



# ISLINGTON

## PUBLIC PROTECTION DIVISION

222 UPPER STREET LONDON N1 1XR

### STANDARD CONDITIONS FOR SPECIAL TREATMENT PREMISES

London Local Authorities Act 1991 - 2000

In addition to the general standard conditions laid out below, additional conditions have been approved for the following treatments and should be followed in conjunction with this document.

1. Tattooing & Body Piercing;
2. Laser & IPL;
3. UV Tanning;
4. Electrolysis;
5. Ear & Nose Piercing;
6. Nail Treatments;
7. Spa Pools & Jacuzzis; and
8. Sauna & Steam Rooms.

#### GENERAL

These conditions apply to all premises for which a special treatment licence has been granted.

#### LICENCE

1. 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 the Council's Guidance Notes for applicants.
2. The licence is only valid in respect of the premises named on the licence. The licence cannot be transferred by the licence holder to any other premises unless the licence holder has followed the procedures for transfer prescribed in Part II of the Act and the Council's Guidance Notes for applicants.
3. Licences are normally granted for a maximum period of twelve months. This period is either from 1st April to 31st March or 1st October to 30th September.
4. The establishment specified in the licence may only carry out treatments which 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 the Council's Guidance Notes for applicants.
5. The licensee, if a sole proprietor or a partnership, shall at once notify the Council in writing of any change in the name or private address of the licensee(s) or if a company within the meaning of the Companies Act 1985, or any Act amending the same shall forthwith notify the Council in writing of any change in the registered office address or in the constitution of the directorate of such company during the currency of this licence.
6. 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.
7. The licence shall be displayed in a prominent position within the licensed premises at all times.
8. 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.

## RENEWAL OF THE LICENCE

9. Application for renewal shall be made to the Council before the expiry date of the current licence. This must include the appropriate fee.
10. Any applications received after the expiry date of the licence will be deemed invalid. The premises licence will therefore lapse and all previously authorised special treatments must cease until such time as a new premises licence has been granted.

## OPENING TIMES

11. The opening times, unless expressly excluded or amended, are limited to:
  - Mondays to Sundays, from 06:00 until 22:00.
12. The opening and closing times shall be clearly displayed in a prominent position within the premises to which the public have access. If the premises are closed for business then a sign to that effect must be clearly visible on it.

## PRICE LIST/TARIF

13. A price list of all the treatments offered, including VAT must be displayed in a prominent position within the premises. This price list must be available to an authorised officer, on request.

## PLANNING PERMISSION

13. Licences are granted without prejudice to any planning permission which may be in force. Licensees are advised to ensure that the premises comply with any planning restraints that may be in force.

## STAFF

14. 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:
  - whose licence has been revoked or to whom a licence has been refused on the grounds that such a person is unsuitable to hold a licence to carry on an establishment for special treatment.
  - who is unsuitable to be so employed on the grounds 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.

## PERSONS WHO CAN GIVE TREATMENT

15. Only those persons currently registered by the Council may give Special Treatment and may only give those treatments specified on the registration document. Such persons shall have their identification card, supplied by the Council, with them at all times when carrying out licensable treatments.
16. Treatment may also be given by other persons provided:
  - a) the persons giving treatment is under the direct personal supervision of a persons approved by the Council;
  - b) the person has applied to the Council for registration for the treatments provided;
  - c) the applicant for registration has not been notified in writing that they are required to cease giving treatment (in these cases the employer, if known, would also be advised).

## AFTERCARE ADVICE

17. Suitable and sufficient, written and/or verbal aftercare advice must be given to all clients for all treatments administered.

## NOTICES/ADVERTISEMENTS

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18. 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.
19. The licensee shall not advertise in a public convenience.
20. The licensee shall not publish or allow to be published on their behalf, any advertising in words or pictures in publications of an erotic nature, or in any publication or other media which in themselves suggest that there is an erotic element in any treatment provided.
21. No poster, sketch, painting or any form of advertisement or display shall be displayed outside or within the premises if the Council regards it as unsuitable for exhibition to the public. If the licensee is notified in writing that the Council objects under this rule to any of items listed above, then the items must be removed from the premises or outside the premises.

