

## WANDSWORTH/MERTON/RICHMOND BOROUGH COUNCIL

### ***Special Treatment Establishments Regulations made under section 10(1) of the London Local Authorities Act 1991 (as amended) prescribing standard conditions and treatment specific conditions for Special Treatment Licences***

#### **1. Introduction**

These Standard conditions are applicable to all premises offering special treatments. They are made under section 10(1) of the London Local Authorities Act (as amended), effective from xxxx. Their application does not replace or reduce the underlying statutory duty of employers and self employed persons to comply with the requirements of the Health and Safety at Work etc Act 1974 and any associated regulations and codes of practice.

In these conditions, unless the context otherwise requires:

- a) 'Approval of the Council' or 'Consent of the Council' means the approval or consent of the Council as licensing authority in writing.
- b) 'Council' means the Borough Council in which the premises are situated.
- c) 'Establishment for special treatment' has the meaning set out in section 4 of the London Local Authorities Act 1991 (as amended).
- d) 'Licence' means a special treatment licence granted under section 6 of the London Local Authorities Act 1991 (as amended).
- e) 'Licence Holder/Authorised person' means the person who is responsible for compliance with the standard conditions at all times the premises are open for business
- f) 'Council Officer' means any person properly authorised in writing by the Council.
- g) 'Premises' means any premises within the Council's area licensed for special treatment and includes all installations, fittings and things in connection therein.
- h) 'Special treatment practitioner' means a person who provides a special treatment to a client, often known as a therapist.
- i) 'The Act' means the London Local Authorities Act 1991 (as amended).

#### **2. Dispensation or variation of the standard conditions**

The Regulations allow for the removal or variation of any standard conditions adopted by the Council. These rules may be dispensed with or modified by the Council in any case as may be appropriate.

Where in these rules there is any reference to the consent of the Council being required, such consent may be given on such terms and conditions and subject to such restrictions as may be so specified.

If the licence holder wishes any of the terms of the licence to be varied, an application must be made to the Council, and if the Council so require the application must be advertised.

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

It is your responsibility to read and comply with these conditions. If you do not believe that you can comply with any of the conditions, or that you need time to comply with the conditions, you should apply in writing for this to be formalised in your licence. An officer will then consider your representation and will advise you of the decision. If you are dissatisfied with the officer's decision you should, in the first instance, contact the Commercial Services Manager, Regulatory Services Partnership, Environment & Regeneration, Merton Civic Centre, 100 London Road, Surrey SM4 5DX

**Standard Conditions for Special Treatment establishments**  
***These conditions apply to all premises granted a licence by the Council.***

**Please be aware that non-compliance with any of these conditions is an offence liable on summary conviction to a fine not exceeding level 4 on the standard scale**

## **GENERAL**

- 3. Trading Name and Address** The establishment shall trade at the address specified on the licence, and in the name specified on the licence.
- 4. Display of Licence** The licence (or a true copy of it) shall be displayed in a prominent position within the premises where it is clearly visible to clients. The conditions forming part of the licence need not be displayed.
- 5. Individual and Partnerships** The licence holder shall notify, in writing, to the Head of the Regulatory Services Partnership any change in the name or private address of the licence holder, or any other particulars of the business.
- 6. Companies (within the meaning of the Companies Act)** The Council shall be notified in writing of any change in the registered companies address or acquisition.
- 7. Permitted Treatments** No licensable treatment shall be given at the premises, unless it is of a type approved by the Council under the licence.
- 8. Scale of Fees** The licence holder shall at all time exhibit in a conspicuous position a complete scale of fees for special treatments given at the premises.
- 9. Powers of Council Officers:** Council Officers who are furnished with written authorisation, which they will produce on request, shall be admitted immediately at all reasonable times to all parts of the premises.
- 10. Insurance** The licensee shall hold public liability insurance for the treatments they administer to the sum of at least £2 million which must include and name all the treatments that are provided at the premises. A copy of the certificate shall be retained at the premises for inspection by Council Officers.
- 11. Alterations** No alterations (including temporary alterations) shall be made to the premises without the prior consent of the Council (not including repair and maintenance work).

