



**London Borough of Camden**

# **Conditions Relating to the Licensing of Special Treatments**

**Please read in conjunction with Camden's Special Treatment  
Guidance**

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# **PART 1 Introduction and Definitions**

## **Introduction**

These conditions apply in respect of all special treatment establishments licensed by the Council under the provisions of the London Local Authorities Act 1991 (as amended).

Any variations to a special treatment licence shall be approved in advance by the Council in writing.

These standard conditions are applicable to all premises offering special treatments and do not in any way replace or reduce the underlying statutory duty of employers to comply with the requirements of any other regulations relating to the construction and use of these premises.

These terms and conditions may be amended, modified or dispensed with by the Council at its discretion.

Additional conditions may also be applied to a licence relating to a specific establishment, or to a specific special treatment, or to person(s) giving a special treatment.

These conditions should be read in conjunction with the London Borough of Camden Special Treatment Guidance.

## **Definitions**

The “establishment” shall mean the licensed premises or part thereof, to include treatment rooms and any associated areas, equipment, installations or fittings used in connection with the giving of a special treatment.

“Treatment rooms” shall include any area in which a special treatment is given or received.

“Special Treatment” shall include massage.

“Licence” shall mean a special treatment licence granted under section 6 of the London Local Authorities Act 1991 (as amended).

The “Council” shall mean Camden Council.

## **PART 2 Conditions Relating to All Special Treatment Establishments**

### **Licence**

1. The special treatment establishment licence, or a clear copy of it, shall be displayed on the establishment in such a position, that it can be easily seen by all people using the establishment, and in such a manner that it is adequately protected against defacement, theft or vandalism.

### **Insurance**

2. The licence holder shall arrange for suitable public liability insurance with a liability cover of at least £2,000,000, covering the range of special treatments offered.

### **Advertisements**

3. All advertisements published by, or on behalf of, an establishment shall give adequate information as to the whereabouts of the establishment.
4. All advertisements published by, or on behalf of, an establishment shall not suggest or imply that there is an erotic element in the treatment provided.

### **Staff**

5. Any person who has been convicted of any indecent or immoral act, or act of violence, shall not, except with the written consent of the Council, be employed or used in the conduct of the establishment.

### **Qualifications of Staff Giving Treatment**

6. Special treatments shall only be given by persons who are approved by the licence holder.
7. Persons approved to give special treatments shall have been assessed by the licence holder to have the sufficient training, knowledge and experience to carry out their treatments safely and competently.
8. A record of persons approved by the licence holder shall be kept at the establishment. The record shall include the following:
  - a) The full name of the person approved to give the special treatment

- b) A list of all the special treatments the person is approved to give at the establishment
- c) The date the person was approved to give each of the specified treatments
- d) The date the person stopped providing the specified treatment at the establishment

## **Conduct of Business**

- 9. Good order shall be maintained in the establishment.
- 10. Any act of an indecent or disorderly character shall not be committed, suffered, or permitted in the establishment and all reasonable steps shall be taken to exclude from the establishment any person who has committed such an act in the establishment.
- 11. Improper conduct shall not be carried on at the establishment, which includes, but is not limited to, use by prostitutes for soliciting or any other immoral purposes.
- 12. All employees (and anyone providing any special treatment on a self-employed basis) at the establishment shall be decently and properly attired.
- 13. Anyone who is to receive a special treatment, who is in any part of the establishment, shall be decently and properly attired until such time as they are about to receive the special treatment.
- 14. Separate changing accommodation, for men and women who are to receive a special treatment, shall be provided in the establishment.
- 15. No person shall give or receive any special treatment at the establishment whilst under the influence of alcohol or any other intoxicating substance.
- 16. No animals (with the exception of registered guide and assistance dogs) shall be allowed within the establishment during its opening hours.

## **Records**

- 17. Unless specifically stated, documentation required by any condition shall be kept on the establishment for a period of two years from the date of the procedure and must be produced on request by an officer of the Council.
- 18. The following records shall be kept at the establishment:
  - a) In relation to all persons employed at the establishment, including those on a self employed basis, their name, age, private address, qualifications. These records shall be kept during the period of employment and for a minimum of twelve months after the last day of employment at the establishment.

