

Standard Conditions

for

Special Treatment Premises

**Prescribed under section 10(1) of
The London Local Authorities Act 1991**

Licensing Team
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Deputy Director (Public Protection, Housing & Public Realm)

NOTES

1. Except where the context demands otherwise the singular includes the plural and the masculine includes the feminine.
2. Nothing in these rules shall be construed as interfering with (i) the discretion of the licensee or his representative regarding the admission of any person or (ii) the need to strictly comply with all relevant statutory requirements.
3. All references to a British Standard (BS) shall be deemed to refer to the current standard.
4. These rules are divided into the following parts:-
 - Part I - General rules relating to management and conduct of premises
 - Part II - General rules that apply to all premises
 - Part III - Specific terms and conditions

APPENDICES

Appendix A – Premises safety checklist

Appendix B – Guidance on the qualifications and training of Special Treatment Practitioners

Appendix C - Links to further details, qualifications & training

Appendix D - Schedule of awarding bodies and formal qualifications

Appendix E – Training and Qualification Record

Appendix F - Guide to completing the Approved training record

EQUALITY AND DIVERSITY

All licensees must comply with the Equality Act 2010.

Relevant London Borough of Bexley Council Officers may be able to advise on this matter.

HEALTH AND SAFETY AT WORK

While these standard conditions are applied to a licence for any special treatment, this application does not in any way replace or reduce any of the underlying statutory duties of employers to comply with the requirements of the Health and Safety at Work etc Act 1974 and any associated regulations and Codes of Practice.

The requirements to manage Health and Safety are wide ranging in nature and may overlap, to some extent, with some of the below listed conditions. Employers and self-employed persons are required by the Management of the Health and Safety at Work Regulations 1999 to assess and manage the risks to their workers and any others (i.e. patrons), who may be affected by their business so as to identify what measures are needed to avoid or control the risks.

ADMISSION OF COUNCIL OFFICERS

Authorised Officers of the Council, on production of their credentials, shall be admitted immediately at all reasonable times to all parts of the premises.

The Officers of the London Borough of Bexley Local Authority are authorised to inspect on behalf of the Council. The Officers can note during any inspection the matters, which are not in accordance with the approved arrangements for the premises, the conditions of the licence, or which may present a hazard to the public. Subsequently the Officers can give a written notification to the licensees or their responsible representatives on these matters. Officers of the London Fire and Emergency Planning Authority (LFEPA) are authorised to inspect licensed establishments for massage and special treatments under the provisions of Section 15(1) of the London Local Authorities Act 1991.

DEFINITIONS

<p>'All material times' means hours of operation, whenever the premises are open for the purposes of the licence.</p>
<p>'Approval of the Council' or 'Consent of the Council' means the prior approval or consent of the Local Authority (relevant Council) in writing. 'Approved' or 'permitted' means, approved or permitted in advance by the Council in writing.</p>
<p>'Approved arrangements' means the arrangement of the premises, including the layout, fittings, installations and any other articles, equipment and appliances in connection therewith as approved by the Fire Authority (LFEPA).</p>
<p>'Authorised officer' means any person authorised in writing by the Council and officers of the Fire Authority.</p>
<p>'Certificate' means a written report or reports of inspection and satisfactory condition completed by an appropriately qualified engineer or other competent person and submitted to the Council within one month of inspection.</p>
<p>'Council' means London Borough of Bexley.</p>
<p>'Emergency lighting' (safety lighting) means lighting obtained from a source independent of the usual day to day supply to the building which, in the event of a failure of the normal supply, will assist patrons and staff to leave the premises safely.</p>
<p>'Establishment for special treatment' has the meaning set out in Section 4 of the London Local Authorities Act 1991. It applies to the following treatments: massage, manicure, acupuncture, tattooing, cosmetic piercing, chiropody, light, electric or other special treatment of a like kind or vapour, sauna or other baths.</p>
<p>'Fire Authority' means the London Fire and Civil Defence Authority or any successor authority.</p>
<p>'Inspect/inspection' means to carry out a visual inspection accompanied by such other test as may be necessary, in the opinion of the competent person carrying out the inspection, to enable the completion of a Certificate of satisfactory condition.</p>
<p>'Licence' means a licence for the giving of special treatment as defined in Section 4 of the London Local Authorities Act 1991.</p>
<p>'Licensee' means the holder of a special treatment licence.</p>
<p>'Licensed treatments' means those treatments that can only be carried out under and in accordance with a special treatment licence granted pursuant to Part II of the London Local Authorities Act 1991.</p>
<p>'Non-combustible material' means material which is deemed to be non-combustible when tested in accordance with the provisions of the current edition of British Standard 476: Part 4:1970, or such other material or combination of materials as the Council accepts as being non-combustible for the purpose of these rules.</p>
<p>'Normal lighting' means all lighting, other than escape/emergency lighting, permanently installed in those parts of the premises to which the public have access.</p>
<p>'Premises' includes any part of premises licensed by the Council, any associated areas, equipment and fittings.</p>
<p>'Premises Manager' means the person in charge of the premises whilst the premises are open for the purposes of operating under the licence. This person may either be the licensee or a person appointed by him in writing.</p>
<p>'Special treatment practitioner' is a person who has attained the appropriate level of training and qualification as defined by the councils Guidance on the Qualification and Training of Special Treatment Practitioners to enable them to provide licensed treatments to any person for gain or reward.</p>
<p>'Staff' means any person, whether or not employed by the licensee, concerned in the management, control or supervision of the premises who has been given specific responsibilities under these rules.</p>

Dispensation or Modification of Rules

- a. These rules may be dispensed with or modified by the Council in any special case.
- b. The Council may in giving consent under these rules impose such conditions as it shall specify in writing.
- c. 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 so requires the application must be advertised.

PART I - GENERAL RULES RELATING TO MANAGEMENT AND CONDUCT OF PREMISES APPLIES TO ALL PREMISES

Exhibition of Licence	
1	The relevant licence or a clear copy shall at all material times be prominently exhibited within the premises in a position where it can easily be read by patrons.
2	<p>a. The licensee shall be in charge of the premises at all material times. The licensee may authorise in writing a premises manager to deputise for him. If he does so, this written authorisation must be kept on the premises and be readily available for inspection by any Police Officer or Authorised Officer.</p> <p>NOTE: Hereafter in these rules the term 'premises manager' will mean the licensee or the premises manager as appropriate.</p> <p>b. The premises manager shall at all reasonable times admit to the premises any Police Officer or Officer of the Fire Authority, or any Authorised Officer of the Council, whose written authority will be provided on request.</p> <p>c. No soliciting for custom, including the distribution of leaflets, shall take place from the premises, immediately outside the premises or in the vicinity of the premises. NOTE: This does not prohibit the distribution of leaflets to persons within the premises.</p>
Person in charge of Licensed Premises	
3	<p>a. The premises manager shall be familiar with all licence conditions including these rules which shall be kept on the premises at all times.</p> <p>b. The premises manager shall not engage in any duties which would adversely affect the general supervision of the premises.</p> <p>c. It is recommended that, prior to admitting the public, the premises manager shall carry out all necessary safety checks. An example of a premises safety check list is provided in Appendix A.</p>
Conduct of the Premises	
4	<p>a. No poster, advertisement, photograph, sketch, synopsis or programme, which is unsuitable for general exhibition, shall be displayed, sold or supplied anywhere by or on behalf of the licensee. If the licensee is notified by the Council in writing that it objects under this rule to a poster, advertisement, photograph, sketch, synopsis or programme, it shall not be displayed, sold or supplied.</p> <p>b. The licensee shall ensure that no nuisance originates from the premises, specifically no noise, odour or light shall emanate from the premises nor vibration be transmitted through the structure of the premises.</p> <p>c. The premises manager shall not permit for the door of any room or place in the establishment for the time being in use for the giving of special treatment to be locked during the period that the client is therein. However, where a special treatment is being performed without a special treatment practitioner in attendance, such as in the use of sunbeds or tanning booths, such booths or cubicles may be locked from the inside provided that the staff have the means of opening the booth/cubicle in the event of an emergency.</p> <p>d. The premises manager shall ensure that whenever more than one person is being treated in a room, sufficient screening is provided to maintain privacy.</p> <p>e. The premises manager shall ensure that, with the exception of those persons receiving treatment in accordance with the conditions of the licence, all clients present in any part of the establishment shall be decently and properly attired and separate changing accommodation for males and females shall be provided.</p>

Display of Tariff	
5	There shall be prominently and legibly displayed a comprehensive tariff of charges, which shall be adequately illuminated and be placed in such a position that it can easily and conveniently be read by all persons prior to entering the premises. Where this is impossible, the tariff may, with the consent of the Council, be displayed in the reception area.
Change of Treatments	
6	The type(s) of treatment provided under the licence shall not be changed without the consent of the Council.
Alterations	
7	<p>a. No alterations, including any temporary alterations, shall be made to the premises without the consent of the Council.</p> <p>b. Where the works necessitate for the premises to be closed for a period of time, the premises shall not re-open, for the purpose of the licence, without the consent of the Council.</p> <p>NOTE: Any consent under this rule does not relieve the licensee of any need to seek a variation in the terms of the licence.</p>