## **PRACTITIONERS**

### **12. Competence**

- Licensed treatments shall only be provided by a special treatment practitioner, or by a person undertaking training who is under the direct supervision of a special treatment practitioner.
  - The licence holder shall ensure that all special treatment practitioners are suitably qualified and trained, having regard to the Council's Guidance on the Qualifications and Training of Special Treatment Practitioners, and are competent to administer the treatment(s) they are to give.
  - Newly qualified special treatment practitioners must be supervised until the licence holder is satisfied that they are competent to practice. Trainees can only carry out licensed treatments under the supervision of a practitioner who has attained the relevant qualification and/or experience for that licensed treatment.
  - Records shall be kept on the premises of every special treatment practitioner or trainee practitioner who provides licensed treatments on the premises (whether or not directly employed, self-employed or otherwise engaged) and shall include the following information:
    - (a) Full name
    - (b) Home address
    - (c) Date of birth
    - (d) A photograph of the practitioner
    - (e) Full list of treatments offered by that practitioner at the premises
    - (f) Details of the qualification and/or training attained/completed and the awarding body, including copies of such qualifications.
    - (g) For a trainee practitioner the records must also indicate the name(s) of the training supervisor and a list of treatments that person is supervising
  - The records described above shall be kept on the premises whilst the special treatment practitioner or trainee practitioner is employed and/or carrying out special treatments at the premises and for a period of 2 years from the date when the special treatment practitioner or trainee practitioner ceases employment and/or providing treatment at the premises.
- 13. Personal Hygiene** Every special treatment practitioner and trainee practitioner shall maintain a high degree of personal cleanliness and shall wear suitable, clean and where appropriate protective, clothing. Any open boil, sore, cut or other open wound must be covered by an impermeable dressing, Hands must be washed immediately prior to carrying out any treatment and practitioners must refrain from consuming food during the course of a treatment
- 14. Clothing** The licence holder shall ensure that all persons present in any part of the establishment are decently and properly clothed at all times, except for those persons receiving treatment.
- 15. Infectious Diseases** No person known or suspected to be suffering from, or to be a carrier of a disease likely to be transmitted through the administration of a treatment shall be permitted to undertake such treatments
- 16. Unsuitable Person** The licence holder shall not employ at the premises any person who he has been notified in writing that the Council considers unsuitable to be employed in such premises or to provide specified treatments.
- 17. Understanding of English** At least one person present on the premises on any day shall have an understanding of spoken or written English in order to satisfactorily discuss client records and aftercare advice.

## PREMISES

- 18. Electrical installation** A copy of the current Electrical Installation Condition Report must be available at the premises and provided to Council Officers on request
- 19. Cleanliness and Condition of Premises** The premises must be kept clean and maintained in good repair and condition.
- 20. Cleaning and Maintenance** All articles, fittings and equipment used or within the treatment area shall be readily cleansable, kept clean and maintained in an effective working order.
- 21. Documented Cleaning Schedule** A cleaning schedule specifying the object/area to be cleaned and the method of cleaning shall be produced by the licence holder and a copy retained at the premises. This cleaning schedule must include frequency of cleaning and type of detergent/disinfectant to be used. Daily cleaning procedure must include surfaces that are touched regularly such as light switches, door-knobs, cupboard handles etc. The procedure shall include the procedure that must be followed in the event of any blood spillage. A copy of the cleaning schedule must be made available to Council Officers on request
- 22. Changing Facilities** Adequate changing facilities for clients must be provided where necessary.
- 23. Wash Hand Basins** Wash hand basins for the cleaning of hands must be provided with hot and cold (or appropriately mixed) running water, materials for cleaning hands and for hygienic drying. The number and location of wash hand basins available in the treatment area and designated for cleaning hands must not be altered without the written consent of the Council. Where necessary the provisions for decontamination of equipment must be separate from the hand-washing facility. Water supplies to wash hand basins shall be fed from a mains supply and the waste shall be discharged to a suitable drainage facility.
- 24. Ventilation** There shall be suitable and sufficient means of natural or mechanical ventilation.
- 25. Privacy** Where it is intended that more than one person shall be treated in a room, suitable screening shall be provided to maintain privacy where necessary.
- 26. Door Locks** All treatment rooms that are provided with locks and are used for self-administered treatments shall be provided with door locks, capable of being opened from the outside by the licence holder (or his representative) in the case of an emergency. Additional fixed locks or dead-locks are not permitted.
- 27. Animals** Animals are prohibited and must not be allowed in the treatment rooms/area.

