

STANDARD CONDITIONS – LASERS / INTENSE PULSE LIGHT (IPL)

1. Qualifications

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

2. Premises

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

"CONTROLLED AREA – LASER"

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

Risk Assessment must be current and reviewed at least annually or whenever there

is a change in relation to the laser / IPL operations at the premises.

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

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

3. Equipment

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

- d. Unless attended by an Authorised User the laser / IPL equipment must be switched off and the key withdrawn and placed in safe custody by the Authorised User.
- e. An appropriate fire extinguisher must be kept in or within the immediate vicinity of the Controlled Area.
- f. The laser / IPL shall not be enabled to fire unless it is directed towards the treatment site of a beam stop.

4. Insurance

- a. A copy of the premises' relevant insurance certificate must be provided to the licensing authority.

5. Procedures

- a. Prior to agreeing to carry out any laser / IPL treatments, a full consultation by competent Authorised User must be conducted with the client to acquire all relevant health and medical information necessary to determine the client's suitability for the treatment and the likely result of the treatment. If there is any doubt as to the client's suitability for treatment, no treatment should be carried out on that client.
- b. As part of the client consultation, the client must be complete and sign a medication / drugs declaration. Where the client has recently or is currently taking any drugs, the Authorised User must competently assess whether the drugs exclude the client from treatment and if unable to do so, the Authorised User must request the client to provide medical confirmation as to their suitability for treatment. Records of the medical confirmation must be kept at the premises. If there is any doubt as to the client's suitability for treatment, no treatment should be carried out.
- c. Written consent for laser / IPL treatment must be obtained from the client after the client consultation has taken place and records of this maintained at the premises.
- d. Laser / IPL treatment cannot be carried out on any person under the age of eighteen (18) years old even if the person is prepared to consent to treatment. Photo identification must be sought where there is doubt as to the person's age and records maintained at the premises of any photo identification accepted.

- e. All clients must have the procedure clearly explained to them verbally prior to the treatment and be supplied with written information on the procedure.
- f. Following the client consultation and consent procedures, a patch test must be carried out on the client at least 7 days before the laser / IPL treatment can be carried out. Where the client is taking any medications / drugs or has been exposed to the sun, a longer period will be required before the treatment can be carried out and this time period should be assessed by a competent Authorised User.
- g. Treatment records for each client must be maintained at the premises. Records should include the following details:
 - Name and personal details of client;
 - Date and time of each treatment including patch test;
 - Name and signature of the laser / IPL operator for each treatment session;
 - The treatment parameters;
 - Any accidents or adverse effects;
 This is not an exhaustive list and records should reflect all relevant information.
- h. The laser / IPL equipment must satisfactorily tested as per the Manufacturer's Operating Instructions prior to each use.
- i. Persons present in the Controlled Area during treatment should be minimal, ideally only the laser / IPL operator and the client.
- j. All jewellery to be removed from the Controlled Area prior to treatment.
- k. A suitable door locking mechanism to be installed on each entrance to the Controlled Area to prevent casual opening of doors and allow the laser / IPL to be operated uninterrupted.
- g. Suitable protective eyewear must be worn by all persons present in the Controlled Area during the laser / IPL treatment including the operator and the client. Protective eyewear must be in good working condition and clearly marked indicating whether they are suitable for use with a laser or IPL and for which wavelength range. The wavelength range must correspond to the wavelength range for the particular device (laser or IPL) being used. Eyewear must comply with the Personal Protective Equipment Regulations and relevant British Standards. All eyewear should be routinely checked for signs of wear

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

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

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