PART II - GENERAL RULES THAT APPLY TO ALL PREMISES

Persons who can give treatment	
8	<p>a. Licensed treatments shall only be provided by a special treatment practitioner named on the license or by a person undertaking training who is under the direct supervision of a special treatment practitioner.</p> <p>b. The licensee shall ensure that all special treatment practitioners providing licensed treatments are suitably qualified and trained as defined in the Council's Guidance on the Qualification and Training of Special Treatment Practitioners at Appendix B.</p> <p>c. The licensee shall ensure that any person undertaking training to achieve the required level, as defined within the Council's Guidance on the Qualification and Training of Special Treatment Practitioners, is carrying out a licensed treatment under the direct supervision of a special treatment practitioner who has attained the relevant qualification and/or experience, as defined by the Council, for that licensed treatment.</p>
Records	
9	<p>a. All documentation required under the licence terms and conditions must be kept on the premises and be available for inspection for 1 year.</p> <p>b. Records, including copies of relevant qualifications and/or training shall be kept on the premises, in a form approved by the Council of every special treatment practitioner or trainee practitioner who provides licensed treatments on the premises. This can be seen in Appendix E. Guidance notes for completing these records can be seen in Appendix F.</p> <p>c. The records described in paragraph (b) above shall be kept on the premises whilst the special treatment practitioner or a trainee practitioner is employed and/or carrying out special treatments at the premises and for a period of 1 year from the date when that special treatment practitioner or the trainee practitioner ceases employment and/or providing treatments at those premises.</p> <p>d. The client records shall include the name of the person receiving treatment, including walk-ins/one offs, the time of admittance for treatment and the name of the special treatment practitioner providing that treatment. In the case of persons undertaking training to meet the requirements of the Council's Guidance on the Qualification and Training of Special Treatment Practitioners, the entry shall include both - the name of the person giving treatment and that of the person supervising.</p> <p>e. The records must include details of medical history checks and steps taken to verify the age of the client, including their date of birth and the type of identification provided (where appropriate). This record must be signed by either the client/parent/guardian (as appropriate) as a declaration of agreement to proceed with the treatment having been explained and understanding any associated risks.</p> <p>f. All personal information held on clients must be treated in accordance with the Data Protection Act 1998. This includes secure storage of the information, no passing on any of the information to other organisations without permission of the client and safe disposal of the information, such as shredding, when information is no longer required.</p>
Plan of premises	
10	<p>A plan of the premises must be provided with the application. The plan must be drawn to a scale of 1:100, unless the Council has previously confirmed in writing that an alternative scale is acceptable, have a Key/Legend and must show the following:</p> <ul style="list-style-type: none"> a) The extent of the building boundary and any external and internal walls of the building and, if different, the perimeter of the premises; b) The location of points of access to and egress from the premises; c) If different from (b) above, the location of escape routes from the premises; d) The area within the premises to which the public have access, including all areas for the

- provision of special treatments;
- e) Fixed structures, including sinks, wash hand basins, windows, ventilation systems and doors;
- f) In a case where the premises include any steps, stairs, elevators or lifts, the location of the steps, stairs, elevators or lifts;
- g) The location of the room or room(s) containing WCs, baths or showers; and
- h) The location and type of any fire safety equipment.

Infection control

- II**
- 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 and any other type of equipment deemed inappropriate for sterilisation **must not** be used for sterilisation purposes.
 - c. Autoclaves must be used for sterilisation. This must be strictly in accordance with the manufacturer's instructions and in compliance with the current version of Medical Devices Agency MDA DB2002 (6) MDA DB9804. Regular checks and maintenance must be carried out in accordance with the Health Technical Memorandum (HTM) 2010.
 - d. Where chemicals are used to achieve sterilisation, the licensee is responsible for having documented evidence that the chemical used is fit for purpose and is used in accordance with the manufacturer's instructions following the most recent and current COSHH Risk Assessment.
 - e. All needles/razors must be single use and disposable where possible.
 - f. Equipment and furniture must be cleaned, disinfected and/or sterilised to an appropriate level depending upon their use. For clarification definitions of cleaning, disinfection and sterilisation are provided below:-

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

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

Sterilisation is a process that destroys all microorganisms, including bacterial spores. The only way body art practitioners can achieve this is via steam sterilisation i.e. by using an autoclave. Pressure cookers are not suitable for body art instrument sterilisation as they cannot automatically monitor the sterilisation process to ensure that all required parameters are met. Baby bottle steam sterilisers do not reach sufficient temperatures and therefore are not suitable for body art instrument sterilization. Bench-top sterilisers or transportable sterilisers should conform to the standard BS EN 13060. Bench-top sterilisers or transportable sterilisers should conform to the standard BS EN 13060 and BS EN ISO 17665. However, the manufacturer instructions should take precedent over the schedule from BS EN 13060 and BS EN ISO 17665.

In respect of infection control, all items in the premises will fall within one of three categories; Critical, semi-critical or non-critical. Examples of equipment and appropriate cleaning are provided in table below:-

Risk	Definition	Decontamination (minimum standard)
High	Items introduced into normally sterile body areas or in contact with a break in skin or any mucous membrane.	Sterile or sterile single-use equipment.
Medium	In contact with intact mucous membranes.	Disinfection or single use equipment to be used.
Low	In contact with intact skin.	Clean or clean and disinfect if contaminated with blood or bodily fluid.
Minimal	Not normally in contact with skin (e.g. floors and walls).	No specific treatment required, domestic cleaning. Spills or splashes of blood or body fluid must be safely cleaned up.

Cleanliness

12 Cleanliness of Structure, Furniture and Fittings

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

Cleanliness of Equipment

- Adequate facilities and arrangements must be provided for the cleaning, disinfecting and, where required, sterilisation of work tools, equipment, personal protective clothing, gowns, towels etc.
- Adequate storage for all items must be provided so as to avoid, as far as possible, the risk of contamination.
- Before use in connection with a treatment, any gown, wrap or any other protective clothing, paper or other covering, towel, cloth or other such articles used in the treatment must be;
 - clean and in good repair, and, so far as is appropriate, sterile and;
 - must not have 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, sterilised.
- The Licence Holder(s) must 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.

Wash hand basins

- ### 13
- a. A permanently plumbed in wash hand basin must be easily and permanently accessible to practitioners to permit washing of hands immediately prior to and during any treatment.
 - b. Wash hand basins must be located so as to reduce the likelihood of re-contamination of hands after washing i.e. the practitioner must not make hand contact with any potentially contaminated surfaces, such as door handles after hand washing.
 - c. All wash hand basins must be properly drained and supplied with permanently piped in running hot and cold, or appropriately mixed, water. It is best practice to have a hands free (infra-red, knee operated, elbow operated or foot operated) mixer tap installed at the wash hand basin which is capable of delivering constant warm running water.
 - d. Liquid hand soap and either a hand dryer or paper towels or a supply of clean cloth towels must be available at all times.

The table below gives the minimal provision of wash hand basins acceptable for different treatments.				
Treatments offered	Sunbeds only	Massage only	Nail treatments only	All other treatments
Wash hand basins (WHB) required	WHB in WC (toilet)	WHB in WC plus WHB in a communal area	WHB in WC plus WHB in a communal area	WHB in WC plus WHB in every treatment room

Electrical Safety

- 14** Under the Electricity at Work Regulations 1989 the electrical installation for the premises shall be inspected, tested and maintained at a prescribed frequency. This should be carried out in accordance with the British Standard 7671 (the IET Wiring Regulations)
- A satisfactory 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.
- Portable Electrical Appliances*
- The licence holder shall ensure that all portable electrical appliances used within the licensed premises are maintained regularly in accordance with the Electricity at Work Regulations 1989. The Electricity at Work Regulations 1989 require that any electrical equipment is maintained in a safe condition. The Regulations do not specify what needs to be done, by whom or how frequently. The frequency of inspection and testing depends upon the type of equipment and the environment it is used in. The frequency of inspection and testing depends upon the type of equipment and the environment it is used in. For guidance on suggested frequencies of inspection and testing see Health and Safety Executive's website (www.hse.gov.uk). Regular visual checks of the condition of equipment carried out by users or any competent persons must be adequately documented. Such documentation may include date of purchase of equipment and details of weekly visual checks on the condition of plugs/cables etc.

Pressure systems

- 15** Any equipment operating under pressure shall be regularly 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.

Portable heating and gas fired appliances

- 16** All portable heating appliances, including those utilising cylinders or containers of gas under pressure, shall not be used at the premises except with the prior consent of the Council and in accordance with such conditions as the Council may consider necessary.
- NOTE: The use of liquid petroleum gas in cylinders is unlikely to be approved.

Fire Safety

- 17** 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.