## **WASTE**

- 28. Waste material** Waste material shall be placed in a suitably covered leak-proof receptacle which shall be emptied at least once a day and kept clean. Used needles, hypodermic syringes and other sharps must be placed into a suitable sharps container approved to BS 7320:1990, immediately after use. The licence holder shall ensure that all waste is disposed of safely and correctly by means of a commercial waste collection contract.

## **EQUIPMENT**

- 29. Autoclaves, Pressure Systems and Other Equipment** Where necessary a suitable autoclave shall be provided. Suitable and effective arrangements shall be made to ensure that the autoclave and any other pressure systems and other equipment are properly maintained. Where the manufacturer or supplier has provided maintenance instructions for all or part of the system, these will form

the basis of the maintenance programme. If they are not comprehensive enough to cover the on-site operating conditions, they should be supplemented as appropriate.

Any equipment operating under pressure shall be inspected for safety by a competent person. Copies of the inspection records shall be provided to Council officers on request

**30. Decontamination** Documented procedures for the decontamination, disinfecting and sterilisation of equipment shall be provided at the premises and must be made available to Council Officers on request

**31. Needle Stick Injuries** Where equipment likely to cause needle stick or other puncture/cut injuries is in use, the licence holder shall provide all therapists with a written needle stick injury procedure. The procedure shall state what action to take in the event of a needle-stick injury occurring. All needle stick injuries shall be recorded and details of the incidents kept at the premises for at least 2 years.

## CLIENTS

**32. Clients' Records** Before any treatment is administered to another person, the person giving the treatment or another competent person, shall interview the person to be treated and record the following details. The interview shall be conducted in a language that is understood by the person to be treated. Where this is not possible, no treatment shall be given. If records are written in a language other than English, then the licence holder shall provide a written translation into English, of each record within 2 days of the record being taken:

- (a) the full name and address of the person to be treated
- (b) the treatment to be given
- (c) the dates on which the treatment is given
- (d) the name of the person giving the treatment
- (e) the client's relevant medical history, including any contra-indications to the treatments to be given
- (f) the client's consent to receive the treatment (see "informed consent" below).
- (g) every treatment (and repeat treatments, or continuation treatments) shall be recorded.

**33. Proof of Age/Identity** The licence holder must ensure that an age verification policy is adopted in respect of the premises such that anyone who appears to be under the age of 25 is asked to provide proof of their age. The steps that have been taken to verify the age and identity of these clients must be recorded, either by inserting the relevant information on the treatment record form, or by photocopying the relevant documentary evidence provided by the client. Acceptable identification must bear a photograph, date of birth and either a holographic mark or an ultraviolet feature and includes:-

- a photo-card driving licence which includes the name and address,
- a passport
- an age verification card with hologram or ultra-violet strip.

**34. Informed Consent** Before any treatments are given to another person, the person giving the treatment or another competent person, shall inform the person receiving the treatment of any possible complications and/or side effects of the treatment, and ensure that they fully understand these. The items discussed shall be recorded along with the client's details. The person receiving the treatment shall sign the record to show that they understand what they have been told and consent to the treatment.

**35. Aftercare Advice** Aftercare advice shall be given in respect of all treatments. This shall be in written form in the case of nail extensions, tattooing, microblading, micropigmentation, cosmetic piercing and ear and nose piercing

and shall include information on what to look out for regarding possible complications. Confirmation that aftercare advice has been given shall be recorded on the client record, to include whether written aftercare advice was provided.

**36. Complaints Procedure** The licensee shall provide a written procedure to deal with complaints from customers. All complaints shall be recorded along with details of the following:

- i. what action was taken to resolve the complaint; and.
- ii. any changes made in response to the complaint

**37. Records** All records concerning special treatments, age verification and complaints shall be kept at the premises for at least two years.

**38. Alcohol and Drugs** No person shall give or receive a treatment whilst under the influence of alcohol or non-prescribed drugs.

