

STANDARD CONDITIONS - All premises**RULES OF MANAGEMENT**

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

1. General

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

2. Licence

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

3. Planning Permission

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

4. Notices

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

5. Advertisement

- a. The licensee shall keep in the premises, arranged or filed in order of date, a copy of each advertisement or circular issued by the licensee or on behalf of the licensee for a period of six months from the date of the issue of the advertisement. The copies shall be open to inspection by an officer and are to be produced on request.
- b. Other than by virtue of displaying the licence, the Licensee shall not advertise that either the person or the establishment is licensed by the Council.
- c. The licensee shall not advertise in a public convenience or conveyance or in any place in which the public assemble, any massage or special treatments carried on at the establishment. (This will not apply to an advertisement in or on the premises of the establishment or to any advertisement in any newspaper or periodical, which may be exposed for sale in any public place in which the public assemble.)

6. Staff

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

7. Manager

A manager or other person directly or indirectly responsible for the management of the premises shall be under the same obligation as the licensee to comply with and secure the observance of conditions on grant of a licence.

8. Electrical Items

- a. The licensee shall keep any electrical or other apparatus installed in the premises maintained in an efficient and safe condition and in all other respects suitable use.
- b. With the exception of brand new equipment, electrical certificates are required for the following pieces of equipment:
 - i Sunbeds;
 - ii Saunas;
 - iii Steam cabinets;
 - iv Steam Rooms;
 - v Spas;
 - vi Aerated water baths;

These certificates are to be submitted to the Council every two years. Certificates are to be submitted in a format acceptable to the Council and are to be signed by a competent person.
- c. The Council may also periodically require Periodic Inspection Report and Portable Appliances Test certificates for other pieces of electrical equipment.

- d. Newly acquired equipment, whether brand new or second hand, must be accompanied with similar documentation to that described above to confirm its safety. British Electrotechnical Approvals Board (BEAB) approval will also satisfy this requirement.

9. Fire precautions

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

10. Lighting

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

11. Heating

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

12. Ventilation

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

13. Sanitary Accommodation

Sufficient sanitary accommodation shall be provided to the premises for maximum number of persons who may be on the premises. The sanitary accommodation shall be maintained and kept in a clean and hygienic condition. The accommodation must be supplied with conveniently accessible washing facilities including the provision of hot and cold water, soap, and towels.

14. Wash hand basins

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

15. Waste Disposal

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

16. Structure

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

17. Equipment

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

18. Conduct of Business

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

19. Records

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

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

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

20. Insurance

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

21. Specific conditions

The following specific conditions also apply where applicable:

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

END

STANDARD CONDITIONS - UV Light

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

1. Qualifications

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

2. Notice

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

3. Advice

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

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

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

4. Exposure to radiation

- a. Steps shall be taken to ensure that staff and other clients are not exposed to radiation.
- b. Clients should receive exposure based on the manufacturer's recommendations for various skin types. Early sessions should be more restricted.
- c. Clients using the equipment must wear suitable protective eyewear. Staff operating it should use such eyewear at all times when exposed to ultra violet light
5. No one under the age of 18 should be allowed to use the sun bed.

6. Equipment

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

7. Structure

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

END

STANDARD CONDITIONS - Cosmetic Piercing

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

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

1. General

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

2. Waste Materials

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

3. Equipment

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

4. Hygiene

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

5. Personal hygiene

Any person carrying out cosmetic piercing must ensure that:

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

6. Records

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

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

END

STANDARD CONDITIONS - Body Piercing

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

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

1. General Cleanliness

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

2. Sharps

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

3. Procedures

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

4. Hygiene

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

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

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

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

5. Personal

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

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

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

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

6. First Aid

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

7. Client information

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

8. Age limitation

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

9. Records

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

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

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

END

STANDARD CONDITIONS - Genital and Genital Area Piercing

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

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

END

NOTE:

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

STANDARD CONDITIONS – Tattooing

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

1. General

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

2. General Cleanliness

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

3. Used Materials

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

4. Hygiene

- a. The licensee shall ensure that adequate facilities and equipment for the purpose of sterilising instruments are provided and are maintained in proper working order.

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

5. Personal hygiene

Any person carrying out tattooing must ensure that:

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

6. Dyes

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

7. First Aid

Appropriate arrangements for first aid must be made (see “First Aid at Work, Approved Code of Practice on the Health & Safety (First Aid) Regulations 1981 L74” available from HSE Books on Telephone 01 787 881 165). This is to include the provision and maintenance of a comprehensive first aid kit and all tattooists must hold a current HSE approved qualification in first aid.

8. Records

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

9. Tattooing of Minors

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

10. Guest Tattooists

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

END

STANDARD CONDITIONS - Acupuncture & Chiropody

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

1. General

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

2. General Cleanliness

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

3. Used Materials

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

4. Hygiene

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

5. Personal hygiene

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

6. Records

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

END

STANDARD CONDITIONS – Spas or aerated water baths

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

1. General

The licensee is to ensure that any Spa or aerated water bath is operated in a safe and hygienic manner in accordance with appropriate guidelines on pool operation and the Council's guidelines.

2. Water Quality

Suitable and compatible treatment chemicals are to be used to maintain a consistent water quality. Regular testing of the water is to be carried out by or on behalf of the licensee to confirm that the water is chemically and bacteriologically within acceptable limits.

3. Pool Operators

Persons responsible for the supervision, operation, testing of water and cleaning of the pool are to have such qualifications and/or experience as are required by the Council. The operation of the pool includes work with the water treatments system, filter pump and valve.

4. Records

The licensee is to keep records of all the required chemical and bacteriological tests. These records are to be kept on the premises for a period of not less than 2 years. An officer of the Council must be allowed to view these records on request.

5. Legionella

The licensee is to comply fully with the requirements of the Approved Code of Practice "The Control of Legionella Bacteria in Water Systems" L8 produced by the Health and Safety Executive, in relation to the assessment of risk from the operation of the pool.

END