Chemical usage

- 18**
- All substances held on the premises and used in the special treatments must be held in suitable containers that are properly labelled.
 - Containers must be tightly sealed when not in use.
 - Material Safety Data Sheets (COSHH) must be available onsite for all chemicals used at the premises.

	<ul style="list-style-type: none"> Control of Substances Hazardous to Health (COSHH) Risk Assessment for any chemicals used at the premises must be carried out.
WC facilities	
19	<p>Adequate WC facilities for both staff and clients must be provided and they must be:-</p> <ul style="list-style-type: none"> Maintained in good order and kept clean; Each WC must have access to a designated wash-hand basin located either within the WC or just to the outside of the WC; The wash-hand basin must be provided with hot and cold running water (or a mixed tap that provides warm running water), soap and towels. Paper towels are preferable but reusable ones are acceptable if changed at a frequency that permits good hygiene standards; Each WC must be lockable; Each WC must be suitably and sufficiently lit and ventilated.
Treatment Room	
20	Each treatment room shall be provided with a suitable wash-hand basin with a suitable supply of hot and cold water, together with soap, and either a supply of disposable towels or a clean towel at all times.
Sinks	
21	<ul style="list-style-type: none"> A deep sink or dishwasher must be provided for the cleaning of equipment. It must be of a size that the largest piece of equipment that needs cleaning could fit within it and be capable of being washed effectively. This sink must be separate to any wash hand basin(s). Equipment must not be washed in the wash hand basins. Where a sink for a sole purpose of washing the work equipment is not provided, the licensee must demonstrate and prove how effective cleaning of equipment is carried out.
Structure and repair	
22	Internal walls, doors, windows, partitions, floors or floor coverings, ceilings, heating, lighting and ventilation, in all parts of the premises used by the client and operator must be constructed of smooth impervious materials which are easy to clean and must be maintained in good repair and condition.
Ventilation	
23	<ul style="list-style-type: none"> 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 in such a way as to enable for all parts of it requiring cleaning, or replacement to be easily accessible. It must be serviced and maintained regularly by a competent person to ensure that it is in a satisfactory operational order at all times. Extract units must be positioned in such a way as not to cause noise or any other nuisance to any neighbouring properties.
Lighting	
24	<ul style="list-style-type: none"> Lighting must be suitable and sufficient to ensure safe operation of the premises and to facilitate effective cleaning. Premises may have different levels of lighting for treatments and cleaning activities.
Heating	
25	Suitable and sufficient heating must be provided and maintained. Treatment rooms must be kept at a temperature that ensures client comfort throughout a treatment.
Refuse storage and disposal	
26	<p><u>General Waste</u></p> <ul style="list-style-type: none"> A sufficient number of lidded foot operated pedal bins shall be provided to the satisfaction of the Council for the purpose of receiving rubbish, dust and refuse from the premises.

	<ul style="list-style-type: none"> • All accumulations or collections of rubbish, dust and refuse, unless immediately removed from the premises or destroyed, shall be placed in the pedal bins and kept there until removed or destroyed. • No hot ashes, cinders or similar shall be placed in the pedal bins. • Rubbish, dust and refuse shall be removed regularly from the premises. • All bins must be maintained in a clean, intact and good operational condition and placed in such positions as to ensure that the levels of hygiene of any treatments is not compromised <p><u>Clinical Waste</u></p> <ul style="list-style-type: none"> • Disposable needles and other sharps must be placed in a 'sharps' container which complies with the current British standard and carry the 'kitemark'. • Disposable articles contaminated with blood/body fluids or tissues are classed as clinical waste. Clinical waste should be disposed of in yellow bags, clearly marked 'clinical waste for incineration'. • All clinical waste (yellow bags and sharps boxes) must have their point of origin (name and address of business) marked on them prior to disposal. • Clinical waste must be collected by a licensed waste carrier. • A proof of clinical waste contract must be available at the special treatment premises at all times. <p><u>Offensive Waste</u></p> <ul style="list-style-type: none"> • Items such as used gloves, aprons, swabs, small dressings and cotton wool contaminating with bodily fluid arising from special treatments is considered as offensive waste where it is generated in quantity (one bag of 7kg or more in any one collection period). • Offensive waste must be placed into a yellow and black striped bag (tiger bag) for disposal. • Where offensive waste is generated in small quantities (under 7kg per collection) such items can be placed in general waste bags. • Records/invoices must be kept at the premises that demonstrate the correct disposal of all types of waste.
Use of Prescription only medicines by practitioners is prohibited	
27	<ul style="list-style-type: none"> • No prescription only medicines (POMs) are to be administered by any therapists. • All injectable anaesthetics are classified as POMs and therefore no anaesthetic injections must be administered by any of the therapists.
First Aid	
28	<ul style="list-style-type: none"> • The licence holder must ensure compliance with the Health and Safety (First-Aid) Regulations 1981. In particular, they must nominate an appointed person (this could be the licence holder themselves) to look after first-aid arrangements and equipment. • There must be a First Aid box available at the licensed premises. • As a minimum the box should contain:- <ul style="list-style-type: none"> ❖ leaflet giving general guidance on first aid; ❖ twenty individually wrapped sterile plasters (assorted sizes), appropriate to the type of work (hypoallergenic plasters can be provided, if necessary); ❖ two sterile eye pads; ❖ four individually wrapped triangular bandages, preferably sterile; ❖ six safety pins; ❖ two large sterile individually wrapped un-medicated wound dressings; ❖ six medium-sized individually wrapped un-medicated wound dressings; ❖ one pair of disposable gloves. • In addition to the standard First Aid items the premises must also have available onsite where applicable sanitised ice packs or single use instant cold packs. • The first aid provisions must reflect all known contra-indications for all individual treatments

	provided at the licensed premises.
Animals	
29	All animals apart from assistance animals are prohibited in all treatment rooms and treatment areas.
Client consultation	
30	<ul style="list-style-type: none"> • A full client consultation must be carried out at the time of the initial visit and prior to any treatment. • This must include a thorough medical history in relation to the treatment being requested and a full explanation of any possible contra-indications. • Where any medical conditions exist, the client must confirm to the practitioner that they have taken advice from their GP regarding the treatment before any treatment can be commenced. • All client records must be stored in accordance with the Data Protection Act 1998.
Visual assessment	
31	<ul style="list-style-type: none"> • An assessment of the condition of the area to be treated must be carried out in advance prior to commencing treatment. Treatments must not be carried out on damaged or infected nails or in a close proximity of any infected area of skin, a rash, cut, broken skin or any other wound or abrasion. • Where necessary, relevant notes/diagrams should be made regarding conditions, areas not to be treated.
Personal hygiene	
32	<ul style="list-style-type: none"> • Persons carrying out treatments must ensure that:- <ul style="list-style-type: none"> ❖ their hands are always kept clean and washed immediately prior to carrying out a treatment; ❖ they maintain a high degree of personal cleanliness and wear suitable, clean and appropriate personal protective clothing; ❖ they do not smoke or consume food or drink during the course of a treatment. • Persons shall not administer any treatments whilst afflicted by either a known or suspected ailment or being a carrier of a disease likely to be transmitted during treatment. • Persons carrying out treatments shall ensure that any open sores, cuts, boils, broken skin or other open wounds are effectively covered with waterproof impermeable dressings. If such cuts are on the hands, gloves shall be worn over the waterproof dressings.
Aftercare	
33	Appropriate aftercare advice must be provided following each treatment. This must include information on actions to take if any adverse conditions occur. Where possible, this should be provided verbally and in writing for the client to take away.
Protective overclothing	
34	<ul style="list-style-type: none"> • Practitioners must wear personal protective clothing when carrying out the treatment. • Practitioners must wear disposable single use vinyl or non-latex gloves whilst carrying out the treatment as required. Gloves must be changed for each client.
Practitioners	
35	<ul style="list-style-type: none"> • Only suitably qualified and experienced practitioners listed on the premises licence may provide treatments. Qualifications must be accredited, nationally recognised or of an equivalent standard and must cover Infection Control. • Where the Council is concerned that a practitioner does not have adequate infection control knowledge, the therapist may be required to complete a questionnaire on infection control. Any practitioners failing to satisfactorily complete the questionnaire will be required to undertake further training to improve their knowledge before they can be included as a licenced therapist on the premises licence.