- b) With the exception of saunas, spa pools and steam rooms, the name, address and date of birth of all persons receiving special treatments at the establishment, the type of treatment given, the name of the person giving the treatment and the date the treatment was given. This information must be in English, unless previously agreed in writing by the Council. These records shall be kept for a minimum of twelve months after the special treatment is given.
19. No person shall falsify, or make a false entry into any record required by any licence conditions.

## **Manager**

20. The licence holder or the named manager(s) of the establishment shall be in charge of, and on the establishment during the whole time it is open to the public.
21. A copy of the conditions associated with the grant of the special treatment licence shall be held on the premises and made accessible to the manager(s) or any other person in control of the establishment, at all times.
22. The licence holder shall ensure that any person in control of the establishment is fully conversant with the licence conditions.

## **Structure and Condition of Premises**

23. All parts of the establishment shall be kept in a clean condition to the satisfaction of the Council.
24. All internal walls, doors, windows, partitions, floors and floor coverings and ceilings in any part of the establishment shall be kept clean and in such good repair as to enable them to be cleaned effectively.
25. There shall be provided in every treatment room, suitable floor covering which shall be smooth, impervious and durable and shall be maintained in a clean condition. Carpets are not to be used in treatment rooms.

## **Sanitation**

26. Adequate sanitary accommodation shall be available and conveniently accessible in the premises for the free use by all persons using the establishment at any time.
27. All sanitary accommodation shall be adequately and appropriately indicated.
28. Each sanitary convenience shall be maintained in clean and efficient working order.
29. A suitable and sufficient wash hand basin shall be provided in the immediate vicinity of every sanitary convenience in the establishment. The wash hand basin shall be

provided with an adequate supply of hot and cold running water along with an adequate supply of soap and suitable and hygienic hand drying facilities.

## **Part 3 Additional Conditions Relating to All Treatment Rooms**

30. There shall be adequate lighting either by natural or artificial means.
31. Sufficient space must be provided for the safe provision of a special treatment.
32. There shall be provided in every treatment room or treatment area (excluding those used solely for ultra-violet tanning), suitable wash hand basins which are conveniently located and easily accessible. The number of wash hand basins provided shall be sufficient for the nature of the treatments being carried out and the number of operators working in that area.

Wash hand basins provided for tattooing and piercing establishments shall comply with the conditions that appear at "Additional Conditions Relating to Piercing, Tattooing and Micropigmentation" of this document.

33. Each wash hand basin in the treatment room or treatment area shall be supplied with an adequate supply of hot and cold running water, soap and suitable and hygienic hand drying facilities.
34. Suitable and sufficient means for heating and cooling shall be provided. A reasonable room temperature shall be maintained.
35. In areas where special treatments are carried out, suitable and sufficient screening shall be provided to maintain appropriate levels of privacy.
36. Doors to any room or area in the establishment used for the giving of a special treatment shall not be locked during the period that the client is therein.

However, any room that contains a single ultra-violet tanning bed or tanning booth in the establishment may be locked from the inside provided it is capable of being immediately and easily unlocked and opened from both sides.

### **Cleanliness of Furniture and Fittings**

37. All furniture, fittings, operating benches, couches, seats and work surfaces in any area within the establishment where a special treatment is given shall be kept clean and in such good repair as to enable them to be cleaned adequately.
38. All operating benches, couches, seats and work surfaces used in any area within the establishment in connection with the giving of a special treatment, shall have a smooth, impervious surface which is able to be adequately cleaned and disinfected regularly.
39. All operating benches, couches and seats used by any person being given a special treatment shall be covered by a disposable paper sheet or suitable alternative covering which shall be changed for each person being given a special treatment.



