

Agenda item:

[No.]

GENERAL PURPOSES COMMITTEE

On 23rd SEPTEMBER 2010

Report Title. **London Local Authorities Act 1991 – Revision to Codes of Practice for Special Treatment**

Report of **Niall Bolger – Director of Urban Environment**

Signed :

Contact Officer : Robin Payne – Head of Enforcement Services

Wards(s) affected: **All**

Report for: Non Key Decision

1. Purpose of the report

- 1.1. To consider updated and revised codes of practice for special treatments licences. To assign conditions to laser treatments offered in salons which is being devolved to the local authorities to enforce from the 1st October 2010. This function was previously provided by the Care Standard Commission.
- 1.1. To propose the introduction of a registration scheme for beauty therapists working in the Borough.

2. State link(s) with Council Plan Priorities and actions and /or other Strategies:

- 2.1. Children and Young People
- 2.2. Health and Safety .

3. Recommendations

- 3.1. Members are asked to:

Note the new conditions and recommend the committee resolves to prescribe the new conditions and regulations (in the case of laser treatments)

- 3.2. Agree to the introduction of a registration scheme for all beauty therapists working in the Borough.
- 3.3. Agree changes in the administration process which support local businesses , this includes:
 - A) simplifying the fees structure,

B) removal of requirement to place newspaper advert for new applications.

4. Summary

4.1. This report requests that Members approve the revised codes of practice/ conditions and the changes to the various categories of treatment as well as the introduction of the registration scheme. The Authority will also be responsible for laser treatments from October 2010 and we are needing to have conditions in place to reflect this.

5. Chief Financial Officer Comment

5.1. The costs of preparing this report and implementing the associated recommendations can be contained within existing budgets.

6. Head of Legal Services Comments

6.1 Premises providing special treatments must be licensed by the borough council (subject to limited exceptions). The council may grant such licences on such terms, conditions and restrictions as it may specify in the form of regulations. Licences may be valid for up to 18 months, however, the Council may prescribe a shorter period. Applicants must pay a reasonable fee as determined by the council. There is no mandatory requirement for the public advertisement of such an application. The functions relating to the making of regulations under the London Local Authorities Act 1991 fall within the remit of the General Purposes Committee".

7. Equalities &Community Cohesion Comments

7.1. We have seen an increase in the amount of nail salons, tattoo parlours and premises offering laser treatment it is important that we ensure that the standards of care are clearly defined and that we are encouraging best practices in the salons in the borough.

8. Service Financial Comments

8.1. The annual income from massage and special treatment premises is around £21K per year in the borough.

9. Local Government (Access to Information) Act 1985

- London Local Authorities Act 1991
- The Sunbeds (Regulations) Act 2010

10. Background

10.1. Summary of London Local Authorities Act 1991

10.2. Premises offering special treatment (including massage, manicures, sun beds, saunas, steam rooms, tattooing, acupuncture, electrolysis and piercing etc) are required to hold a licence.

10.3. The Council has the power to make rules and regulations relating to these

premises. Officers have reviewed the current rules and guidance notes issued as part of a Licence and consider them to be outdated. They have been in place since 1991 when the London Local Authorities Act was first adopted.

10.4. Officers have undertaken an extensive review of the application process, fees and licence conditions and recommend:

- a) A simplified application process.
- b) A simplified fee structure
- c) Revised licence conditions
- d) Introduction of a registration scheme for therapists

10.5. Application Process

Currently an application is advertised on the premises by way of a poster and or by way of a Public Notice placed in a local paper. These are the responsibility of the applicant. Officers undertake consultation with the Police. Experience has shown that for this type of licence application very few objections have ever been received from a newspaper advert. In light of this we propose to remove the requirement for an applicant to place a Public Notice of their application in a local paper saving businesses approx £300 when making an application for a new licence.

10.6. Simplified Fees Structure

Current fees for new licences are based on 4 different treatments categories. Each category relates to types of treatment and the amount for that group for a yearly licence.

Class 1 – which covers treatments for body massage, sauna etc carries a fee of £404.00 for the premises and an additional fee of £298.00 for any additional therapists required to be named on the licence.

Officers have reviewed the costs of administering the licensing system (applications / renewals and visits to inspect & investigate complaints) and propose from January 2011 that the treatments for cosmetic body piercing, tattooing and skin colouring and lasers be placed into Class 1 to reflect the fact that they are higher risk treatments.

To facilitate short term events where a licensable activity is offered we are introducing a Temporary licence costing £50 per month. As illustrated in Appendix A

10.7. Revised Licence Conditions

To ensure that these premises are providing the treatments safely and hygienically a set of licence conditions have been developed that reflect the changes in the beauty industry in the last 18 years.

The use of lasers in beauty salons for the removal of hair is a growing service and currently such treatment is regulated by the Care Quality Commission. As of 1st October 2010 this function will be taken on by the local authorities, as such we need to ensure we have conditions in place that can be applied to premises seeking to offer this type of treatment.

Rules relating to the application process are in Appendix B. A set of general conditions applicable to all premises has been developed (

Appendix C) with specific conditions for

- Massage (Appendix D)
- Nail treatments (Appendix E)
- Tanning and UV treatments (Appendix F)
- Tattooing (Appendix G)
- Ear and nose piercing (Appendix H)
- Body piercing (Appendix I)
- Electrolysis (Appendix J)
- Sauna and steam rooms (Appendix K)
- Spa and Jacuzzis (Appendix L)
- Laser /IPL (Appendix M)

10.8. Registration scheme for Therapists

Therapists are currently named in the application form for a licence and approved to operate under the licence but there is no easy way for customers or Licensing Officers to identify that an individual therapist is the one that has been approved.

Therapists are required to have suitable qualifications and the Councils Licensing Team undertakes checks on these. To ensure that all therapists are qualified it is proposed to introduce a Therapist Registration scheme as part of the licensing process.

Therapist will be expected to demonstrate competence through appropriate externally verified qualifications and or experience

Similar schemes have been adopted by a number of other London Boroughs, and mean that anyone who works in a beauty premises in the Borough will be approved and issued with a photo ID. They will be required to wear the Photo ID whilst working.

The cost of introducing the therapist registration scheme will be incorporated into the revised licence fee for the premises. There is no cost for the individual therapist.

The registration scheme has benefits for customers by providing a visual confirmation that the therapist is trained and approved and it is hoped that this will assist local businesses when employing therapists in the future that the.