PART III - SPECIFIC TERMS AND CONDITIONS

MST 1	NAIL TREATMENTS
MST 2	MASSAGE (ALL TYPES) UNFINISHED SECTION
MST 3	TANNING AND ULTRA VIOLET LIGHT TREATMENTS
MST 4	TATTOOING AND MICRO PIGMENTATION
MST 5	EAR & NOSE PIERCING (USING A GUN)
MST 6	COSMETIC PIERCING INCLUDING EAR/NOSE PIERCING WITHOUT A GUN
MST 7	ELECTROLYSIS & ELECTRICAL EPILATION
MST 8	SAUNA, STEAM ROOM, SPA POOLS & BATHS
MST 9	NON-SURGICAL LASERS, IPLS & LIGHT TREATMENTS
MST 10	ACUPUNCTURE
MST 11	ELECTRIC TREATMENTS

MST 1 - Nail Treatments

1. AGE RESTRICTIONS

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

2. INFECTION CONTROL

- All reusable metal equipment, such as cuticle clippers and cuticle knives must be washed and scrubbed with a general purpose detergent (e.g. washing up liquid) and water. Once physically clean, the equipment must be dried and disinfected to an appropriate level for its intended use.
- After cleaning this equipment must be stored in a clean, dry and airtight container until use.
- Any equipment that cannot be either sterilised or disinfected, is considered to be of a single use and must be properly disposed of after each client.
- After each client all work surfaces must be cleaned with a suitable general purpose detergent and then disinfected to an appropriate level.
- Towels or couch roll must be removed and changed between clients.
- Nail technicians must either sanitise the client's hands/feet prior to treatment with a suitable skin sanitising product or request them to wash their hands/feet.
- Food and drink must not be consumed in the treatment areas.

3. ELECTRIC DRILLS/FILES

- The use of electric drills/files on a client's natural nail is prohibited.
- 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.
- 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. 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 a good working order and in accordance with the manufacturer's instructions.

5. CHEMICAL USAGE

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

MST 2 - Massage (all types)

1. AGE RESTRICTIONS

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

2. INFECTION CONTROL

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

MST 3 - Tanning/Ultra Violet Light Treatments

1. AGE RESTRICTIONS

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

2. RECORD KEEPING

- This record must be signed by the client as a declaration of agreement to proceeding with the treatment having been explained and understanding any associated risks.
- A consultation card must be completed prior to the initial use and any potential contra-indications identified. Clients whose skin is prone to UV damage, such as Skin Type I, should not be permitted to use tanning equipment.
- Client consultation cards detailing all sunbed sessions, including the duration of sessions, must be kept at the premises at all times. Such cards must be kept for all clients including one-offs and walk-in's. The cards must be stored in accordance with the Data Protection Act 1998.
 - ❖ Consultation records must be held at the premises for a period of one year and be available for inspection by an Authorised Officer at all times.
 - ❖ 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.
 - ❖ The Health and Safety Executive (HSE) recommend a maximum of 20 ultra violet tanning sessions per year. The clients will be made aware made aware of this recommendation and will be advised prior to reaching this level. If the client still wishes to continue with any further exposure, then their written consent agreeing to carry out any further treatments at own risk shall be recorded.

3. INFECTION CONTROL

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

4. OPERATIONAL PROCEDURES

- The Licence Holder must ensure compliance with the current Sunbeds Regulations.
- Adequate means of ventilation must be provided to all treatment rooms and cubicles.
- All fans must be adequately guarded.
- Private shower, sink facilities or suitable wet wipes must be available to allow the client to remove any skin creams and make-up. The operator must advise the client on the importance of removing creams and make up.
- An automatic timer must be fitted to the equipment, so that the user is unable to increase the time spent using the UV tanning equipment.
- An emergency device must be fitted within easy reach of a person using the equipment. This device must switch off all Ultra Violet lamps and audibly summon assistance.
- Suitable goggles or equivalent for the protection of the eyes of users of the equipment must

be provided.

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

5. TUBES AND TUBE REPLACEMENT

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

6. TANNING ACCELERATORS

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

7. TANNING INJECTIONS

- The sale/supply of tanning injections is prohibited.

8. TANNING OPERATORS

- At least one person must be available at the premises at all times who, as a minimum, should have been trained in the type(s) of tanning equipment used at the premises This person(s) must carry out the initial client consultation, complete records and supervise all tanning transactions to ensure that these terms and conditions are adhered to. Any person(s) who may perform this role must be listed on the premises licence.

MST 4 - Tattooing & Micro Pigmentation

Tempooing and tattoo removal (also see conditions for the use of laser where applicable) are also covered by these conditions.

1. AGE RESTRICTIONS

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

2. PROTECTIVE CLOTHING

- All staff must wear clean personal protective clothing when tattooing. If any clothing becomes soiled, it must be changed prior to attending to the next client.
- Tattooists must wear disposable single use vinyl or non-latex gloves whilst carrying out the treatment. The integrity of the gloves must be checked throughout the treatment. New gloves must be used for each client and/or if there is a break in the treatment and non-sterile equipment is touched.

3. CLEANING AND STERILISATION

- 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/razors 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 or safely disposed of.

4. BLOOD/BODILY FLUID SPILLAGE

- There must be a written procedure for dealing with blood spillages.
- All staff must be made aware of this procedure. The procedure must be available onsite at all times for audit by the Authorised Officer.
- A spillage kit must be available for cleaning up blood or other bodily fluids. The kit must

include;

- ❖ A bucket with a tight fitting lid.
- ❖ 'Non-sterile', unpowdered latex gloves or vinyl gloves.
- ❖ Disposable plastic aprons.
- ❖ Disposable paper towels.
- ❖ Disposable cloths.
- ❖ A clinical waste bag.
- ❖ A small container of general purpose detergent.
- ❖ Hypochlorite solution, such as household bleach or Milton or Sodium dichloroisocyanurate compound (NaDCC), such as Presept or Sanichlor – to demonstrate compliance with COSHH 2002. Note that this compound must be stored in a lockable cupboard.
- ❖ Absorbent powder/granules, such as Vernagel (absorbent crystals) to soak up the liquid content of the spillage. Alternatively, disposable paper towels can be used to soak up excess fluid.

5. SHARPS INJURY

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

6. USE OF ANAESTHETICS

- Only tattooists who have successfully completed an appropriate course on use of topical anaesthetics are permitted to use them. Evidence of qualification must be available at the licensed premises at all times.
- The use of anaesthetic injections is prohibited.

7. TATTOO ARTISTS

- Tattoo artists must have undergone an apprenticeship of an appropriate duration with an experienced tattooist. Until such time as an externally verified tattooing qualification is offered, all tattooists will be required to demonstrate knowledge of infection control to the satisfaction of the Authorised Officer.
- Where the Council is concerned that a tattooist does not have adequate infection control knowledge the tattooist may be required to complete a questionnaire on infection control. Any tattooist failing to satisfactorily complete the questionnaire will be required to undertake further training to improve knowledge before they can be listed as a tattooist on the premises licence.
- Only persons listed on premises licence are permitted to carry out tattooing or micro pigmentation.

8. CIEH TOOLKIT

- The Chartered Institute of Environmental Health (CIEH) in conjunction with Public Health England (PHE) and the Tattoo and Piercing Industry Union have issued a Toolkit detailing safe practice with regard to hygienically undertaking tattooing and skin piercing. It is expected that the practitioners adhere to the requirements and recommendations contained within this document.
- The document can be accessed via the CIEH webpage at <http://www.cieh.org/Templates2016/policy3colsmartform.aspx?id=47706&terms=tattooing%20toolkit>

NOTES

Hepatitis B Vaccinations

Currently there are no vaccines for Hepatitis C or HIV available in the UK, therefore a robust infection control practices must be followed at all times. It is also strongly recommended that all tattooists receive a full course of Hepatitis B vaccine.

It has been proven, that, where a client is positive for hepatitis B and is highly infective, any skin penetrating injury carries around 30% risk of further infection.

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

Records proving the vaccination status of all tattooists working at the premises must be kept at the premises at all times.

MST 5 - Ear & Nose Piercing (using a gun)

1. AGE RESTRICTIONS

- 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.

2. INFECTION CONTROL

- All piercers must wear disposable gloves and they should be disposed of after each client.
- All work surfaces must be cleaned and disinfected before and after each client.
- The client's skin must be cleaned prior to piercing using a solution containing alcohol or appropriate sanitising skin wipes.
- Only pre-sterilised single use studs from undamaged packaging may be used.
- Studs must be opened immediately prior to use in front of the client.

2. BLOOD/BODILY FLUID SPILLAGE

- There must be a written procedure for dealing with blood spillages.
- All staff must be made aware of this procedure. The procedure must be available onsite at all times for audit by the Authorised Officer.
- A spillage kit must be available for cleaning up blood or other bodily fluids. The kit must include;
 - ❖ A bucket with a tight fitting lid.
 - ❖ 'Non-sterile', unpowdered latex gloves or vinyl gloves.
 - ❖ Disposable plastic aprons.
 - ❖ Disposable paper towels.
 - ❖ Disposable cloths.
 - ❖ A clinical waste bag.
 - ❖ A small container of general purpose detergent.
 - ❖ Hypochlorite solution, such as household bleach or Milton or Sodium dichloroisocyanurate compound (NaDCC), such as Presept or Sanichlor – to demonstrate compliance with COSHH 2002. Note that this compound must be stored in a lockable cupboard.
 - ❖ Absorbent powder/granules, such as Vernagel (absorbent crystals) to soak up the liquid content of the spillage must be made available. Alternatively, disposable paper towels can be used to soak up excess fluid.