**Treatment Specific Conditions**

*These conditions shall only apply where consent for such a treatment has been granted by the Council.*

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

**(a) Cosmetic Piercing & Tattooing****39. Definitions**

- (i) 'Tattooing' means microblading/micro-pigmentation (semi-permanent make up) and any treatment that involves breaking the skin and placing pigments, dyes or other coloured substances under the outer layer of the skin to provide a cosmetic enhancement of the skin. It does not include "henna tattoos" or other dyes, pigments or coloured substances where these are placed directly on the skin and no skin is broken, whether they are permanent or not.
- (ii) 'Cosmetic Piercing' means any form of treatment where the client's skin is broken and any article is inserted into the skin with the intention of leaving the article in the skin after the treatment. This does not include:
  - Injection of substances by hypodermic needle carried out by a medical practitioner or other persons.
  - Piercing of the ear lobe only, by means of a proprietary "ear piercing gun"
  - Nose piercing as defined below
  - Any minor surgical procedures such as scarring, beading, or any other treatment involving cutting or breaking the skin for the purposes of cosmetic modification, apart from piercing as defined above. These types of treatments will not be licensed.
  - Branding or any other form of burning the skin:- these types of treatments will not be licensed.
- (iii) 'Nose Piercing' means piercing of the nasal cavity walls only, and no other part of the nose.
- (iv) 'Ear piercing gun' means any device or instrument designed specifically for piercing ears, whether disposable or not.
- (v) 'Nose piercing gun' means any device or instrument designed specifically for piercing the nasal cavity wall with the nose stud without the need for a clasp/butterfly clip..

**40. Additional Competencies** In addition to condition 12 above, cosmetic piercers and tattooists must be able to demonstrate a thorough knowledge of sterile procedures and an understanding of the routes of disease transmission and how to prevent cross contamination. They must also be conversant with all contra-indications of illness that will effect tattooing/piercing or may have been caused by tattooing/piercing and procedures to deal with emergency bleeding.

**41. Additional conditions** In addition to the conditions 13 and 14 above, cosmetic piercers and tattooists are required to wear disposable gloves throughout the

procedure. These should be disposed off as clinical waste after every procedure

- 42. Ear Piercing Gun** An ear piercing gun shall only be used for carrying out a piercing to the lobe of the ear. For piercing any other area of the ear, only pre-sterilised, hollow needles shall be used.
- 43. Informed consent** In addition to condition 32 above, a sign stating that tattooing is permanent and stating the potential side effects and disadvantages of tattooing shall be clearly displayed in a position where clients can see it as soon as they enter the premises. These issues shall also be fully explained to the client before any tattooing takes place and shall form part of the 'informed consent' form.
- 44. Cosmetic Piercing** Cosmetic piercing shall **not** be administered to any person under the age of 16 years, with the exception of:
- a) Piercing of the ear-lobe only
  - b) Nose piercing (as defined above).
- In both these cases, piercing shall only be allowed by parental consent. A parent must be present at the time of piercing and must sign the "informed consent" form
- 45. Cosmetic piercing** Cosmetic piercing of nipples and genitals shall not be administered to any person under 18 years.

#### **(b) Sauna, Steam Rooms, Spa Pools and Ultra Violet (UV) light facilities**

#### **46. Definitions**

- (i) 'Remotely operated facilities' means a facility which is remotely operated when the special treatment practitioner is out of audible range of the treatment rooms and would therefore be unable to hear a call for help from a person using the equipment (for example: sports centres or other larger premises that offer a range of different services, where the treatment areas are not directly supervised by a special treatment practitioner ).
- (ii) 'Tanning accelerants and or amplifiers' means any cream, lotion or other substance which increases (or purports to increase) the amount of UV light reaching or absorbed by the skin. This does not include substances which increase (or purport to increase) the production of melanin in the skin, but which do not increase UV exposure.

- 47. Additional Competencies – UV light facilities** In addition to condition 12 above all special treatment practitioners shall have knowledge of how to calculate skin types, what skin types mean in relation to tanning, recommendations regarding who should and should not use UV tanning facilities (and the reasons why), maximum recommended exposure times (as set by manufacturers and government), the risks involved in using UV light treatments and the reasons for using eye protection
- 48. Remotely Operated Facilities** Where any treatments are operated remotely (see definitions), the facilities shall include a means for the person receiving the treatment to summon assistance from a member of staff. The alert mechanism must be clearly marked and visible from the treatment position, and it must enable the person receiving the treatment to summon assistance from the treatment position. The person receiving the treatment shall be made aware of



the alert mechanism and how to use it. The warning generated by the alert mechanism shall be positioned in such a position as to always be visible and/or audible to a member of staff. The licensee shall produce a written policy detailing the action to be taken in the event of an alert mechanism being used. This policy shall be communicated clearly to all members of staff.