## **Cleaning and Sterilisation of Instruments, Materials and Equipment**

40. Before use, any gown, wrap or other protective clothing, any paper or other covering, and any towel, cloth or other such articles shall be:
  - a) Clean, in good repair and where necessary, sterile;
  - b) Not have been previously used in connection with any other person given a special treatment, unless it consists of a material which can be and has been adequately cleaned, and where necessary, sterilised.
41. Any equipment used in the giving of a treatment shall be clean and so far as is appropriate, sterilised or disinfected. Any sterilised equipment shall remain sterile until used.
42. Adequate equipment and facilities for the purpose of cleaning, disinfection and sterilisation of equipment shall be provided.
43. For sterilisation purposes, a suitable sink with an adequate supply of clean hot and cold running water supplied via mixer taps, shall be readily available on the premises at all times for the decontamination of instruments and equipment.

Sinks provided for sterilisation purposes in tattooing and piercing establishments shall comply with the conditions that appear at "Additional Conditions Relating to Piercing, Tattooing and Micropigmentation" of this document.
44. Adequate storage for any gown, wrap or other protective clothing, any paper or other covering, any towel, cloth, any needle, metal instrument or other items or articles which are to be used, shall be provided, so that they are kept clean and protected as far as possible from the risk of contamination.

## **Waste Materials**

45. All waste materials and other litter arising from the giving of a special treatment, other than clinical waste or offensive/hygiene waste, shall be placed in a suitable foot operated pedal bin with lid which contains a leak proof liner bag.
46. All receptacles containing the waste materials from the giving of a special treatment, shall be emptied, or their leak proof liner bags changed, as necessary, or at least once - every working day. Those receptacles that do not contain a leak proof liner bag shall be cleaned after they have been emptied.

## **Needles**

47. All needles used in the giving of a special treatment shall be pre-sterilised, single use, kept sterile until used, and shall be discarded immediately after use and at the point of use into an approved 'sharps' container.

48. Where the skin has to be shaved, a clean disposable razor shall be used and disposed of between clients at the point of use into an approved 'sharps' container.
49. Sharps waste must be disposed of at regular intervals as non-healthcare infectious clinical waste through a licensed waste management company who will remove and dispose of them safely as "H9: Infectious - Category 'B'" waste. This sharps waste shall be disposed of in a suitable 'sharps' container constructed to BS7320/UN3291. A valid contract shall be in place for this service at all times between the licence holder and the licensed waste management company. A copy of the contract shall be kept at the establishment and must be produced on request by an officer of the Council.
50. Where sharps containers are stored on site awaiting collection, they must be kept locked away from public areas in a designated container/store room and provided with a biohazard warning sign to prevent any unauthorized access.

### **Non-Sharps Clinical Waste and Offensive/Hygiene Waste**

51. Where there is a risk of infection from non-sharps materials ('soft' waste) that is contaminated with blood or body fluids, they shall be disposed of in suitable orange infectious waste bags immediately after use and at the point of use. The bag shall be placed in a suitable foot operated pedal bin with lid. The waste bags shall be collected and disposed of through a licensed waste management company as non-healthcare infectious clinical waste and given the hazardous property "H9: Infectious".
52. Soft waste which is contaminated with blood or body fluids, but which does not pose a risk of infection, shall be disposed of in suitable yellow and black non-infectious waste bags ('tiger bags') immediately after use and at the point of use. The bag shall be placed in a suitable foot operated pedal bin with lid. The waste bags shall be collected and disposed of through a licensed waste management company as offensive/hygiene waste
53. Where clinical or offensive/hygiene waste bags are stored on site awaiting collection, they must be kept locked away from public areas in a designated container/store room and provided with a biohazard warning sign to prevent any unauthorized access.
54. Clinical waste and offensive/hygiene waste must be disposed of at regular intervals through a licensed waste management company who will remove and dispose of them safely. A valid contract shall be in place for this service at all times between the licence holder and the licensed waste management company. A copy of the contract shall be kept at the establishment and must be produced on request by an officer of the Council.

### **Personal Hygiene**

55. Where any person gives a special treatment at an establishment:
  - a) Their hands shall be washed regularly to maintain a high level of personal hygiene;
  - b) They shall wear clean clothing;

- c) They shall keep any open boil, sore, cut or open wound on an exposed part of their body effectively covered by an impermeable dressing; and,
- d) They shall not smoke, or consume food or drink, whilst giving a special treatment.