4. SHARPS INJURY

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

5. CLEANING AND STERILISING OF EQUIPMENT

- All surfaces that come into contact with staff equipment or clients must be disinfected regularly as required.
- Any surfaces used during treatments must be disinfected before and after use.
- Any equipment that will be used again and that has been contaminated with blood however small must be cleaned and sterilized.

6. JEWELLERY

- All jewellery which may come into contact with broken skin or mucosa membranes must be sterile.
- To minimise the risk of infection and allergic reaction, all jewellery must be of a suitable grade, for example surgical stainless steel, solid 14K or 18K gold, platinum or other appropriate material.
- Grade 316 stainless steel does not comply with the Dangerous Substances and Preparations (Nickel) (Safety) Regulations (2000) and is not to be used.

MST 6 - Cosmetic Piercing including ear/nose piercing without a gun

1. AGE

- Clients must be over the age of 18 for all types of body piercing other than ear, nose, lip (labaret), eyebrow or navel.
- Anyone under the age of 16 who wants ear, nose, lip, eyebrow or navel pierced must be accompanied by a parent or guardian who must sign the appropriate consent forms.

2. PROTECTIVE CLOTHING

- All staff must wear clean personal protective clothing when tattooing. If any clothing becomes soiled, it must be changed prior to attending to the next client.
- Piercers must wear disposable single use vinyl or non-latex gloves whilst carrying out the treatment. The integrity of the gloves must be checked throughout the treatment. New gloves must be used for each client and/or if there is a break in the treatment and non-sterile equipment is touched.

3. CLEANING AND STERILISATION

- 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/razors must be single use and disposable.
- Any surfaces used during treatments must be disinfected prior to each use.
- Any treatment chair/ couches must be disinfected after each client.
- Any equipment that is to be reused and has been contaminated with blood, however small, must be cleaned and sterilized.

3. BLOOD/BODILY FLUID SPILLAGE

- There must be a written procedure for dealing with blood spillages.
- All staff must be made aware of this procedure. The procedure must be available onsite at all times for audit by the Authorised Officer.
- A spillage kit must be available for cleaning up blood or other bodily fluids. The kit must include;
 - ❖ A bucket with a tight fitting lid.
 - ❖ 'Non-sterile', unpowdered latex gloves or vinyl gloves.
 - ❖ Disposable plastic aprons.
 - ❖ Disposable paper towels.
 - ❖ Disposable cloths.
 - ❖ A clinical waste bag.
 - ❖ A small container of general purpose detergent.
 - ❖ Hypochlorite solution, such as household bleach or Milton or Sodium dichloroisocyanurate compound (NaDCC), such as Presept or Sanichlor – to demonstrate compliance with COSHH 2002. Note that this compound must be stored in a lockable cupboard.
 - ❖ Absorbent powder/granules, such as Vernagel (absorbent crystals) to soak up the liquid content of the spillage. Alternatively, disposable paper towels can be used to soak up excess fluid.

5. SHARPS INJURY

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

6. USE OF ANAESTHETICS

- Only operators who have successfully completed an appropriate course on use of topical anaesthetics will be permitted to use them. Evidence of the qualification must be available at the licensed premises at all times.
- The use of anaesthetic injections is prohibited.

7. PIERCERS

- Only suitably qualified and experienced persons shall carry out piercing. Until such time as an externally verified body piercing qualification is offered, all piercers will be required to demonstrate knowledge of infection control to the satisfaction of the Authorised Officer.
- Where the Council is concerned that a piercer does not have adequate infection control knowledge the piercer may be required to complete a questionnaire on infection control. Any piercer failing to satisfactorily complete the questionnaire will be required to undertake further training to improve knowledge before they can be listed on the premises licence.
- Only persons listed on premises licence are permitted to carry out piercing.

8. JEWELLERY

- All jewellery which may come into contact with broken skin or mucosa membranes must be sterile.
- To minimise the risk of infection and allergic reaction, all jewellery must be of a suitable grade, for example surgical stainless steel, solid 14K or 18K gold, platinum or other appropriate material.
- Grade 316 stainless steel does not comply with the current Dangerous Substances and Preparations (Nickel) (Safety) Regulations and is not to be used.

9. CIEH TOOLKIT

- The Chartered Institute of Environmental Health (CIEH) in conjunction with Public Health England (PHE) and the Tattoo and Piercing Industry Union have issued a Toolkit detailing safe practice with regard to hygienically undertaking tattooing and skin piercing. It is expected that the practitioners adhere to the requirements and recommendations contained within this document.
- The document can be accessed via the CIEH webpage at <http://www.cieh.org/Templates2016/policy3colsmartform.aspx?id=47706&terms=tattooing%20toolkit>

NOTES

Hepatitis B Vaccinations

Currently there are no vaccines for Hepatitis C or HIV available in the UK, therefore a robust infection control practices must be followed at all times. It is also strongly recommended that all piercers receive a full course of Hepatitis B vaccination.

It has been proven, that, where a client is positive for hepatitis B and is highly infective, any skin penetrating injury carries around 30% risk of further infection.

Hepatitis vaccinations should be paid for by the employer. If a practitioner refuses to get vaccinated, it is recommended that the employer requires them to sign a disclaimer form.

Records proving the vaccination status of all tattooists working at the premises must be kept at the premises at all times.

MST 7 - Electrolysis & Electrical Epilation

1. AGE RESTRICTIONS

- 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.

2. CLEANING AND STERILISING OF EQUIPMENT

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

3. BLOOD/BODILY FLUID SPILLAGES

- There must be a written procedure for dealing with blood spillages.
- All staff must be made aware of this procedure. The procedure must be available onsite at all times for audit by the Authorised Officer.
- A spillage kit must be available for cleaning up blood or other bodily fluids. The kit must include;
 - ❖ A bucket with a tight fitting lid.
 - ❖ 'Non-sterile', unpowdered latex gloves or vinyl gloves.
 - ❖ Disposable plastic aprons.
 - ❖ Disposable paper towels.
 - ❖ Disposable cloths.
 - ❖ A clinical waste bag.
 - ❖ A small container of general purpose detergent.
 - ❖ Hypochlorite solution, such as household bleach or Milton or Sodium dichloroisocyanurate compound (NaDCC), such as Presept or Sanichlor – to demonstrate compliance with COSHH 2002. Note that this compound must be stored in a lockable cupboard.
 - ❖ Absorbent powder/granules, such as Vernagel (absorbent crystals) to soak up the liquid content of the spillage. Alternatively, disposable paper towels can be used to soak up excess fluid.

4. SHARPS INJURY

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

5. PRACTITIONERS

- Only suitably qualified and experienced practitioner(s) may carry out the treatments. Qualifications must be accredited, nationally recognised or of an equivalent standard and must cover Infection Control. All practitioners will be required to demonstrate knowledge of infection control to the satisfaction of the Authorised Officer.
- Where Council is concerned that a practitioner does not have adequate infection control knowledge, the therapist may be required to complete a questionnaire on infection control. Any practitioner failing to satisfactorily complete the questionnaire will be required to undertake further training to improve their knowledge before they can be included as a licenced practitioner on the premises licence.
- Only persons listed on premises licence are permitted to carry out Electrolysis/ Electrical Epilations.

MST 8 - Sauna, Steam Room, Spa Pools & Baths

1. AGE RESTRICTIONS

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

2. RECORD KEEPING

- Daily, weekly, monthly and any other periodical cleaning and maintenance records must be available for inspection by an Authorised Officer at all times.
- Maintenance and electrical safety records must be available for inspection by an Authorised Officer at all times.
- There must be a written procedure detailing the action to be taken in the event that the alarm mechanism is used. All relevant personnel must be familiar with the procedure.

3. SPA POOLS/JACUZZI/BATH

- All operators must refer to the Health and Safety Executive's Approved Code of Practice and Guidance L8, "The Control of Legionella Bacteria in Water Systems".
- Records of the free chlorine levels and the pH levels of the spa must be taken at regular intervals. These records must be made available for inspection by an Authorised Officer.
- The Licence Holder(s) 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.
- The Licence Holder(s) must have a written procedure that must be followed in the event of an unsatisfactory microbiological result or any other health concerns associated with use of the pool.
- There must be a non-verbal alarm system in the vicinity linked to a manned reception area for summoning help when the users are 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.
- All equipment shall be of sound mechanical construction and regularly maintained. Records of maintenance should be made available for inspection by an Authorised Officer.
- The Licensee shall have a written procedure detailing steps to be taken to ensure that the maximum bather load for the facility is not exceeded.
- A notice providing information on the use of the spa pool must be clearly displayed near each unit.
- A rest area for users should be provided.
- The spa pool must be emptied and refilled at regular intervals in accordance with the manufacturer's guidance and usage but in any event at least weekly.
- The water circulation system must be run for a minimum of 3 hours/day and preferably continuously.
- Water jets must be operated for a minimum of 1 hour/day.
- The pool must be drained and refilled if left unused for 5 days.