It is proposed that the new codes of practice and the therapist registration scheme will be introduced over a period of 24 months commencing January 2011

Appendix A

Special Treatment Licence Fees – CURRENT FEES

Class	Applicants fee £	Fee for each additional person authorised to give treatment £
<u>Class 1</u> Body Massage, Aromatherapy, Steam Bath, Steam Chamber, Jacuzzi, Spar Bath, Sauna, Shiatsu, Lasers Tattooing, Skin colouring, Cosmetic Body Piercing	404	298
<u>Class 2</u> Infra Red, Sun Beds, , Faradic, Galvanic, Sarogenics, Cathiodermy, Acupressure, Thread Vein Treatment, Spider Veins, Sclerotherapy, Vacuum Suction, Liposuction, Ultra High Frequency, Mole Removal, Eyebrow Plucking, Eyebrow Tinting, Eyebrow Curling, Eyelash Tinting, Eyelash Curling, Waxing, Sugaring, Tony Beds, Facials, Fruit Juice Treatment, Make Up, Bleaching, Floatation, Reflexology, Wrapping/Envelopment, Collagen Implant, Moxibustion, Osteopathy, Chiropractice	290	76
<u>Class 3</u> , Electro Acupuncture, Electrolysis, Trichology, ,	171	73
<u>Class 4</u> Ear piercing, Nose Piercing, Manicure, Pedicure, Nail Extension	104	58

- NB 1.** The maximum basic applicant's fee will be **£404** in establishments that require two or more Classes of treatment. The fee for a Variation of Licence will be the same as the additional payment per person for the Class concerned (**£298, £76, £73 or £58**), unless it relates to Class 4 variation to Class 1, 2 or 3 when it will be **£120**.

London Borough Haringey Special Treatment Regulations that apply to all premises

Appendix B

The Law

London Local Authorities Act 1991, as amended by the London Local Authorities Act 2000

Regulations made by the London Borough of Haringey under Section 10(1) of the London Local Authorities Act 1991, prescribe standard conditions applicable to all Special Treatment premises located in the London Borough of Haringey. Effective from 1st January 2011

Definitions

1. 'Approval of the Council' or 'Consent of the Council' means the approval or consent of the council as licensing authority in writing. "Approved", "Accepted", "Permitted", means approved, accepted or permitted by the Council in writing or electronic form
2. "Council" means London Borough of Haringey as the appropriate licensing authority
3. 'Establishment for Special Treatment' has the meaning set out in section 4 of the London Local Authorities Act 1991 (as amended)
4. 'Licence' means a Special Treatment Licence granted under section 6 of the London Local Authorities Act 1991 (as amended)
5. 'Officer' means any person authorised by the Borough Council in writing. (This may include Officers of the London Fire and Civil Defence Authority)
6. 'Premises' means any premise within the Councils area licensable for special treatments and includes all installations, fittings and other items connected with the business.
7. 'The Act' means the London Local Authorities Act 1991 (as amended).
8. The Licensing of a premises for special treatment relates only to the provisions under the London Local Authorities Act (as amended) It does not convey any approval or consent which may be required under any other legislation , byelaw, order or regulation.

Modification of regulations

1. These Regulations may be dispensed with or modified by the Council at its discretion
2. Where in these Regulations there is any reference to the consent of the Council being required, such consent may be subject to specific conditions or restrictions.
3. If the Licensee wishes any of the terms of the licence to be varied an application must be made to the Council and if the Council requires, the application must be advertised.
4. In the event of any conflict between the Regulations and the conditions contained in the Licence, the conditions in the licence take precedence.

Standard Conditions

In addition to these regulations standard licensing conditions have been approved for the following treatments and should be read in conjunction with this document.

1. Massage and Reflexology
2. Body Piercing
- 3 Ear and Nose piercing
4. Nail Treatments
5. Tooting
- 6 Tanning and UV treatments.
- 7 Sauna and Steam rooms
- 8 Spa and Jacuzzis

General licence conditions for all licensed premises

TERMS OF LICENCE

Licences are granted for a term of twelve months.

DISPLAYING THE LICENCE

The Licence shall be displayed in a prominent position within the licensed premises at all times.

OPENING TIMES

The opening and closing times shall be clearly displayed in a prominent position within the premises to which the public have access.

If the premises are closed for business then a sign to that effect must be clearly visible on it.

PRICE LIST/TARIFF

A price list of all the treatments offered, including VAT must be displayed in a prominent position within the premises. This price list must be available to an authorised officer, on request.

PLANNING CONSENT

All applicants must contact the Council's Planning department to check whether planning permission is required. The issue of a special treatment licence does not indicate that planning consent has been granted by the Council for the premises to be used for such treatments. It is the applicant's responsibility to obtain planning consent separately. The Licensing Department of the Council will notify its Planning Department of any application for a special treatment licence that it has received.

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 makes an application for transfer to the Council.

(b). The licence is only valid in respect of the premises named on the licence. The licence cannot be transferred by the licence holder to any other premises.

(c). The establishment specified in the licence may only carry out treatments that are specified on the licence unless a licence to vary to made to the Council.

CRIMINAL HISTORY

(b) You have a duty to inform the council of any criminal convictions obtained during the licensing period.

INSURANCE

(a). The licensee shall arrange for suitable Employer's Liability, Public Liability and Professional Indemnity insurance covering the range of special treatments offered.

(b). the appropriate insurances must be kept on the premises and be available for inspection by visiting officers.

PERSON IN CHARGE OF LICENSED PREMISES

(a) The licence holder or some responsible person nominated by them, shall be in charge and on the premises for the whole time that it is open for business to the public. This nomination shall be in writing and available for inspection by an authorised Officer of the Council at any reasonable time.

(b) The person in charge must be familiar with these regulations and a copy of them must be kept on the premises.

PERSONS ADMINISTERING TREATMENT

Only therapists approved by the London Borough of Haringey shall provide treatments. All therapists must wear a photographic ID badge issued by the London Borough of Haringey whilst working on the licensed premises in the Borough and have the certificate that is issued with the badge available at all times for inspection by an authorised officer of the Council.

LICENCE CHANGES

(a) Only treatments which are specified on the licence may be provided. If any alteration is required an application to vary the items, conditions or restrictions to the terms must be made to the Council and accompanied by the appropriate fee.

Amendments to a licence will include additional treatments offered and alterations to the internal layout/structure of the premises or change of premises.

structural alterations must be accompanied by an updated plan of the premises.

(b). The licensee shall notify the Council in writing of any change in the name or private address of the licensee(s) or any other particulars of the company

(c). Any company (within the meaning of the Companies Act 2006) shall at once notify the council in writing of any changes to the registered companies address or acquisition.

d). Proposed changes in the name or title 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.