## **Washing Facilities**

- 56. In establishments which give body treatments involving the application of heat by saunas, solariums, steam baths or Turkish baths, ultra-violet (UV) treatments, body massage and steam treatments, suitable and sufficient washing facilities shall be provided for persons receiving the treatments.

## **Ventilation**

- 57. There shall be suitable and sufficient ventilation in all parts of the establishment.

## **Means of Heating**

- 58. Portable gas heating appliances shall not be used in the establishment.

## **Electrical Installation**

- 59. The electrical installation for the establishment shall be inspected and tested, by a competent person at least once every five years (or at the shorter period if specified in the previous inspection certificate). A copy of the current inspection certificate shall be kept at the premises and must be produced on request by an officer of the Council.
- 60. A competent person shall be a member of the Electrical Contractors Association or a member of the National Inspection Council for Electrical Installation Contracting or such other alternative as approved by the Council.

## **Part 4 Additional Conditions Relating to Piercing, Tattooing and Micropigmentation**

61. No persons under the age of sixteen shall be pierced, except in the ear lobe. In this case, the ear lobe piercing can only be carried out in the presence of that person's parent or guardian, who must also sign the consent form.
62. No piercing of any part of the female genitalia shall be undertaken at the establishment. No male under the age of eighteen shall be pierced in the genital area.
63. No person under the age of eighteen shall be tattooed.
64. Any person undertaking the piercing or tattooing of anyone on the establishment shall be immunised against hepatitis B. They shall keep copies of their antibody results following immunisation and make them available to an inspector upon request. Repeat immunisation and/or antibody level checks shall be made as directed by a GP.
65. Any person who wishes to be pierced or tattooed on the establishment shall be informed of, and confirm that they understand the risks associated with the treatment.
66. The following additional information shall be kept at the establishment in relation to any person who is pierced or tattooed on the establishment:
  - a) A record of the person's name, address, telephone number, the person's date of birth and how their date of birth was verified;
  - b) A record of the date when the procedure was carried out on the person, details of the procedure carried out, the site of the piercing or tattoo, and the name of the operator carrying out the procedure;
  - c) If body jewellery was used in the procedure, a record of the type of jewellery used, and if the person supplies their own jewellery, the details of the supplying outlet shall be obtained before the procedure begins;
  - d) A record of the medical history of the person in the form of a basic health declaration made by that person which shall include the following medical history: heart disorders; high blood pressure; autoimmune disease or other conditions or medication, such as steroids, causing immuno-suppression; blood borne viruses, such as HIV or hepatitis B or C; haemophilia and other bleeding disorders; epilepsy; diabetes; pregnancy or nursing mothers; skin conditions, such as eczema, psoriasis, impetigo, keloid and warts; allergies, particularly to certain metals, adhesive dressings, latex (gloves), topical creams and some disinfectants; any known contra-indications.
  - e) A record that the person was not under the influence of drugs or alcohol;
  - f) A record that the person has consented to the treatment and has been advised of, and understands the risks associated with it; and,

- g) A record that the person has been given the appropriate written aftercare advice.
67. Prior to any treatment being given, the person receiving the treatment (or where Condition 61 applies, the parent or guardian) shall sign and confirm in writing that the information provided in Condition 66a) to g) is a full and honest declaration and that their consent is given to the treatment.
68. Any person who wishes to be pierced or tattooed on the establishment, who has a history of any of the medical conditions mentioned above, shall be advised to see their GP before any piercing or tattooing is undertaken, to discuss any possible contra-indications or adverse effects from the proposed treatment. The client should obtain written clearance from the GP before commencing the treatment, a copy of which shall be kept with the client's health declaration.
69. Prior to any treatment being given, any person wishing to be pierced or tattooed on the establishment who has indicated that they have a history of any of the medical conditions mentioned above, but refuses to seek medical advice from a GP, shall sign and confirm in writing that they have refused to seek medical advice and that they consent to the treatment.

The above information shall be kept with the client's health declaration.