**49. Management Procedure** Where treatments are operated remotely, the licensee shall provide a procedure whereby all treatment rooms are checked every 20 minutes. Where treatments are timed (such as UV light treatments), the licensee shall provide a procedure to ensure that the person receiving the treatment has finished it safely.

**50 Control of usage – UV light facilities.** A special treatment practitioner or other person competent in the use of the equipment shall control the exposure time in all UV light facilities. The method of controlling the exposure time shall be such that it cannot be over-ridden by the person using the equipment. Where a token system is used measures must be taken to prevent someone from collecting several tokens and using them together to increase session length.

**51. Information for persons using UV light facilities** The first time a person uses the facilities they shall be given clear written information regarding the matters listed below. This information must be given by a practitioner, and they must also explain the information verbally and make reasonable efforts to ensure that the person receiving the treatment understands the information:

- How to calculate their skin type and what the skin types mean in relation to tanning. Persons who are skin type 1 must be advised that they are unlikely to tan and are recommended not to use UV light treatments.
- The risks involved with exposure to UV radiation (skin cancer, premature ageing etc.).
- Health and Safety Executive (HSE) recommendations on the maximum number of sessions per year.
- The reasons for wearing eye protection against UV light.

**52. Record Keeping – UV light facilities**

(i) The licensee shall implement a system to record that the above information has been given to people using the facilities for the first time. It is recommended that this is done by way of a pro-forma that contains all the information with a space for the person to sign to say that the information has been explained to them and that they understand it.

(ii) There shall be a system for keeping a record of how many sessions a person has had. When a person reaches the maximum recommended amount (currently 20) they shall be informed of this and advised that they have reached the recommended limit for exposure. This information shall be recorded on the person's record card, and signed by the person receiving the treatments.

(iii) The above mentioned records shall be kept at the premises for at least 2 years.

**53. Eye Protection** All persons who use UV light equipment shall be provided with eye protection against UV light free of charge.. Any eye protection equipment provided shall comply with the British Standard that is issued on the subject of UV light eye protection.

- 54. Tanning Accelerants and/or Amplifiers** The special treatment practitioner must not recommend any form of tanning accelerant or amplifying creams or lotions.
- 55. Emergency Cut Off** All UV light facilities shall include an emergency cut off switch that turns off the power to the equipment. The switch shall be clearly marked and must be in a position where it can be operated by the persons receiving the treatment. The customer shall be advised of the position and use of the cut off.
- 56.A Copy of the Poster** “UV tanning equipment” (INDG209 rev2) or latest revised version shall be displayed in a position where the customer can easily read it. The customer shall be advised of the poster and asked to read it before treatments are commenced for the first time. This poster can be obtained at <http://www.hse.gov.uk/pubns/misc869.pdf>
- 57.Additional conditions – sauna**
- (i) A thermometer shall be provided indicating the temperature inside the sauna
  - (ii) A clock or timer shall be provided in a position that is visible to users from inside the sauna
  - (iii) An emergency assistance device shall be provided in the vicinity, which is linked to a suitable staffed area. The alarm shall continue to sound until it is manually switched to the ‘off; position in order to silence it.
  - (iii) The temperature control device shall not be accessible to users of the sauna
  - (iv) Where provided, hot coals in a sauna shall be protected by a guard rail or barrier
  - (v) A supply of fresh drinking water shall be available close to the sauna
  - (vi) Safety guidelines on the use of the sauna shall be displayed near to the sauna.
  - (vii) A rest area shall be provided close by where users of the sauna can rest after their treatment.
- 58.Additional conditions – spa pool/Jacuzzi/baths**
- (i) All operators must refer to and comply with the Health & Safety Executive’s Guidance HSG282 ‘The control of legionella and other infectious agents in spa-pool systems’. This should include recording test results.
  - (ii). An emergency assistance device shall be provided in the vicinity, which is linked to a suitable staffed area. The alarm shall continue to sound until it is manually switched to the ‘off; position in order to silence it.
  - (iii). Shower facilities shall be provided close to the sauna/steam room
  - (iv). A notice providing information on the use of the spa pool must be clearly displayed near each unit.