(e). Application for transfer of the licence holder must be made to the Council accompanied by the appropriate fee.

(f). The Licensee shall, on ceasing to carry on the business of special treatments, notify the Council, in writing within 7 days.

RENEWAL OF THE LICENCE

Application for renewal shall be made to the Council at least two months prior to the expiry date of the current licence. This must include the appropriate fee.

NOTICES AND ADVERTISEMENTS

(a). All notices and advertisements issued by or on behalf of the establishment shall bear the trade name, style or title specified in the licence.

(b). The licensee shall not advertise in a public convenience

(c). The licensee shall not publish or allow to be published on their behalf any advertising in words or pictures in publications of an erotic nature, or in any publication or other media which in themselves suggest that there is an erotic element in any treatment provided.

(d) No poster, sketch, painting or any form of advertisement or display shall be displayed outside or within the premises if the Council regards it as unsuitable for exhibition to the public. If the licensee is notified in writing that the Council objects under this rule to any of items listed above, then the items must be removed from the premises or outside

the premises.

ADMISSION OF COUNCIL OFFICERS

Authorised Officers of the Council may, shall be admitted to the premises at all reasonable times. This includes Officers of the London Fire and Emergency and the Planning Authority (Section 15(1) London Local Authorities Act 1991 and the Police.

CONTROL OF WASTE

GENERAL WASTE

- (a). Waste and other refuse must not be allowed to accumulate in the premises, except so far as is unavoidable for the proper functioning of the business.
- (b). Adequate provision must be made for the removal and storage of waste and other refuse.
- (c). Closable containers must be provided for this purpose, which are appropriately constructed, kept in sound condition, and where necessary easy to clean and disinfect

CONTROLLED WASTE/CLINICAL WASTE

- (a) Controlled waste must be disposed of appropriately & not placed within the ordinary refuse.
- (b) Licensees must ensure that risks from it are properly controlled by developing suitable systems of handling, storage and disposal of controlled waste.

STRUCTURE AND CLEANLINESS

- (a). All internal walls, doors, windows, partitions, floors and floor coverings, ceilings, heating lighting and ventilation, in any part of the premises used by the client and operator must be able to be kept clean and be maintained in good repair and condition.
- (b) All hand wash stations and shower facilities must be provided with materials for hygienic washing and drying.
- (c) Animals are prohibited in the treatment rooms

CLEANLINESS OF FURNITURE AND FITTINGS

- (a) All furniture and fittings in the treatment area shall be kept clean and in such good repair as to enable them to be cleaned effectively.
- (b) All tables, couches and seats used by clients in the treatment area and any surface on which equipment is placed immediately prior to treatment shall have a smooth impervious surface that is wiped down regularly with a suitable disinfectant.
- (c) Where tables or couches are used, they shall be covered by a disposable paper sheet /towel or similar which shall be changed for each client

CLEANLINESS OF EQUIPMENT

- (a) A documented cleaning schedule shall be provided by the licensee and retained at the premises for inspection
- (b) Where necessary, adequate facilities must be provided for the
 - i) cleaning, disinfecting and sterilization of work tools, equipment, protective clothing, gowns, towels etc.
 - ii) Adequate storage for all items must be provided so as to avoid, as far as possible the risk of contamination.
- (c). Before use in connection with treatment, any gown, wrap or other protective clothing, paper or other covering, towel, cloth or other such articles used in the treatment:
 - i) Is clean and in good repair, and, so far as is appropriate, is Sterile;
 - ii) Has not previously been used in connection with any other client unless it consists of a material which can be and has been adequately cleaned and, so far as is appropriate, sterilized.
- (d). A licensee shall ensure that any needle, metal instrument, or other item of equipment used in treatment or for handling instruments and needles used in treatment so far as is appropriate, is in a sterile condition and kept sterile until it is used.

ELECTRICAL SAFETY

(a) The electrical installation for the premises shall be inspected, tested and maintained in accordance with the British Standard 7671. A Periodic Inspection Report shall be obtained from a "competent person" at the appropriate intervals (e.g. up to a maximum of five years or a shorter period as specified on the Report) and submitted to the Council.

(b) The inspection certificate shall be signed by a person who shall be one of the following: - (i) a professionally qualified Electrical Engineer;

(ii) a member of the Electrical Contractors' Association;

(iii) an approved contractor of the National Inspection Council for Electrical Installation Contracting, or

(iv) a qualified person acting on behalf of one of the above (in which event it shall be stated for whom he/she is acting).

ELECTRICAL APPLIANCES

(a) An inspection and test shall be carried out on all portable electrical appliances within the premises in order to comply with the Electricity at Work Regulations 1989. The inspection shall also include fixed appliances used for treatment of the public. The tests shall ensure that the electrical appliances comply with these Regulations and the relevant parts of British Standard 7671.

(b) A certificate shall be submitted to the Council at the time of application (i.e. at 12 monthly intervals) by a competent person described under the **Electrical Safety section**.

GAS APPLIANCES

(a). All gas appliances and installations at the premises shall be inspected for safety at intervals not exceeding 12 months by a Gørgi registered Gas Safe engineer.

(b). The inspection certificate shall be kept at the premises and made available for inspecting officers of the council.

PRESSURE SYSTEMS

Any equipment operating under pressure shall be inspected for safety by a competent person. All pressure systems shall be operated in accordance with the current version of the Pressure Systems (Safety) Regulations 2000.

FIRE SAFETY

The establishment must comply with any requirements of the Council or Fire Authority in respect of fire, including proper means of escape in case of fire and fire-fighting equipment. A fire risk assessment must be carried out in accordance with the Regulatory Reform (Fire Safety) order 2005.

The means of escape in case of fire shall be maintained and free from obstruction at all times when the public or staff are present on the premises.

WC FACILITIES

The Licensee shall ensure that there are adequate WC facilities for both staff and public and they must be

(a) maintained in good order and kept clean.

(b) Each WC has easy access to washing facilities with the provision of hot and cold running water, soap and towels.

(c) There must be an intervening ventilated space between WCs and treatment rooms

WASH BASINS

(a). An adequate number of wash-hand basins must be available and suitably located in every treatment room or adjoining room and toilet facility.

(b). Wash-hand basins must be properly drained and provided with hot and cold mains water. Soap and towel

SINKS

Provision for the cleaning of equipment must be made where necessary separate to the requirement for wash-hand basins.

