Treatment records for each client must be maintained at the premises. Records should include the following details:
 - Name and personal details of client;
 - Date and time of each treatment including patch test;
 - Name and signature of the laser / IPL operator for each treatment session;
 - The treatment parameters;
 - Any accidents or adverse effects;

This is not an exhaustive list and records should reflect all relevant information.
 - h. The laser / IPL equipment must satisfactorily tested as per the Manufacturer's Operating Instructions prior to each use.
 - i. Persons present in the Controlled Area during treatment should be minimal, ideally only the laser / IPL operator and the client.
 - j. All jewellery to be removed from the Controlled Area prior to treatment.
 - k. A suitable door locking mechanism to be installed on each entrance to the Controlled Area to prevent casual opening of doors and allow the laser / IPL to be operated interrupted.
 - l. Suitable protective eyewear must be worn by all persons present in the Controlled Area during the laser / IPL treatment including the operator and the client. Protective eyewear must be in good working condition and clearly marked indicating whether they are suitable for use with a laser or IPL and for which wavelength range. The wavelength range must correspond to the wavelength range for the particular device (laser or IPL) being used. Eyewear must comply with the Personal Protective Equipment Regulations and relevant British Standards. All eyewear should be routinely checked for signs of wear

and tear, especially any damage that may have occurred to the filters or frames. Any protective eyewear that shows signs of degradation should be immediately removed, and replaced or repaired where appropriate.

- m. Clients should be made aware of the likely after effects of the laser / IPL treatment and suitable after care advice must be provided to the client

END