4. SAUNA

- The sauna room must have a glazed panel to allow safe access and egress by clients and supervising staff.
- A thermometer shall be provided indicating the temperature inside the sauna.
- A non-verbal emergency assistance device shall be provided either in the sauna room or immediately adjacent to it. Any saunas installed after January 2013 must have a non-verbal alarm linked to a manned reception area. The alarm should continue to sound until it is manually switched to the 'off' position in order to silence it. The user must be made aware of the alert mechanism and how to use it.
- A clock or other time keeping device shall be visible to users from inside the sauna.

- The temperature control device shall not be accessible to users of the sauna.
- The hot coals in the sauna shall be protected by a guard rail or barrier.
- Shower facilities shall be provided close to the sauna.
- A supply of fresh drinking water shall be available close to the sauna.
- A notice providing accurate information on the safe use of the sauna must be clearly displayed near the unit.
- The clients must wear bathing costume/shorts in the sauna.
- Eating, drinking or shaving is prohibited in sauna.

5. STEAM ROOMS

- The floor of the equipment must be impervious; laid to fall to promote drainage and easily cleaned. It should also be constructed of a non-slip material.
- The operator must be aware of the temperature the unit is operating at. Ideally there should be a thermometer located inside the unit. If this is not fitted, the temperature inside the unit must be checked regularly. The temperature must not exceed 50°C.
- Temperature control must remain under the control of the licence holder.
- The steam room must have a glazed panel to allow safe access and egress by the clients and supervising staff.
- The door must have an internal handle to allow the client to exit the room when required.
- There must be a non-verbal alarm system that can be heard in manned areas for summoning help when users are left unattended. Steam rooms installed after January 2013 must have a non-verbal alarm linked to a manned reception area. The alarm should continue to sound until it is manually switched to the 'off' position in order to silence it. The user must be made aware of the alert mechanism and how to use it.
- All equipment shall be of sound mechanical construction.
- A clock or timer must be visible in order to monitor time elapsed in the steam room.
- A notice providing accurate information on the safe use of the steam room must be clearly displayed near each unit.
- Clients should be advised to sit on a towel in the steam room to reduce the risk of infection and burning.
- The licensee shall implement a procedure whereby all steam rooms are checked regularly for cleanliness and for state of health of the user e.g. signs of fainting.
- The clients must wear a bathing costume or shorts in the steam room.
- Eating, drinking or shaving is prohibited in the steam room.

6. CLEANING/ INFECTION CONTROL

- The sauna/steam room/baths must be cleaned and disinfected regularly following the relevant guidance and in accordance with manufacturer's instructions and with cleaning materials specified by the manufacturer.

7. OPERATORS

- At least one person must be available at the premises at all times who has had, as a minimum, specific manufacturer's training for the equipment used within premises or an equivalent level of training deemed suitable by an Authorised Officer of the Council.

MST 9 - Non-Surgical Lasers, IPLs & Light Treatment

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

1. AGE RESTRICTIONS

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

2. VISUAL ASSESSMENT

- An assessment of the condition of the area to be treated must be carried out prior to commencing treatment. Where necessary notes/diagrams should be made regarding

conditions and areas not to be treated.

- Treatments must not be carried out on or in close proximity of an infected area of skin, a rash, cut, abrasion, broken skin or any other skin damage.

3. AUTHORISED USER REGISTER

- A register of all personnel trained, qualified and authorised to operate laser/IPL equipment must be kept at the licensed premises at all times.

4. RECORD KEEPING

- Records must be kept for every client, including walk-ins/one offs. The records must include details of medical history checks and steps taken to verify the age of the client, including their date of birth and, where appropriate, the type of identification provided (). These records must be signed by either the client themselves or by the parent/guardian (as appropriate) as a declaration of agreement to proceeding with the treatment having been explained and understanding any associated risks. In addition a treatment register must be kept to include the following:-
- A treatment register shall be completed every time the laser/IPL is operated, including the following information:
 - ❖ the name of the person treated;
 - ❖ the date and time of treatment;
 - ❖ the name and signature of the laser/IPL operator;
 - ❖ the nature of the laser/IPL treatment given;
 - ❖ the treatment parameters and details;
 - ❖ any potential adverse effects.

5. INFECTION CONTROL

- Couches, tables and trolleys must be wiped with a suitable disinfectant between clients. If cloth towels are used, a clean towel must be used for each client.
- Couch roll must be changed between clients.
- Where any hair needs to be removed, disposable razors must be used and thrown away after each client.

6. LASER/ IPL TREATMENT PROTOCOL DOCUMENT

- The licence holder must ensure that a 'treatment protocol' document is produced and signed by an Expert Medical Practitioner (EMP) in relation to the licence holder's equipment.
- The treatment protocol should be signed and dated by the EMP to confirm authorisation, should be reviewed annually and include a projected date for review. The treatment protocol must be retained at the premises at all times.
- The treatment protocol sets out the necessary pre-treatment checks and tests, the manner in which the laser/IPL is to be applied, the acceptable variations in the settings used, and when to abort a treatment.
- A separate treatment protocol should be in place for each laser/IPL in use at the licensed premises.
- The treatment protocol must include the following:
 - ❖ name and technical specifications of the equipment;
 - ❖ any potential contraindications;
 - ❖ treatment technique – general;
 - ❖ treatment technique – hair reduction;
 - ❖ client consent prior to treatment - including checking the skin type and pigmentation;
 - ❖ cleanliness and infection control;
 - ❖ pre-treatment tests and pre-treatment instructions;
 - ❖ post-treatment care;
 - ❖ recognition of treatment-related problems;
 - ❖ list of photo sensitisers;
 - ❖ emergency procedures;

- ❖ permitted variation on machine variables/settings;
- ❖ procedure in the event of equipment failure;
- ❖ written and verbal aftercare advice must be provided after the treatment.

7. LASER & IPL LOCAL RULES

- The Licence holder shall initially engage the services of a certificated Laser Protection Advisor (LPA) to produce the local rules. A copy of the LPA's certificate and a copy of a contract between the licenced premise and the LPA must be available at the premises at all times. In cases where the device and the room has been previously assessed the Licence Holder must contact the LPA who carried out the assessments to get copies of these documents. See more information in No 12 below.
- A copy of the last LPA audit report must be available onsite for review by the Authorised Officer. If a copy is not available, the Licence Holder must contact the LPA who wrote the Local Rules and request a copy of the last audit or a new audit.
- After the initial inspection, if there are no significant changes to the premises i.e. change of room, change of Laser/IPL equipment, treatments etc, then the initial assessments will stand and therefore no further action is required at that time only.
- The License is responsible which LPA to choose and how long to continue engaging their services. If there are any significant changes with respect of the Laser/IPL operations at the premises, i.e. change of room, change of Laser/IPL equipment or change in any additional treatments offered, then a further inspection by the LPA will be required. Any changes must be documented.
- While the changes in relation to the laser user(s) will not require a new assessment, the 'user register' must be updated with copies of their qualifications and training.
- Both the local rules and the treatment protocol must be available for reference, in close proximity to each machine.

8. APPLICATION OF LOCAL RULES

- The laser/IPL must only be used in accordance with the local rules.
- Authorised Persons must sign the statements confirming that they have read and understood the local rules. These statements must be available at the premises for inspection by an Authorised Officer at all times.

9. LASER/IPL CONTROLLED AREA

- The area around working lasers/IPL shall be controlled to protect other persons while treatment is in progress. The controlled area shall be clearly defined and not used for any other purposes.
- A suitable safety warning sign ('Eye Protection' and 'Controlled Area') or light entry system complying with current British Standards shall be displayed on the door of the controlled area.
- All lasers/IPL shall comply with current standards BS EN 60601-2-22 for medical lasers and BS 60601-2-57 and shall display labels identifying them, their wavelength or range of wavelengths and the maximum output of the power of the radiation emitted. The labels shall be clearly visible on the front or the side of the machine.
- The door to the controlled area shall be fitted with a suitable device which can be operated from the outside in an emergency
- Any windows in the controlled area shall be fitted with opaque blinds approved by the LPA.
- The controlled areas shall be kept clear of clutter, mirrors shall be avoided and jewellery shall not be worn.
- Surfaces within the controlled area shall be of a matt or eggshell finish.
- Protective eyewear shall be worn by everyone within the controlled area whenever there is a risk of exposure to laser/IPL. All protective eyewear shall be marked with the wavelength range and protection offered as detailed in the local rules document. They shall be in a clean serviceable condition.

- No more than one laser/IPL shall be switched on during the client treatment.
- When the laser/IPL is in operation, the number of persons in the room shall be kept to a minimum.
- The laser protection supervisor shall ensure that the key to any laser/IPL equipment is kept in a secure and separate area when not in use and that only authorised users have access to the key.
- Lasers/IPL shall be serviced annually. The servicing and ongoing maintenance records must be kept within the 'Local Rules' document.
- A notice must be fixed to the laser/IPL unit indicating that its use is subject to the Local Rules.