SHOWERS

In premises providing body treatments involving the application of heat by saunas, solarium, steam bath or other baths suitable and sufficient showering facilities shall be provided (or appropriately mixed) running water

VENTILATION

There must be suitable and sufficient means of natural or mechanical ventilation in each treatment room, and wherever practicable this should be direct to the external air.

The ventilation system must be constructed to enable all parts requiring cleaning, or replacement to be readily accessible.

Extract units must be positioned so as not to cause noise or other nuisance to neighbouring properties.

LIGHTING

Lighting must be suitable and sufficient to ensure safe operation of the premises.

HEATING

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

INFECTION CONTROL

(a) Procedures for the decontamination, disinfection and sterilisation of equipment shall be provided at the premises where necessary

(b) Glass bead sterilisers; UV light boxes; hot air ovens and water boilers **must not** be used for sterilisation purposes

(c) Autoclaves must be used for sterilisation where necessary. This must be strictly in accordance with manufacturers instruction and with the current version of Medical Devices Agency MDA DB2002 (6) MDA DB9804. Checking and maintenance in accordance with HTM 2010.

PERSONAL HYGIENE

(a) Any person carrying out a treatment must ensure that: -

i) His/her hands are kept clean and washed immediately prior to carrying out any treatment

ii) Maintain a high degree of personal cleanliness and shall wear suitable, clean and appropriate protective clothing.

iii) No person shall be permitted to administer treatments while afflicted by either a known or suspected ailment, or being a carrier of a disease likely to be transmitted during treatment

iv) Any open sores, cuts boils or other open wounds on the practitioners must be effectively covered with a waterproof impermeable dressing.)

v) He/she does not smoke or consume food or drink during the course of the treatment

PRIVACY OF CLIENTS

Separate male and female changing facilities shall be provided where both sexes are treated.

CONDUCT OF PERSONS AT PREMISES

All persons concerned in the conduct of the premises used for special treatments must be regarded as fit and proper persons to hold such a licence. In respect of this, the licensee must:

- i) Ensure that no indecent and/or sexual acts are carried out at the premises;
- ii) Exclude any persons who have committed such an act on the premises;
- iii) Ensure all therapists in the premises are decently attired;
- iv) Ensure that no persons under the influence of drink or drugs are allowed on the premises.
- v) 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.
- vi) The licensee shall not cause to be published any advertising in words or pictures suggesting that there is an erotic element in the treatment provided.
- vii) Unless prior written consent from the Council has been given, the licence holder shall not employ anyone to be involved in, or have an interest in, the running of the business:

a) Whose licence has been revoked, or to whom a licence has been refused on the grounds that such a person is unsuitable to hold a special treatments licence;

b) Who has had an application for a licence under other legislation concerning treatment of the public refused or revoked;

c) Who is not a fit and proper person.

RECORD KEEPING

Client records

A licensee shall keep client records obtained by means of a client consultation before each treatment and the following details recorded.

- i) Name and address of all persons receiving treatments,
- ii) The type of treatment given
- iii) The name of the person giving the treatment
- iv) Date the treatment was given
- v) Assessment of any contra-indications
- vi) Informed consent of the client

Aftercare Advice

Suitable and sufficient, written and/or verbal aftercare advice must be given to all clients for all treatments administered.

General record keeping

Records must be kept on the premises and available for inspection for two years. A record of consigned controlled waste shall be retained at the premises

STANDARD CONDITIONS MESSAGE AND REFLEXOLOGY

1.0 Definitions

1.1 Massage:

To manually manipulate (someone's body), usually for medicinal or relaxation purposes.

1.2 Types of massage:

Swedish massage (occasionally referred to as traditional massage)

Sports Massage

Aromatherapy Massage

Beauty Massage

Indian Head Massage

Shiatsu Massage

Rolfing

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

2.0 Client consultation

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

This is to include the following:

Medical history

Does the client have:

- Eczema
- Psoriasis
- Haemophilia
- Heat disorders/disorders
- High/low blood pressure
- Epilepsy
- Diabetes
- Allergies

Is the client:

- Taking medication or blood thinning agents
- Breast feeding
- Pregnant

Where any of the above conditions exist, written consent from the clients GP must be given before any electrolysis is carried out

2.2 Area to be treated

2.3 Treatment plan

2.4 Date of treatment

2.5 Date of birth of the client

2.6 Proof if ID shown where necessary

2.7 Explanation of the procedure involved

2.8 Record that aftercare advice/leaflet given

2.9 Name of therapist who carried out the treatment

2.10 This record should be signed by the client or parent/guardian where under 16 as a declaration of agreement to treatment having understood all the associated risks.

3.0 Infection control

3.1 Hands must be washed immediately prior to and after treatment

3.2 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.

3.3 Couch roll should be changed between clients

4.0 Age

Anyone under the age of 16 must be accompanied by a parent or guardian and the client record signed by the parent/guardian..

5.0 Challenge 25 Policy

Any person wishing to be massaged will need to provide proof of their age if they look under 25.

Licensees must advertise this policy so that all clients are aware that they may be challenged about their age if they look under 25.

Where a challenge is made, it must be recorded and proof of age also noted on the client record card.

6.0 Training

Only therapists approved and registered by the London Borough of Haringey can undertake massage and reflexology.

7.0 Information and Record keeping

7.1 Records kept must include steps taken to verify the age of the client. E.g. photocopy of proof of age where appropriate

7.2 All records must be held on the premises for a period of two year and be available for inspection by an authorised officer.

STANDARD LICENSING CONDITIONS NAIL TREATMENTS

1.0 Definitions

1.1 Nail Treatments

Defined as any, or all, of the following: manicure, pedicure, nail extensions or artificial nails of any kind. Any treatment of the hands, feet, finger nails or toenails which may include scrubbing, massage, cutting, filing, varnishing and cuticle removal.

For the purposes of this COP nail treatments do not include any form of Chiropody carried out by a Chiropodist.

2.0 Chemical usage

2.1 All substances held on the premises and used in the special treatments must be held in properly labelled containers.

2.2 The use of products containing Methyl methacrylate (MMA) is prohibited.

3.0 Electric drills/files

3.1 The use of electric drills/files on a client's natural nail is prohibited.

3.2 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.

3.3 Only persons with specific training in the use of electric drills/files, and who are competent in their use, are permitted to use them.

4.0 Client consultation

4.1 A full client consultation must be carried out at the time of a first visit. This should establish any contra-indications to treatment and include a medical history and an assessment of the condition of the hands and nails or feet and toe nails as appropriate. Any reactions to treatment and advice should be noted. A record of subsequent treatments must be kept.