70. Any person who is pierced or tattooed on the establishment shall receive the appropriate verbal and written aftercare advice, as soon as possible after the treatment and shall confirm in writing their understanding of such.
71. Any person undertaking the piercing or tattooing of anyone on the establishment, shall wear disposable single use examination style gloves that are CE-marked and approved for use with 'biological agents' during the procedure. A fresh pair of gloves must be used during each piercing or tattooing procedure and must be disposed of between clients to avoid cross-infection. Where gloves are punctured or otherwise contaminated during a procedure, they shall be immediately replaced.
72. Any person undertaking piercing or tattooing of anyone on the establishment shall use a suitable method for cleaning and disinfecting the part of the skin where the procedure is to take place.
73. If the treatment site is to be marked, then the area shall be marked for piercing with a non-toxic, single use, fine indelible pen, or a clean, single use toothpick and non-toxic ink.
74. Any person undertaking the piercing or tattooing of anyone on the establishment shall ensure that the part of the skin where the procedure is to take place is intact and free from any signs or symptoms of infection before commencing the procedure.
75. Anyone who is tattooed on the establishment shall have the completed tattoo covered with a suitable, clean, non-adhesive, protective material.

76. If heavy soiling of clothing is anticipated during any procedure or process, a disposable plastic apron shall be worn by the person undertaking the treatment and it shall be disposed of between procedures.
77. Body piercing jewellery must be pre-sterilised and kept sterile until used. Any jewellery must be of a high quality standard, hypoallergenic and free of nickel and other toxic metals. Any gold jewellery used must be solid 14 carat or 18 carat gold. Silver jewellery shall not be used.
78. Only tattoo inks and pigments that are appropriate for use in cosmetic or body art shall be used and they shall be supplied with a 'use by' date. Inks and pigments shall be sterile, free of toxic metals and microbiological contaminants, and shall be supplied with product data sheets confirming such. They shall be dispensed into suitably clean, single use only containers that are disposed of between clients.
79. Tubes, grips, tips and any other re-usable tools and equipment used for tattooing and piercing procedures must be pre-sterilized and seal wrapped until used. Wherever possible, this equipment should be single use.
80. No ear piercing or body piercing guns shall be used on the establishment unless approved in writing by the Council.
81. There shall be provided at every body piercing and tattooing treatment station a suitable wash hand basin supplied with an adequate supply of hot and cold running water via a suitable lever operated mixer tap. Each wash hand basin shall have a supply of liquid soap and disposable paper hand towels. Wash hand basins shall be of sufficient size to allow the full hand washing procedure to be carried out.
82. There shall be at least one deep sink fitted in the establishment exclusively for the decontamination of equipment and instruments, which shall be supplied with hot and cold running water supplied via suitable mixer taps, and shall be located in a separate 'dirty' area away from the 'clean' area. Suitable detergents shall be used to assist the cleaning process and shall be used in accordance with manufacturers' instructions.
83. As part of the cleaning procedures, all non-disposable instruments and equipment used for piercing and tattooing undertaken on the establishment shall be cleaned thoroughly in an ultrasonic cleaner in accordance with manufacturers' instructions and used with the lid or cover in place to prevent aerosol formation. Periodic functional testing of the ultrasonic equipment shall be performed as recommended in the manufacturers' instructions.
84. After being cleaned, all non-disposable instruments and equipment shall be dried, individually packed in suitable purpose-made steriliser pouches or bags and then sterilised in a suitable vacuum steam steriliser that has an effective post-sterilisation drying cycle, and which has been validated for the intended items.  
All steriliser packs shall then be dated with an expiry date that does not exceed the shelf life set by the manufacturers' of the vacuum steam steriliser and steriliser pack.
85. The sterilised packaged items shall remain intact, clean and dry, and shall be used within the specified shelf life.

86. Any steam steriliser on the establishment shall be correctly installed and used, and functioning safely and correctly according to the Medical Devices Agency's Bulletin DB2002(06) and in accordance with the manufacturers' instructions. Effective sterilisation must be attained by ensuring that it is periodically maintained and tested according to the Medical Devices Agency's Bulletin DB9804 and in accordance with the manufacturers' instructions.
87. All checks, tests and maintenance performed on the steam steriliser must be documented and the records kept at the establishment for at least two years after the date of each test and shall be kept on site and made available for inspection by an officer of the Council.