10. TRAINING OF AUTHORISED USERS

- Only suitably qualified therapists listed on the premises licence may operate and provide laser or IPL treatments. Qualifications must be accredited, nationally recognised or of an equivalent standard and must cover Infection Control. Where Council is concerned that a therapist does not have adequate infection control knowledge, the therapist may be required to complete a questionnaire on infection control. Any therapist failing to satisfactorily complete the questionnaire will be required to undertake further training to improve knowledge before they can be relisted on the premises licence.
- All authorised users of laser/IPL shall be trained to at least the Core of Knowledge Certificate level. The records of such training shall be kept at the premises with the local rules.
- Training on the specific equipment in use at the premises shall also be recorded. Such training should be refreshed every 3-5 years.

11. LASER PROTECTION SUPERVISOR

- A suitably qualified member of staff on the premises shall be identified, in writing, as the laser protection supervisor they will have day to day to responsibility of ensuring that the local rules are followed.

12. LASER & IPL LOCAL RULES

Potential Hazards	List all types of hazards including fire, skin and eye injuries, electrical etc.
Device Description	Description of all devices including output, serial numbers etc.
Treatment Protocol	Reference to a separate document produced by the Expert Medical Practitioner.
Written Procedures	Supported by reference to user manual/training manual etc.
Adverse Incident Procedure	Details of actions that shall be taken in cases of emergency, such as eye exposure. Name, address and telephone number of local accident and emergency department. Any incidents must also be reported to the Health & Safety team at the London Borough of Bexley.
Emergency Shutdown Procedure	Instructions as set down in the manufacturer's manual or treatment protocol.
Register of Authorised Users	Details of trained personnel with signed declarations of individuals.

Laser Protection Advisor	Contact details of the LPA.
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MST 10 - Acupuncture

1. AGE RESTRICTIONS

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

2. BLOOD & BODILY FLUID SPILLAGE

- There must be a written procedure for dealing with blood spillages.
- All staff must be made aware of this procedure. The procedure must be available onsite at all times for audit by the Authorised Officer.
- A spillage kit must be available for cleaning up blood or other bodily fluids. The kit must include;
 - ❖ A bucket with a tight fitting lid.
 - ❖ 'Non-sterile', unpowdered latex gloves or vinyl gloves.
 - ❖ Disposable plastic aprons.
 - ❖ Disposable paper towels.
 - ❖ Disposable cloths.
 - ❖ A clinical waste bag.
 - ❖ A small container of general purpose detergent.
 - ❖ Hypochlorite solution, such as household bleach or Milton or Sodium dichloroisocyanurate compound (NaDCC), such as Presept or Sanichlor – to demonstrate compliance with COSHH 2002. Note that this compound must be stored in a lockable cupboard.
 - ❖ Absorbent powder/granules, such as Vernagel (absorbent crystals) to soak up the liquid content of the spillage. Alternatively, disposable paper towels can be used to soak up excess fluid.

3. ACCIDENTAL SHARPS INJURY

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

4. PRACTITIONERS

- Only suitably qualified practitioners listed on the premises licence may provide acupuncture treatments. Qualifications must be accredited, nationally recognised or of an equivalent standard and must cover Salon Hygiene/Infection Control or similar.
- Where Council is concerned that a practitioner does not have adequate infection control knowledge the practitioner will be required to complete a questionnaire on infection control. Any practitioner failing to satisfactorily complete the questionnaire will be required to undertake further training to improve their knowledge before they can be included as a licenced practitioner on the premises licence.

MST 11 - Electric Treatments

1. AGE RESTRICTIONS

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

2. PRACTITIONERS

- Only suitably qualified and experienced practitioner(s) may carry out the treatments. Qualifications must be accredited, nationally recognised or of an equivalent standard and must cover Infection Control. All practitioners will be required to demonstrate knowledge

of infection control to the satisfaction of the Authorised Officer.

- Where Council is concerned that a practitioner does not have adequate infection control knowledge, the practitioner may be required to complete a questionnaire on infection control. Any practitioner failing to satisfactorily complete the questionnaire will be required to undertake further training to improve their knowledge before they can be included as a licenced practitioner on the premises licence.
- Only persons listed on premises licence are permitted to carry out electrical treatments.

APPENDIX A PREMISES SAFETY CHECKLIST

To be used as a guide by the *Premises Manager* or other persons carrying out a safety check before the public are admitted.

Date	
Name of person carrying out inspection	
Job title of person carrying out inspection	

**Tick only if everything is in order
Do not open the premises until any problems have been rectified**

1.	All exit doors are available for use.	
2.	Any chains or other removable fastenings are removed from exit doors and hung in their <i>approved</i> storage position.	
3.	Any panic bolts and panic latches are in working order.	
4.	Any doors, gates or shutters that should be kept open are locked in the open position.	
5.	All internal and external escape routes and exit doors are clear and free from obstruction.	
6.	All fire doors are shut unless held open by devices <i>approved</i> by the <i>Council</i> .	
7.	All exit routes including stairways and all fire safety signs are adequately illuminated.	
8.	Where two power supplies are provided e.g. mains and battery, both are operative throughout the <i>premises</i> .	
9.	There are no obvious fire hazards such as combustible waste or litter.	
10.	All firefighting equipment is in position and available for use.	
11.	The first aid equipment is available for use.	
12.	Any public address system is in working order.	
13.	Any fire alarm system is in working order.	

APPENDIX B

Guidance on the Qualifications & Training of Special Treatment Practitioners

PART II OF THE LONDON LOCAL AUTHORITIES ACT 1991

1. Introduction

- 1.1 It is the responsibility of the holder of a Special Treatment Premises Licence (Licence holder) to ensure that all persons providing special treatments at the premises (Special Treatment Practitioners) are suitably qualified/experienced/trained and competent to perform the specific special treatments they provide. Furthermore, the Licence holder is required to record how they determine a Special Treatment Practitioners competence and such record must be kept on the premises at all times.

Note: The above is a requirement of the Council's standard conditions for premises licensed to provide special treatments.

- 1.2 This guidance has been produced to assist Licence holders evaluate the qualification(s), experience and training of Special Treatment Practitioners. It also provides a template as to how such evaluations should be recorded.

2. Training and Qualifications

- 2.1 Licence holders should only accept qualifications issued by a bona fide examining body e.g. City & Guilds, NVQ or equivalent. International qualifications should only be accepted if supported by a compatibility certificate issued by the National Academic Recognition Information Centre (UKNARIC).

- 2.2 **Appendix 2** to this guidance lists various qualifications that, in the view of the Council, evidence a Special Treatment Practitioners competence to provide a specific special treatment. This list is not exhaustive and is provided by way of an example only. If a qualification does not appear in Appendix 2 it is for the Licence holder to take necessary steps to satisfy themselves that the training certificate evidences necessary competence to provide a specific special treatment.

- 2.3 Where there are no recognised qualifications for a particular special treatment, or where a Special Treatment Practitioner is relying on experience and training, in determining the Practitioners competency the Licence holder may have regard to:
- Evidence of relevant training/apprenticeship; and/or
 - References of past work.

Licence holders may choose to evidence competency by way of devising a short test/examination for the Special Treatment Practitioner to undertake. If they opt to do this, they may wish to have regard to the 'National Occupational Standards' set by the UK Commission for Employment and Skills.

'National Occupational Standards' are statements of the standards of performance individuals must achieve when carrying out functions in the workplace, together with specifications of the underpinning knowledge and understanding.

3. Record Keeping

- It is the responsibility of the Licence holder to keep training records in respect of every Special Treatment Practitioner and Trainee Practitioner providing special treatments at the premises.
- In order to ensure that satisfactory records are kept the Council has included a record keeping requirement in its standard conditions. A copy of the 'approved record keeping form', together with notes on its completion, is attached at **Appendix E & F** to this guidance.