4.2 Aftercare/homecare advice appropriate to treatment must be given.

4.3 Consultation records must be held at the premises for two years and available for inspection by an authorised officer; copies of aftercare advice must be available for inspection.

5.0 Infection control

5.1 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. The equipment must be dried and sterilized. Best practice is to sterilise equipment in an autoclave. Where an autoclave is not available chemical sterilisation (but glutaldehyde is banned) is acceptable, this must be carried out in accordance with the manufacturers instructions with regard to dilution of any solution and contact time. The equipment should be stored in a clean dry airtight container until use. Any equipment that cannot be either sterilised or disinfected is considered single use and must be disposed of after each client. Used equipment must be stored separate to clean sterilised equipment.

5.2 All work surfaces must be cleaned after each client with a suitable general purpose detergent or disinfectant.

5.3 Towels or couch roll must be changed between clients.

5.4 Nail technicians must wash their hands thoroughly before each client is treated and

must either sanitise the clients hands prior to treatment with a suitable skin sanitising product or request them to wash their hands/feet.

6.0 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 manufacturers instructions.

7.0 Qualifications

Only therapists approved and registered by the London Borough of Haringey can undertake nail treatments.

8.0 Age

No one under the age of 16 will be permitted to have nail treatments without a parent or guardian being present and signing the consent form.

9.0 Challenge 25 Policy

Any person wishing to be massaged will need to provide proof of their age if they look under 25.

Licensees must advertise this policy so that all clients are aware that they may be challenged about their age if they look under 25.

Where a challenge is made, it must be recorded and proof age also noted on the client record card.

STANDARD CONDITION FOR TANNING/UV LIGHT TREATMENTS

1.0 Definitions

1.1 Ultra Violet Light

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

1.2 Sun Tanning Equipment

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

1.3 Tanning accelerants and or amplifiers

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

1.4 Remote facilities

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

2.0. Qualifications

Only Therapists approved and registered by the London Borough Haringey can operate a tanning salon

3.0 Health and Safety Procedures

3.1 Sun tanning equipment must be in a separate room or area so that the light emitting from it does not shine into any other part of the establishment exposing staff or other clients to radiation.

3.2 Adequate Ventilation must be provided to treatment rooms and cubicles.

3.3 Shower or sink facilities must be available to allow the client to wash off any skin creams and make-up

3.4 An automatic timer must be fitted to the equipment so that the user is unable to increase the time spent using the tanning equipment.

3.5 An emergency device must be fitted within easy reach of a person using the equipment. This device will switch off the Ultra Violet lamps and audibly summon assistance .

3.6 The electrical safety, including the adequate earthing and insulation of all equipment, should be examined annually 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. In accordance with the latest Institute of electrical Engineers (IEE) requirements.

3.7 Suitable goggles for the protection of the eyes of users of the equipment must be provided

3.8 Fans must be adequately guarded.

3.9 A notice providing accurate information on the health risks from exposure to Ultra Violet light must be clearly displayed near each sunbed. (obtained from *the Health & Safety Executive document IND (G) 209 and also by ISRM*).

4.0 Client Consultation Procedures

4.1 All clients must fill out a consultation card prior to first sunbed use and any contra-indications identified. Clients whose skin is prone to UV damage must be advised not to use tanning equipment

4.2 No one under the age of 16 to use the equipment.

4.3 Client record cards must be kept detailing each and every sunbed session including duration of session.

4.4 Consultation records must be held at the premises for a period of two years and be available for inspection by an authorised officer.

5.0 Challenge 25

Any person wishing to use the sunbeds will need to provide proof of their age if they look under 25.

Licensees must advertise this policy so that all clients are aware that they may be challenged about their age if they look under 25.

Where a challenge is made, it must be recorded and proof age also noted on the client record card.

6.0 Tanning Accelerators

6.1 Licence holders must hold product information for any tanning accelerators they sell.

6.2 Tanning accelerators must comply with the Cosmetic Products (Safety) Regulations 1996

7.0 Control of Infection

7.1 The surface of the sunbed must be disinfected after each use in accordance with manufacturers instructions and with cleaning materials specified by the manufacturer.

7.2 All goggles must be disinfected between clients or single use disposable goggles provided.

7.0 Record Keeping

7.1 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. Tubes must be replaced at intervals recommended by the manufacturer, together with the Ultra Violet transmitting plastic sheet if fitted. Replacement tubes shall be compatible with those supplied by the manufacturer.

STANDARD CONDITIONS TATTOOING AND MICROPIGMENTATION

1.0 Definitions

1.1 Tattooing

Is the process of permanently marking the skin by inserting ink into the lower layers of skin with a needle.

For the purposes of these conditions tattooing will include micro pigmentation also known as “semi permanent make-up”.

2.0 Client consultation

2.1 A full client consultation must be carried out at the time of a first visit. This is to include the following:

Medical history.

Does the client have:

- Eczema
- Psoriasis
- Haemophilia
- High/low blood pressure
- Epilepsy
- Diabetes
- Allergies

Is the client:

- Taking medication or blood thinning agents
- Breast feeding
- Pregnant

Where any of the above conditions exist, written consent from the clients GP must be given before any tattooing is carried out.

2.2 Area to be tattooed

2.3 Treatment plan

2.4 Date of tattoo and dates of subsequent visits to complete a tattoo

2.5 Date of birth of the client

2.6 Proof of ID shown where necessary

2.7 Explanation of the procedure involved

2.8 Record that aftercare advice/leaflet given

2.9 Name of tattooist who carried out the treatment

2.10 This record should be signed by the client as a declaration of agreement to treatment having understood all the associated risks.

2.11 Consultation records must be available for inspection by an authorised officer..

3.0 Standard Infection control Procedures

3.1 Staff and client health

- All tattooists must be vaccinated against Hepatitis B and proof must be made available to an authorised officer.
- Tattooing must not be carried out on or within 10cms of an infected area of skin, a rash, cut or other wound

3.2 Blood Spillage

There must be a written procedure for dealing with blood spillages. All staff must be made aware of the procedure

3.3 Sharps Injury

There must be a written procedure for dealing with needle/ sharps injuries. All staff must be made aware of the procedure.

3.4 Protective clothing

- All staff should wear protective clothing when tattooing.
- Single use disposable plastic aprons should be worn for each client.
- Tattooists should wear disposable single use vinyl or latex gloves whilst carrying out the treatment. This should be replaced for each client.

4.0 Qualifications

Only Tattooists approved and registered by the London Borough of Haringey can undertake tattooing.