## Part 5 Additional Conditions Relating to Ultra-Violet Tanning Equipment

88. No persons under the age of eighteen shall be permitted to use ultra-violet (UV) tanning equipment. Additionally, a record of how the user's date of birth was verified shall be kept at the establishment.
89. No money operated UV tanning equipment shall be used in the establishment.
90. Each prospective user shall be assessed for their suitability before using any tanning equipment. Appropriate advice shall then be given in accordance with the current Health and Safety Executive (HSE) guidance leaflet entitled "Reducing health risks from the use of ultraviolet tanning equipment", INDG209.
91. Any prospective user of any tanning equipment in the establishment shall complete and sign a confidential record before using the equipment to acknowledge that they have been made aware of and understand the risks associated with UV radiation.
92. For each user there shall be in place a means by which to adequately control the frequency of treatments and the length of time of each session.
93. The customer information poster entitled "UV tanning equipment" (which accompanies the HSE leaflet INDG209 - "Reducing health risks from the use of ultraviolet tanning equipment"), shall be displayed adjacent to each tanning enclosure and readily accessible to view by its user immediately before use.
94. Each tanning enclosure within the establishment shall contain a set of instructions clearly and legibly outlining to any potential user instructions on how to safely operate any tanning equipment within the enclosure.
95. Each tanning enclosure within the establishment shall have the following statement legibly marked on its external surface, and readily accessible to view by its user immediately before use:

"Warning - Ultraviolet Radiation - Follow Instructions. Failure to use protective eyewear may result in severe burns or other eye injury. If discomfort develops discontinue use and consult your doctor."
96. Each tanning enclosure within the establishment shall be designed, constructed and maintained to include:
  - a) A ready means of exit from the enclosure. If doors are fitted they shall open outwards or slide. Any locks or latches fitted to the tanning booth shall be capable of being immediately and easily unlocked and opened from inside and outside the booth;
  - b) A control by which the person using the enclosure may easily turn off the tanning equipment without leaving the enclosure;



- c) An accurate timer that is adjustable and accessible by trained staff so that times can be preset based on the user's skin type, and which cannot be set for an interval greater than the maximum safe exposure time. The UV emission shall stop automatically at the end of the preset time and shall not automatically resume; and,
  - d) Suitable, readily identifiable, emergency devices, which are in easy reach of the person using the tanning equipment. The devices, when operated, must switch off the UV lamp(s), can be heard by staff at all times whilst the tanning equipment is operational to summon assistance, and where the canopy of the enclosure is electrically operated, raise the upper canopy. In the case of a non-electrically operated canopy, it must rise freely.
97. Suitable UV protective eyewear shall be available free of charge in the establishment in sufficient numbers for the maximum number of persons who may use the UV tanning equipment at the same time, and provided to persons when using the equipment.
  98. In the case of UV tanning equipment being used in a room or area in the establishment, suitable screening shall be provided to ensure that anyone not using the equipment is not exposed to UV radiation emitted from the equipment.
  99. No one shall be allowed to use any UV tanning equipment in the establishment without wearing suitable UV protective eyewear.
  100. All persons using a tanning enclosure in the establishment shall be effectively protected from coming into physical contact with any UV tubes.
  101. Any surface upon which a person lies whilst using any tanning equipment in the establishment shall be cleaned after each use with a suitable sanitiser as recommended by the manufacturer of the tanning equipment.
  102. The tube(s) in each UV tanning equipment shall be replaced at the intervals recommended by the manufacturer of the equipment or sooner if required. Only tubes that are completely compatible with those supplied by the manufacturer of the UV tanning equipment, and of the same spectral output and energy emission as the original tubes fitted by the manufacturer shall be used.