APPENDIX C

Links to Further Details Qualifications & Training

Professional Indemnity

- British Association of Beauty Therapy and Cosmetology (BABTAC)
Tel: 0845 065 9000
www.babtac.com/index.php?pageid=10
- Guild of Professional Beauty Therapists
Tel: 0845 21 77 383
www.beautyguild.com

Qualifications

- Business & Technology Education Council (BTEC) – Tel: 0844 576 0026
www.edexcel.com/Aboutus/contact-us/Pages/home.aspx
- City & Guilds of London Institute (NVQ) – Tel: 08700 242 466
- National Vocational Qualification (NVQ) – Tel: 0844 576 0026
www.edexcel.com/Aboutus/contact-us/Pages/home.aspx
- International Therapy Examination Council (ITEC) – Tel: 020 8994 4141
www.itecworld.co.uk
- Vocational Training Charitable Trust (VTCT) – Tel: 02380 684 500
www.vtct.org.uk/
- International Health & Beauty Council (IHBC)
- International Institute of Health & Holistic Therapies (IIHHT)
- Confederation of International Beauty Therapy and Cosmetology Ltd (CIBTAC)
Tel: 01452 623 114
www.cibtac.com
- Comite International D'Esthetique et de Cosmetologie (CIDESCO)
Tel: 01580 212 954

Overseas Qualifications

- The National Recognition Information Centre for the United Kingdom (UK NARIC)
Tel: 0871 330 7033
www.naric.org.uk/index.asp?page=30

Occupational Standards

- UK Commission for Employment & Skills (National Occupational Standards)
<http://nos.ukces.org.uk/Pages/Search.aspx>
- Health and Beauty Industry Authority (HABIA) (HABIA is a company limited by guarantee).
Tel: 0845 230 6080
Email: info@habia.org
<http://www.habia.org/>

APPENDIX D

Schedule of awarding bodies and formal qualifications

Awarding Body (Formal qualifications are set in line with National Occupational Standards)	Low Risk treatments covered (Mandatory Units)	Medium Risk treatments covered (Mandatory Units)	High Risk treatments covered (Mandatory Units)	Additional Treatments (Optional Units)
NVQ Beauty Therapy Level 3	<ul style="list-style-type: none"> • Massage • Lymphatic Drainage • Ultra Sound • Infra-red • High Frequency • Faradism • Micro Current Therapy (this covers Galvanism and Diathermy) • Facial • Manicure and Pedicure • For Ear Piercing or Ultra Violet Tanning additional unit is required 	<ul style="list-style-type: none"> • Persons applying for Electrolysis require the additional Unit 	<ul style="list-style-type: none"> • Persons applying for Laser or IPL require the pre-requisite of NVQ Level 3 and 'core of knowledge training' 	<ul style="list-style-type: none"> • Spa & Bath • Sauna & Steam • Flotation Tank • Reflexology • Aromatherapy • Ear Piercing • Ultra Violet Tanning • Electrolysis
VTCT Level 2 in Beauty Services	<ul style="list-style-type: none"> • Facial • Manicure & Pedicure • For Ear Piercing or Ultra Violet Tanning additional unit is required 			<ul style="list-style-type: none"> • Ear Piercing • Ultra Violet Tanning • Nail Extensions • Spa & Bath • Sauna & Steam • Flotation Tank

<p>VTCT Level 3</p>	<ul style="list-style-type: none"> • Massage • Lymphatic Drainage • Ultra Sound • Infra-red • High Frequency • Faradism • Micro Current Therapy (this covers Galvanism and Diathermy) • Facial • Manicure and Pedicure • For Ear Piercing or Ultra Violet Tanning additional unit is required 	<ul style="list-style-type: none"> • Persons applying for Electrolysis require the additional unit 	<ul style="list-style-type: none"> • Persons applying for Laser or IPL require the pre-requisite of NVQ Level 3 and 'core of knowledge training' 	<ul style="list-style-type: none"> • Spa & Bath • Sauna & Steam • Flotation Tank • Reflexology • Aromatherapy • Ear Piercing • Ultra Violet Tanning Electrolysis
<p>BTEC HND Beauty Therapy</p>	<ul style="list-style-type: none"> • Facial • Manicure and Pedicure • Massage • Lymphatic Drainage • Ultra Sound • Infra-red • High Frequency • Faradism • Micro Current Therapy (includes Galvanism and Diathermy) • Nail Extensions • Aromatherapy • Reflexology • For Ear Piercing or Ultra Violet Tanning additional unit is required 	<ul style="list-style-type: none"> • Persons applying for Electrolysis require the additional unit 	<ul style="list-style-type: none"> • Persons applying for Laser or IPL require the pre-requisite of IHBC 'core of knowledge training' 	<ul style="list-style-type: none"> • Spa & Bath • Sauna & Steam • Flotation Tank Reflexology • Aromatherapy • Ear Piercing • Ultra Violet Tanning • Nail Extensions • Electrolysis

City & Guilds NVQ 2 or 3	<ul style="list-style-type: none"> • Facial • Manicure and Pedicure Massage • Lymphatic Drainage • Ultra Sound • Infra-red • High Frequency • Faradism • Micro Current Therapy (this covers Galvanism and Diathermy) • Persons applying for Ear Piercing or Ultra Violet Tanning require the additional unit 	<ul style="list-style-type: none"> • Persons applying for Electrolysis require the additional unit 	<ul style="list-style-type: none"> • Persons applying for Laser or IPL require the pre-requisite of City & Guilds 'core of knowledge training' 	<ul style="list-style-type: none"> • Spa & Bath • Sauna & Steam • Flotation Tank • Reflexology • Aromatherapy • Ear Piercing • Ultra Violet Tanning • Nail Extensions • Electrolysis
IHBC	<ul style="list-style-type: none"> • Aromatherapy • Massage • Reflexology • Shiatsu 	<ul style="list-style-type: none"> • Acupuncture 		
IIHHT	<ul style="list-style-type: none"> • Aromatherapy • Massage • Reflexology • Shiatsu 	<ul style="list-style-type: none"> • Acupuncture 		
In-house training	<ul style="list-style-type: none"> • Sauna & Steam • Spa & Bath • Flotation Tank 	<ul style="list-style-type: none"> • Ultra Violet Tanning • Tattooing • Micropigmentation • Body Piercing 		

APPENDIX E

Special Treatment Practitioner/Trainee Practitioners Training and Qualification Record

Approved record form as required by London Borough of Bexley's Standard Conditions for Special Treatment Premises Licences.
Please see guidance notes for more information on the requirements for this section in Appendix F.

1. Special Treatment Practitioner		
Title		Attach passport sized photograph here
First name(s): (include any middle names)		
Surname:		
Date of Birth:		
Place of Birth:		
National Insurance No:		
Home address: (including post code)		
Special Treatments Category (List those that are on the Licence)		
Category A Treatments	Category B Treatments	Category C Treatments
2. Qualifications and/or Training and specified treatments		

This section must be completed with all of the training and/or qualifications attained by the practitioner or which are being worked towards. See guidance for more information on minimum level of training and/or qualifications to enable the practitioner to perform the specified special treatments.

Qualification or training name	Date the qualification and/or training was attained or completed (<i>leave blank until attained or completed</i>)	Awarding Body	Special Treatments Permitted

If additional space is required to record qualifications or training please use tick here and then use the additional information sheet template.

3. Trainee Supervision

Trainee special treatment practitioners are permitted to provide special treatments but only under the direct supervision of a sufficiently qualified and/or trained special treatment practitioner for that specific treatment being given by the trainee. The supervising special treatment practitioner must be an employee of licensed premises/company or be practicing at the licensee's premises with their permission. Please see the guidance notes for further information on supervision of trainees.

Assigned Training Supervisor(s) Full Name	List the treatments being supervised

Appendix F

Guide to completing the Approved training record

- 1.1 The form is made up of 3 sections. Section 1 contains personal information relating to the practitioner or trainee practitioner such as their name, date of birth, home address etc. Section 2 allows the licensee to list the training that's been attained or is being worked towards attaining by the special treatment practitioner or trainee practitioner. Section 3 is to be completed if the trainee special treatment practitioner is being supervised whilst working towards achieving the appropriate level of training and qualifications.

Section 1

- 1.2 Section 1 of the form must be completed in full, except when expressly stated not too. The licensee must complete the full name, including all first names of the special treatment practitioner or trainee practitioner. The date of birth, place of birth and current address, including post code must be recorded. The form also requires a passport sized photograph to be attached to the record of the person that record relates to.
- 1.3 The licensee must make sufficient checks to ensure that the personal details are correct. The licensee must check that information against photographic proof of identity documents such as passport, driving licence, identity card, etc.

Section 2

- 1.4 In section 2 of the form the licensee must list the training and/or qualifications that the special treatment practitioner or trainee practitioner has attained. The licensee must also record any additional training and/or qualifications that may be attained at a later date so as to ensure that the form is constantly updated. The licensee must also see the original qualification certificates or evidence of relevant training. A copy must be taken of these documents and stored with the special treatment practitioner's record.
- 1.5 If the special treatment practitioner or trainee practitioner is training for a qualification or additional qualification or to meet the required experience and training level then this should also be recorded in this section. However, the "Date Qualification/Training attained/completed" field for that row should be left blank until the practitioner or trainee has produced evidence of attaining the required qualification or training level. A copy of the qualification certificate or training evidence must be attached to that practitioner or trainee's record as soon as it is provided to the licensee as proof of attainment.
- 1.6 If there are more qualifications and/or training than can be recorded in the space available within section 2 the licensee must indicate that an addition sheet is required by ticking the appropriate box. The licensee should then continue to record the required information on the "Continuation Sheet for the Special Treatment Practitioner/Trainee Personal Training and Qualification Record" which is attached at Appendix 2.

Section 3

- 1.7 If a trainee practitioner is training to attain the required level of training or qualifications for a specific special treatment and will be practicing on the premises then the person directly supervising that person is recorded along with the treatment that is being given under supervision.