5.0 Cleaning and Sterilising of Equipment

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

- All surfaces that come into contact with staff equipment or clients must be disinfected daily.
- All needles must be single use and disposable...
- Any surfaces used during treatments must be disinfected prior to use.
- Any treatment chair/ couches must be disinfected after each client.
- Any equipment that has been contaminated with blood however small must be cleaned and sterilized.

6.0 Aftercare

6.1 Clients should be given verbal and written after care advice. This should also include advice of any possible complications.

7.0 Age

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

8.0 Challenge25

Any person wishing to be tattooed will need to provide proof of their age if they look under 25.

Licensees must advertise this policy so that all clients are aware that they may be challenged about their age if they look under 25.

Where a challenge is made, it must be recorded and proof age also noted on the client record card.

9.0 Use of Anaesthetics

Only operators who have attended an appropriate course on use of topical anaesthetics will be permitted to use them. The use of anaesthetic injections are not permitted.

STANDARD CONDITIONS EAR AND NOSE PIERCING

1.0 Definitions

1.1 Ear piercing

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

1.2 Nose piercing

Refers to the piercing of the nasal cavity walls only.

1.3 Nose piercing gun

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

1.4 Ear piercing gun

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

2.0 Client consultation

2.1 Does the client have

- Eczema
- Psoriasis
- Haemophilia
- High/low blood pressure
- Epilepsy
- Diabetes
- Allergies

Is the client:

- Taking medication or blood thinning agents

Where any of the above conditions exist, written consent from the clients GP must be given before any piercing is carried out.

2.3 Area to be pierced

2.4 Treatment plan

2.5 Date of piercing

2.6 Date of birth of the client

2.7 Proof and type of ID shown if client looks under 25

Where client is under 16 provide proof that parent/ guardian was present at the time of the piercing.

2.8 Record that aftercare advice/leaflet given

2.9 Name of piercer who carried out the treatment

This record should be signed by either the client/parent/guardian as a declaration of agreement to treatment having understood all the associated risks.

3.0 Infection control

3.1 All piercers must wear disposable gloves and they should be disposed of after each client.

3.2 All work surfaces must be cleaned and disinfected after each client.

3.3 The client's skin must be cleaned prior to piercing using a solution containing alcohol or wipes.

3.4 Only pre-sterilised single use studs from undamaged packaging may be used.

3.5 Studs must be opened immediately prior to use in front of the client.

3.6 There must be a written procedure for dealing with blood spillages . All staff must be made aware of this procedure.

3.7 There must be a written procedure for dealing with needle/ sharps injuries. All staff must be made aware of the procedure.

4.0 Training

Only piercers approved and registered by the London Borough Haringey may carry out ear and nose piercing.

5.0 Cleaning and Sterilising of Equipment

5.1 All surfaces that come into contact with staff equipment or clients must be disinfected daily.

5.2 Any surfaces used during treatments must be disinfected prior to use.

5.3 Any equipment that has been contaminated with blood however small must be cleaned and sterilized.

6.0 Aftercare

6.1 Clients should be given verbal and written after care advice. This should also include advice of any possible complications.

7.0 Age

7.1 Anyone under the age of 16 who wants their ear or nose pierced must be accompanied by a parent or guardian who must sign the appropriate consent forms.

8.0 Challenge 25 Policy

Any person wishing to have a piercing will need to provide proof of their age if they look under 25.

Licensees must advertise this policy so that all clients are aware that they may be challenged about their age if they look under 25.

Acceptable forms of ID are photo card driving licence, passport or the PASS hologram proof of age card.

Where a challenge is made, it must be recorded and proof age also noted on the client record card.

9.0 Use of Anaesthetics

Only operators who have attended an appropriate course on use of topical anaesthetics will be permitted to use them. The use of anaesthetic injections are not permitted.

10.0 Jewellery

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

10.2 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.

STANDARD CONDITIONS BODY PIERCING

1.0 Definitions

1.1 Body Piercing

For the purposes of these conditions, body piercing is when a hole is made through the skin, and a piece of jewellery is put into the hole. These conditions do not include ear or nose piercing as they are covered by other conditions

2.0 Qualifications

Body piercing may only be provided by persons, approved, registered and badged by the London Borough of Haringey.

3.0 Client consultation

3.1 A full client consultation must be carried out at the time of a first visit. Does the client have:

- Eczema
- Psoriasis
- Haemophilia
- High/low blood pressure
- Epilepsy
- Diabetes
- Allergies

Is the client:

- Taking medication or blood thinning agents

Where any of the above conditions exist, written consent from the clients GP must be given before any piercing is carried out.

3.2 Area to be pierced

3.3 Treatment plan

3.4 Date of piercing

3.5 Date of birth of the client

3.6 Proof and type of ID shown if client looks under 25

3.7 Record that aftercare advice/leaflet given

3.8 Name of piercer who carried out the treatment

3.9 This record should be signed by either the client/parent/guardian as a declaration of agreement to treatment having understood all the associated risks.

4.0 Standard infection control procedures

4.1 All piercers must be vaccinated against Hepatitis B. Proof must be available to an Authorised Officer on request.

4.2 There must be a written procedure for dealing with blood spillages . All staff must be made aware of this procedure.

4.3 Sharps Injury There must be a written procedure for dealing with needle/

sharps injuries. All staff must be made aware of the procedure.

4.4 All staff should wear protective clothing when piercing.

4.5 Single use disposable plastic aprons should be worn for each client.

4.6 Piercers should wear disposable single use vinyl or latex gloves whilst carrying out the treatment. This should be replaced for each client.

5.0 Cleaning and Sterilising of Equipment

5.1 All surfaces that come into contact with staff equipment or clients must be disinfected daily.

5.2 All needles must be single use and disposable..

5.3 Any surfaces used during treatments must be disinfected prior to use.

5.4 Any treatment chair/ couches must be disinfected after each client.

5.5 Any equipment that has been contaminated with blood however small must be cleaned and sterilized.

6.0 Aftercare

6.1 Clients should be given verbal and written after care advice. This should also include advice of any possible complications.

7.0 Age

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

7.2 Anyone under the age of 16 who wants ear, nose, lip, eyebrow or naval must be accompanied by a parent or guardian who must sign the appropriate consent forms.

7.3 Person's aged between 16 and 18 must provide identification which includes a photograph and date of birth. E.g. Passport or driving licence

8.0 Challenge 25 Policy

Any person wishing to be massaged will need to provide proof of their age if they look under 25.

Licensees must advertise this policy so that all clients are aware that they may be challenged about their age if they look under 25.

Acceptable forms of ID are photo card driving licence, passport or the PASS hologram proof of age card.