## Part 6 Additional Conditions Relating to Saunas

103. Any sauna in the establishment will be provided with:
- a) A thermometer, which can be easily read by any person using the sauna, indicating the temperature within the sauna. Mercury thermometers shall not be used;
  - b) A readily identifiable emergency device which is within easy reach and can be heard by staff at all times whilst the sauna is operational, and which can be used by any person using the sauna to summon assistance;
  - c) A clock or timer, which can be easily read by any person using the sauna to record the length of their stay within the sauna;
  - d) A glass observation panel within the door of the sauna, through which everyone using the sauna at any time can be observed;
  - e) A temperature control device which shall not be accessible to users of the establishment;
  - f) A heater unit, which is provided with an external casing whose surface remains below 43°C, or with a suitable barrier that completely surrounds it;
  - g) A thermal cut out device which is automatically activated if the temperature within the sauna exceeds 100°C;
  - h) A suitable guard rail or barrier of adequate strength that completely surrounds the hot coals in the heater unit, which extends at least 100 millimetres above the height of the coals. The surface of the guard rail shall remain below 43°C;
  - i) A high level and low level vent to provide adequate ventilation within the sauna; and,
  - j) Adequate lighting. Any light fittings must be capable of withstanding the high temperatures likely to be experienced, and be suitably protected against accidental contact.
104. Any person, before they use the sauna, shall be advised to remove any jewellery or contact lenses.
105. A supply of fresh drinking water shall be provided close to the sauna.
106. Adequate shower facilities with hot and cold running water shall be provided close to the sauna.
107. A rest area for users shall be provided nearby.
108. Safety guidelines on the use of the sauna shall be displayed near the sauna and readily accessible to view by the user before use.

## **Part 7 Additional Conditions Relating to Spa Pools**

109. Domestic type spa pools cannot be used in the establishment.
110. A supply of fresh drinking water shall be provided close to the spa.
111. Adequate shower facilities with hot and cold running water shall be provided close to the spa.
112. A readily identifiable emergency device shall be provided which is within easy reach and can be heard by staff at all times whilst the spa is operational, and which can be used by any person using the spa to summon assistance.
113. Water treatment chemicals in spa pools must be automatically controlled and not hand dosed except in emergencies or for shock treatment.
114. Safety guidelines on the use of the spa pool shall be displayed near the spa pool and readily accessible to view by the user before use.

## **Part 8 Additional Conditions Relating to Non Surgical Lasers and Intense Light Source Systems**

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.

115. The licence holder shall employ the services of an Expert Medical Practitioner to produce a 'Treatment Protocol' document that is specific to the treatment, lasers and ILS. A separate Treatment Protocol shall be in place for each laser or ILS treatment.
116. The Treatment Protocol shall include the following:
- a) Name and technical specifications of the equipment
  - b) Contraindications
  - c) Treatment technique
  - d) Client consent prior to treatment
  - e) Cleanliness and infection control within the treatment area
  - f) Pre-treatment tests
  - g) Post-treatment care
  - h) Recognition of treatment related problems
  - i) Procedure for dealing with treatment related problems and other adverse incidents
  - j) Permitted variation on machine variables
  - k) Procedure in the event of equipment failure
117. The Treatment Protocol shall be signed and dated by the Expert Medical Practitioner (EMP) to confirm authorisation and shall be reviewed annually by the EMP. A copy of the Treatment Protocol shall be kept on site and shall be produced on request by an officer of the Council.
118. The licence holder shall employ the services of a certificated Laser Protection Adviser who will assist in the production of the 'Local Rules' and laser/ILS risk assessment documents that are specific to the establishment. These documents shall be specific to each laser or ILS device and its intended clinical application.
119. The Local Rules document shall include the following:
- a) Description of devices
  - b) Potential hazards associated with the laser and/or ILS device
  - c) Controlled area and safe access to the laser and/or ILS device
  - d) Register of authorised users and their associated responsibilities, including any restrictions of use
  - e) Training requirements of authorised users or persons assisting in the procedures
  - f) Name and contact details of laser protection adviser, laser protection supervisor and if applicable, deputy laser protection supervisor
  - g) Methods of safe working, including layout of equipment
  - h) Equipment safety checks
  - i) Normal operating procedures
  - j) Personal protective equipment, including protective eyewear