### **(c) Nail treatments**

#### **59. Definitions**

‘Nail Treatments’ means any of the following: Manicure, Pedicure, Nail Extensions or artificial nails of any kind, or any other treatments involving cutting, or abrading of the nails, nail cuticle, or the skin around the nails of either the hand or the feet. Nail extension treatments shall include any treatment that involves extending the length of the natural nail with any materials, and repair and/or upkeep of nail extensions.

**60. Nail Drills** The uses of nail drills on a person's own natural nail is prohibited. Nail drills shall only be used to file away an artificial nail surface. Nail drills shall not be used to file the area where a natural nail is joined to an artificial nail. Where nail drills are used, only persons who have received specific training in their use and who are competent in their use shall use them.

**61. Cleaning**

**(i) Equipment** Between each treatment, all equipment that is used in treatments shall be scrub-cleaned with detergent and water, dried using clean disposable paper towels and disinfected. Any equipment that cannot be cleaned in this way shall be single use disposable. Any equipment that has been contaminated with body fluids (e.g. blood/serum) shall either be sterilised or disposed of safely after use

**(ii) Surfaces** All surfaces used during treatments shall be cleaned with a suitable disinfectant between each client.

**62. Nail extensions**

**(i) Ventilation** Where nail extension treatments are carried out, suitable air filtering and extraction must be provided at desk-top level to remove dust and chemicals from the air. Air extraction must be by way of an extractor hood or a downdraught table. The air inlet speed into an extractor hood should be around 0.5 metre per second. For a downdraught table a downdraught of around 1 metre per second is required into the table. Suitable dust and chemical filters must be in place within the filter system. Alternatively chemical fumes may be discharged directly outside the premises but this must be to a point that does not give rise to nuisance to surrounding properties. Dust, and where applicable, chemical filters must be changed at suitable intervals as recommended by the manufacturer. All air filtering/extraction equipment shall be maintained in good working order in accordance with manufacturer's instructions. In addition to any desk-top ventilation, the treatment room must be provided with good general ventilation with a minimum of 8 air changes per hour

**(ii) Training** Staff must have formal training in acrylic nail application e.g. NVQ level 3

**(iii) Chemical usage** The use of products containing Methyl methacrylate (MMA) is prohibited.

**(d) Intense Pulsed Light & Laser Treatments**

**63. Definition**

**'Laser' means** a laser classified as 3b and/or 4, intense pulsed Light (IPL) and other Intense Light (ILS) used for non-surgical treatments such as hair removal, skin rejuvenation, tattoo removal, cellulite treatment.

**64. Local Rules and Treatment Protocol** A Local Rules and Treatment Protocol must be provided for each premises and these will, in addition to the standard conditions and treatment specific conditions, become the licence conditions for that particular premises.. The Local Rules and Treatment Protocol must be drawn up by a competent person.

**65. Treatment protocols** A separate Treatment Protocol must be in place for each laser or IPL in use at the premises. The Treatment Protocol must include the following:-

- Name and technical specifications of the equipment;

- Any potential contraindication;
- Treatment technique
- Client consent prior to treatment
- Cleanliness and infection control within the treatment area
- Pre-treatment tests (including patch testing)
- Post-treatment care
- Recognition of treatment related problems
- Procedure for dealing with treatment related problems and other adverse incidents
- Permitted variation on machines variables
- Procedure in the event of equipment failure

A copy of the Treatment Protocol shall be kept on site and shall be produced on request by an authorised officer of the council

**66. Local rules document** The laser/IPL must only be used in accordance with the Local Rules and shall include the following:-

- Potential hazards; Including fire, skin and eye injuries, electrical etc.
- Location and control of equipment; The room the machine is used in and how the machine is controlled.
- Training needed by the people using or helping to use the laser/IPL
- Device description; Description of all devices including output, serial numbers etc.
- Personal protective equipment, especially eyewear
- Methods of safe working including layout of equipment
- Normal operating procedures.
- Explanations and instructions on pre-use safety checks
- Adverse incident procedure; Details of actions to be taken in cases of emergency. Name address and contact details of local accident and emergency department.
- Emergency shutdown procedure; Instructions as set down in user manual and treatment protocol.
- Register of authorised users; Details of trained personnel with signed declarations.
- Contact point for laser protection supervisor

The Local Rules should be reviewed following any significant changes to the premises i.e. change of room or/and any change to the Laser/IPL equipment  
A copy of the Local Rules document shall be kept on site and shall be produced on request by a Council Officer.