Where a challenge is made, it must be recorded and proof age also noted on the client record card.

9.0 Use of Anaesthetics

Only operators who have attended an appropriate course on use of topical anaesthetics will be permitted to use them. The use of anaesthetic injections are not permitted.

1.0 Jewellery

10.1 All jewellery which may come into contact with broken skin or mucosa membranes must be sterile Only operators who have attended an appropriate course on use of topical anaesthetics will be permitted to use them. The use of anaesthetic injections are not permitted.

10.2 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.

STANDARD CONDITIONS ELECTROLYSIS / ELECTRICAL EPILATION

1.0 Definitions

Electrolysis or Electrical Epilation

For the purposes of these standard conditions, 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. **(Refer to specific guidelines for lasers below)**

2.0 Client consultation

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

This is to include the following:

Medical history.

Does the client have

- Eczema
- Psoriasis
- Haemophilia
- Heat disorders/disorders
- High/low blood pressure
- Epilepsy
- Diabetes
- Allergies

Is the client:

- Taking medication or blood thinning agents
- Breast feeding
- Pregnant

Where any of the above conditions exist, written consent from the clients GP must be given before any electrolysis is carried out

2.2 Area to be treated

- 2.3 Treatment plan
- 2.4 Date of treatment
- 2.5 Date of birth of the client
- 2.6 Proof if ID shown where necessary
- 2.7 Explanation of the procedure involved
- 2.8 Record that aftercare advice/leaflet given
- 2.9 Name of therapist who carried out the treatment
- 2.10 This record should be signed by the client or parent/guardian as a declaration of agreement to treatment having understood all the associated risks.
- 2.11 Consultation records must be available for inspection by an authorised officer.
- 2.12 A record of subsequent treatments must be kept

3.0 Age

Anyone under the age of 16 must be accompanied by a parent or guardian. The parent/guardian must sign a consent form at the time of the treatment.

4.0 Challenge 25 Policy

Any person wishing to receive electrolysis will need to provide proof of their age if they look under 25.

Licencees must advertise this policy so that all clients are aware that they may be challenged about their age if they look under 25.

Acceptable forms of ID are photo card driving licence, passport or the PASS hologram proof of age card.

5.0 Standard infection control Procedures

5.1 Staff and client health

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

5.2 Blood Spillage

There must be a written procedure for dealing with blood spillages.
All staff must be made aware of the procedure

5.3 Sharps Injury

There must be a written procedure for dealing with needle/ sharps injuries.
All staff must be made aware of the procedure.

5.4 Protective clothing

- All staff should wear protective clothing when carrying out the treatment.
- Single use disposable plastic aprons should be worn for each client.
- Therapists should wear disposable single use vinyl or latex gloves whilst carrying out the treatment. This should be replaced for each client.

6.0 Qualifications

Only therapists approved and registered by the London Borough of Haringey can undertake electrolysis and advanced electrolysis.

7.0 Aftercare

5.1 Clients should be given verbal and/or written after care advice

5.2 This should also include advice of any possible complications.

8.0 Information and Record keeping

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

9.0 Use of Anaesthetics

Only therapists who have attended an appropriate course on use of topical anaesthetics will be permitted to use them. The use of anaesthetic injections are not permitted.

STANDARD LICENCE CONDITIONS SAUNA AND STEAM ROOMS

1.0 Definitions

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^oC to 100^oC 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^oC 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 .

2.0 Client consultation

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

This is to include the following:

Medical history

Does the client have:

- skin condition eg psoriasis/eczema
- High/low blood pressure
- Epilepsy
- Diabetes
- Allergies

Is the client:

- Taking medication or blood thinning agents
- Breast feeding
- Pregnant
- Suffer from heat disorders

Where any of the above conditions exist, written consent from the clients GP must be given before any electrolysis is carried out.

2.2 An explanation of the use of the sauna /steam room.

3.0 Cleaning disinfection and infection control

3.1 Cleaning

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.

4.0 Age

Only clients over the age of 16 are permitted to use a sauna/steam room.

5.0 Challenge 25 Policy

Any person wishing to be massaged will need to provide proof of their age if they look under 25.

Licensees must advertise this policy so that all clients are aware that they may be challenged about their age if they look under 25.

Acceptable forms of ID are photo card driving licence, passport or the PASS hologram proof of age card.

5.0 Qualifications

Only Therapists approved and registered by the London Borough Haringey can operate /be in control of a sauna and steam room.

6.0 Record Keeping.

All records must be kept and made available to an authorised officer.

STANDARD CONDITIONS FOR SPA POOLS AND JACUZZIS

1.0 Definitions

1.1 Spa Pool and Jacuzzi - for the purpose of these standard conditions 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.

2.0 Qualifications

Only therapists approved by the London Borough or Haringey are able to control spa pool/Jacuzzi use.

3.0 Health and Safety Procedures

3.1 For the management of Spa pools/Jacuzzis all operators must refer to the Health and Safety Executive Approved Code of Practice and Guidance L8, "The Control of Legionella Bacteria in Water Systems".

3.2 Records must be available for inspection by an authorized officer of the free chlorine levels and the pH levels of the spa

3.3 The licensee must be able to demonstrate that the microbiological quality of the spa pool water complies with the PHLS 1994 guidance on Hygiene for Spa Pools.

3.4 The licensee must have a written policy of action to be taken in the event of an unsatisfactory microbiological result or other health concerns associated with use of the pool.

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

3.5 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.

3.6 All equipment shall be of sound mechanical construction and regularly maintained. Records of maintenance should be held for inspection by authorised officers

3.7 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. In accordance with the latest IEE (institute of Electrical Engineers) requirements.

3.8 The licensee shall have a written procedure detailing steps taken to ensure the

maximum bather load for the facility is not exceeded.

3.9 A notice providing information on the use of the spa pool must be clearly displayed near each unit.

3.10 A rest area for users should be provided.

3.11 The spa pool must be emptied and refilled at regular intervals in accordance with the manufacturers guidance and usage but in any event at least every week

3.12 The water circulation system must be run for a minimum of 3 hours/day and preferably continuously.

3.13 Water jets must be operated for a minimum of 1 hour/day.

3.14 The pool must be drained and refilled if left unused for 5 days or more.

4.0 Client Consultation Procedures

All clients must complete a client consultation card before their first use of the spa pool to ascertain any issues for concern. These would include:

- a.) Currently Pregnancy
- b.) Suffering from heart disease, circulatory problems, high or low blood pressure
- c) Diabetes
- d) Suffering from infectious skin disease, sores and wounds
- e.) Taking antihistamines, anticoagulants, vasoconstrictors, vasodilators, stimulants, hypnotics, narcotics or tranquillisers or any other medication which makes the therapist or licence holder unsure as to the advisability of using the spa pool.
- f.) Have consumed a heavy meal within one and a half hours
- g.) Have consumed alcohol within one and a half hours.