- k) Prevention of use by unauthorised persons
  - l) Adverse incident procedures
120. The Local Rules shall be updated, with assistance from the Laser Protection Adviser, whenever any changes are made to the equipment (including personal protective equipment), procedures or treatment rooms.
121. The Local Rules shall be signed and dated by the Laser Protection Adviser to confirm approval. A copy of the Local Rules shall be kept on site and be made available to staff and shall be produced on request by an officer of the Council.
122. The Local Rules shall be followed by all staff at all times.
123. The following additional information shall be kept at the establishment in relation to any person who receives laser or ILS treatment:
- a) A record that the person receiving the treatment has been assessed by the operator to determine their suitability to receive treatment.
  - b) A record of whether the person receiving the treatment has any medical condition or is receiving any medical treatment which laser or ILS treatment would be a contraindication.
  - c) A record that the person receiving the treatment has consented to the treatment and has been advised of any associated risks, benefits and/or complications.
124. Prior to any treatment being given, the person receiving the treatment shall sign and confirm in writing that the information provided in Condition 123a) to c) is a full and honest declaration and that their consent is given to the treatment.
125. There shall be a suitably qualified laser protection supervisor or appointed deputy at the establishment who has overall on-site responsibility for the safe use of the laser and/or ILS system during the whole time the establishment is open to the public and the laser/ILS is available for use.
126. The laser protection supervisor and deputy laser protection supervisor shall be trained to at least laser/ILS safety Core of Knowledge Certificate level covering the syllabus specified in the Medicines and Healthcare products Regulatory Agency's Bulletin DB2008(03). The training shall be repeated as a minimum every 5 years. Evidence of having attended such training shall be recorded and kept at the establishment.
127. A treatment register shall be completed each time the laser or ILS is operated. The following information shall be included in the register:
- a) The full name of the person treated (including a second means of identification)
  - b) The date and time of treatment
  - c) The name and technical specifications of the equipment used
  - d) The name and signature of the laser/ILS operator
  - e) The nature of the laser/ILS treatment given
  - f) The laser/ILS treatment parameters

g) Any accidents or adverse incidents and/or comments

128. Laser and ILS treatment shall be carried out in a dedicated treatment room which shall be controlled to protect other persons whenever the laser or ILS device is switched on. The room shall be clearly defined and not used as access to other areas when laser/ILS treatment is being given or used for any other purpose.
129. No more than one laser or ILS system shall be in use in the same treatment room at the same time.
130. When the laser or ILS equipment is switched on, suitable warning signs which comply with current British Standards shall be displayed or illuminated on the outside of the door to the controlled treatment room. The warning signs shall be removed, reversed or switched off at the end of the laser/ILS procedure.
131. All lasers and ILS systems shall comply with current British Standards and shall display labels identifying them, their wavelength or range of wavelengths and the maximum output power of the radiation emitted. The labels shall be clearly visible on the front or sides of the machine.
132. A suitable locking device or door interlock as approved by the Laser Protection Adviser shall be fitted to treatment room doors which shall be used to control access whenever the laser or ILS equipment is switched on. The locking device or door interlock mechanism shall be capable of being immediately and easily unlocked and opened from both sides in an emergency.
133. Walls and ceilings in the treatment room shall be decorated in a matt or eggshell finish. Floors in the treatment room shall be of a non reflective finish.
134. There shall be no mirrors in the treatment room. Any reflective equipment in the treatment room shall be assessed and approved by the Laser Protection Adviser. Jewellery shall not be worn during treatment.
135. Windows in the treatment room shall be fitted with appropriate opaque blinds.
136. The hand piece of the laser/ILS device where it is in contact with the client's skin shall be cleaned and disinfected between clients.
137. Suitable laser protective eyewear shall be worn by everyone within the treatment room whenever there is a risk of exposure to laser or ILS. All protective eyewear shall comply with current British Standards and shall be marked with the wavelength range and protection offered. The specification of the protective eyewear used must match the specification indicated in the local rules document.
138. Protective eyewear shall be cleaned and disinfected between users.
139. The laser protection supervisor or their appointed deputy shall ensure that the key to any laser or ILS equipment is kept in a safe, secure place, away from the equipment when not in operation. Only authorised users shall have access to the key. Equivalent arrangements shall exist for equipment protected by passwords instead of a key switch.

140. Laser and ILS systems shall be serviced and maintained at least once every year in accordance with the manufacturer's instructions.
141. All inspections, tests and maintenance performed on laser and ILS systems shall be documented and the records kept on site and made available for inspection by an officer of the Council.

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