**67. Equipment**

(i). All laser/IPL equipment shall comply with current standards BS EN 60601-2-22 for medical lasers and BS 60601-2-57 and shall display labels identifying them, their wavelength or range of wavelengths and the maximum output power of the radiation emitted. The labels shall be clearly visible on the front or side of the machine.

(ii) The key to the laser/IPL equipment shall be kept in a secure and separate area when the machine is not in use and only authorised users shall have access to the key.

(iii). The Laser/IPL equipment shall be serviced annually and a record kept with the local rules document of all servicing and repairs.

#### **68. Record keeping**

In addition to the general rules that apply to all premises for all special treatment premises a treatment register shall be completed every time the laser/IPL is operated, including the following information:-

- (i) The name of the person treated;
- (ii) The date and time of treatment;
- (iii) The name of the laser/IPL operator;
- (iv) The nature of the laser/IPL treatment given;
- (v) Checking of skin type and pigmentation;
- (vi) The treatment parameters and details; and
- (vii) Any potential adverse effects.

## Advice and Guidance.

Further advice and guidance which does not form part of these conditions is available as signposted below:-

- Health & Safety at Work Act and associated regulations including: risk assessments, control of substances hazardous to health the Health and Safety Executive [www.hse.gov.uk](http://www.hse.gov.uk)
- Infection control, management of waste (including needles and contaminated waste) , decontamination, exposure to blood and body fluids, before and aftercare, disinfection, autoclaves, steam sterilization, product quality and training from the Chartered Institute of Environmental Health including the “Tattooing and Body Piercing Guidance Toolkit” [www.cieh.org](http://www.cieh.org)
- Beauty treatments including advice and information on training, skills, business development and industry codes of practice [www.habia.org](http://www.habia.org)
- Medicines and medical devices from the Medicines and Healthcare Products Regulatory Agency [www.mhra.gov.uk](http://www.mhra.gov.uk)
- Massage and special treatment licences; how to make an application and laser application guidance on local rules and treatment protocols [www.wandsworth.gov.uk](http://www.wandsworth.gov.uk)
- Advice on health protection, all health related matters and emergency contact procedures from Public Health England and the National Health Service at [www.england.nhs.uk](http://www.england.nhs.uk) and [www.gov.uk/government/organisations/public-health-england](http://www.gov.uk/government/organisations/public-health-england)
- Tattooing of Minors Act 1969  
<http://www.legislation.gov.uk/ukpga/1969/24/contents>
- Sunbed Regulations Act 2010  
<http://www.legislation.gov.uk/ukpga/2010/20/contents>
- Lasers, intense light source systems and LEDs – guidance for safe use in medical, surgical, dental and aesthetic practices  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/474136/Laser\\_guidance\\_Oct\\_2015.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/474136/Laser_guidance_Oct_2015.pdf)
- Laser and Light Therapy Machine Guidance and Local Rules Guidance  
[https://www.babtac.com/userfiles/files/gpg-laser-and-ipl-27\\_06\\_11.pdf](https://www.babtac.com/userfiles/files/gpg-laser-and-ipl-27_06_11.pdf)  
<https://www.babtac.com/userfiles/files/babtac-laser-and-light-therapy-local-rules.pdf>
- Health and Safety Advice on complying with the Control of Substances Hazardous to Health Regulations 2002 (COSHH),as amended,to control exposure and protect workers’ health in nail bars.  
<http://coshh-tool.hse.gov.uk/assets/live/SR13.pdf>
- HSE Guidance for Employers on the Control of Artificial Optical Radiation at Work Regulations (AOR)  
<https://www.hse.gov.uk/radiation/nonionising/employers-aor.pdf>