If the client has answered yes to any of these then they should be advised to consult their GP before using the spa/Jacuzzi.

5.0 Record Keeping

5.0 All records required in 3.0 must be made available to an authorised officer .

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

5.2 Daily, weekly, monthly and periodical check records must be available for inspection by an authorised officer.

5.4 Maintenance and electrical safety records must be available for inspection by an authorised officer.

6.0 Age

No one under the age of 16 must be allowed to use the spa/Jacuzzi .

7.0 Challenge 25 Policy

Any person wishing to be massaged will need to provide proof of their age if they look

under 25.

Licensees must advertise this policy so that all clients are aware that they may be challenged about their age if they look under 25.

Acceptable forms of ID are photo card driving licence, passport or the PASS hologram proof of age card.

Non Surgical Lasers/IPLS

- a) The licence holder shall employ the services of an Expert Medical Practitioner to produce the 'treatment protocol' document which shall be kept on site. (Appendix F outlines the information required in this document)
- b) The Licence holder shall employ the services of a certificated Laser Protection Advisor who will assist in the production of the 'local rules' document (A specimen laser local rules document is attached as Appendix G).

The 'local rules ' shall be updated if there are any changes made to the equipment in use, changes in procedure or treatment room if these affect the safe use of the laser/IPL.

- c) All authorised users of laser/IPLS shall be trained to at least the Core of Knowledge Certificate level and records of such training shall be kept on site with the local rules. Any training on the specific equipment in use at the premises shall also be recorded. Such training should be refreshed every 3-5 years.
- d) A suitably qualified member of staff on the premises shall be identified as the laser protection supervisor they will have day to day responsibility of ensuring the local rules are followed.
- e) A treatment register shall be completed every time the laser/IPLS is operated, including the following information:
 - the name of the person treated (including a second means of identification);
 - the date and time of treatment;
 - the name and signature of the laser/IPLS operator;
 - the nature of the laser/IPLS treatment given
 - the treatment parameters
 - any accidents or adverse effects.

Laser/IPL Controlled Area

- f) The area around working lasers/IPLS shall be controlled to protect other persons while treatment is in progress. The controlled area shall be clearly defined and not used for other purposes.

A suitable safety warning sign or light entry system which complies

with current British Standards shall be in place on the door of the controlled area.

- g) All lasers/IPLS shall comply with current standards (BS EN 60601-2-22 for medical lasers and BS 60601-2-57 and shall display labels identifying them, their wavelength or range of wavelengths and the maximum output power of the radiation emitted. The labels shall be clearly visible on the front or side of the machine.
- h) The door to the controlled area shall be fitted with a suitable device which can be operated from the outside in an emergency
- i) Any windows in the controlled area shall be fitted with opaque blinds approved by the LPA .
- i) The controlled areas shall be kept clear of clutter, mirrors shall be avoided and jewellery shall not be worn.
- k) Surfaces within the controlled area shall be of a matt or eggshell Finish.
- l) Protective eyewear shall be worn by everyone within the controlled area whenever there is a risk of exposure to laser/IPLS . 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.
- m) The laser protection supervisor shall ensure that the key to any laser/IPLS equipment is kept in a secure and separate area when not in use and that only authorised users have access to the key.
- n) Lasers/IPLS shall be serviced annually and a record kept of servicing and repairs with the local rules document.

APPENDIX M

Laser /IPLS Treatment Protocol Document

A treatment protocol must be produced by an expert medical practitioner (EMP) in relation to the licence holders equipment/premises.

The treatment protocol sets out the necessary pre-treatment checks and tests, the manner in which the laser/IPLS is to be applied, the acceptable variations in the settings used, and when to abort a treatment.

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.

A separate treatment protocol should be in place for each laser/IPLS in use at the licensed premises.

The treatment protocol must include the following:

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

APPENDIX M1

CONTENT OF LASER/IPLS LOCAL RULES DOCUMENT

1) Potential Hazards

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

2) Device Description

Description of all devices including output, serial numbers etc..

3) Treatment Protocol

Reference to separate document produced by the Expert Medical Practitioner.

4) Written Procedures

Supported by reference to user manual/training manual etc

5) Adverse Incident Procedure

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

6) Emergency Shutdown Procedure

Instructions as set down in manufacturers manual or treatment protocol.

7) Register of Authorised Users

Details of trained personnel with signed declarations of individuals.

8) Laser Protection Advisor

Contact details of the LPA

9) Laser Protection Supervisor

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

10) Record of laser use

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

The name and date of birth of the person treated
date of treatment
the operator
the treatment given
any accident or adverse effects.

11) Laser/IPL Operator Training

a) All laser/IPL 'authorised users' shall hold the Core of Knowledge Training Certificate together with specific training on the use of on site equipment provided by the supplier of the Laser/IPLS.

b) Details of all training shall be recorded in the Register of Authorised Users or a separate Training Register.

12) Controlled Area designation and access

a) The room in which the laser/IPLS is used shall be designated a 'Controlled Area' and the laser shall only be used in this area. Approved warning signs shall be fitted to the door i.e. 'Controlled Area', 'Eye Protection' etc

b). A notice should be fixed to the laser/IPLS indicating that its use is subject to the Local rules.

13) Register of Authorised Users

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

14) Safe Operation of device

a) No more than one laser/IPL shall be switched on during the client treatment.

b). When the laser/IPL is in operation the number of persons in the room shall be kept to a minimum.

c) The laser/IPL shall not be enabled to fire unless it is directed towards the treatment site or a beam stop.

d) The Authorised User shall be careful to avoid reflections of the beam from Instruments/equipment in close proximity to the beam path, matt/non reflective surfaces etc shall be provided.

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

15) Operator responsibility

a) It is the responsibility of the equipment Authorised User to be aware of the nature of the hazard involved and to be familiar with the manufacturer's operating instructions.

b) During the operation of the laser (or IPL) the Authorised User is responsible for the safety of all persons present, including the client and themselves.

16) Protective eyewear

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

17) Application of local rules

a). The laser shall only be used in accordance with these local rules.

b). Authorised Persons shall sign statements that they have read and understood these local rules.

c) The local rules shall be kept in the treatment room/s at all times.