#### CONDUCT OF PERSONS AT THE PREMISES

22. All persons concerned in the conduct of the premises used for special treatments must be regarded as fit and proper persons to hold such a licence. In respect of this, the licensee must:
  - (i) Ensure that no indecent and/or sexual acts are carried out at the premises;
  - (ii) Exclude any persons who have committed such an act on the premises;
  - (iii) Ensure all therapists in the premises are decently attired;
  - (iv) Ensure that no persons under the influence of drink or drugs are allowed on the premises;
  - (v) not permit the door of any room or place in the premises to be locked whilst any person is within it, other than as a safety precaution;
  - (vi) not, unless prior written consent from the Council has been given, employ anyone to be involved in, or to have an interest in, the running of the business:
    - a. Whose licence has been revoked, or to whom a licence has been refused on the grounds that such a person is unsuitable to hold a special treatments licence;
    - b. Who has had an application for a licence under other legislation concerning treatment of the public refused or revoked; or
    - c. Who is not a fit and proper person.

#### RECORDS

23. The licensee shall keep records of:
  - a) all persons employed giving the name, age, private address, qualifications and the terms of remuneration;
  - b) 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.
24. These records shall be kept on the premises named on the licence.
25. No person shall make a false entry into any records required to be kept as a condition of the grant of a licence.
26. These records must be available for inspection on the request of an authorised officer and be retained for a minimum of two years.

#### CLEANLINESS OF STRUCTURE

27. All internal walls, doors, windows, partitions, floors and floor coverings, and ceilings in any part of the premises used by clients and operators shall be kept clean and in such good repair as to enable them to be cleaned effectively.
  28. 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.
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## TREATMENT ROOMS

29. If there is no separate sterilisation room, two distinct areas should be designated within the treatment area – clean and dirty – with all cleaning of contaminated equipment taking place only in the latter, as far from the areas where treatments are conducted as possible. A partition is to be erected to create a physical barrier between the treatment area and the dirty area.
30. No floor covering likely to present a tripping hazard or any other obstruction which could cause any person to fall onto an appliance should be permitted to be in the treatment area.
31. There shall be adequate light and ventilation to any treatment or waiting room either by natural or artificial means.
32. There shall be provided in every treatment and waiting room, suitable and sufficient means for heating and a reasonable room temperature shall be maintained.
33. The door to any treatment room that requires a lock for safety reasons shall be fitted with a suitable device which can be operated from the outside in an emergency.
34. There shall be provided in every treatment room, excluding those used solely for ultra violet tanning, a suitable wash-hand basin or basins provided with an adequate supply of hot and cold water.
35. There shall be provided, in respect of a wash-hand basin, soap, a supply of disposable paper towels and foot operated pedal bin.

## CLEANLINESS OF FURNITURE AND FITTINGS

36. All furniture, floor coverings and fittings in the treatment area shall be kept clean and in such good repair as to enable them to be cleaned effectively. Carpets and curtains should be excluded from the treatment areas.
37. All tables, couches and seats used by clients in the treatment area and any surface on which instruments, materials or equipment connected to a treatment are placed immediately prior to treatment shall have a smooth impervious surface which is wiped down regularly with a suitable disinfectant.
38. Where tables or couches are used, they shall be covered by a disposable paper sheet or similar which shall be changed for each client.
39. A documented cleaning schedule shall be provided by the licensee and retained at the premises for inspection by an authorised officer.

## STERILISATION/CLEANSING INSTRUMENTS, MATERIALS AND EQUIPMENT

Before use in connection with a treatment, the licensee shall ensure that any gown, wrap or other protective clothing, paper or other covering, towel, cloth or other such articles used:

- a) is clean and in good repair, and, so far as is appropriate, is sterile;
  - b) has not previously 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 appropriate, sterilised.
40. Where necessary, the licensee shall provide adequate facilities for the:
    - i. Cleaning, disinfecting and sterilisation of work tools, equipment, protective clothing, gowns, towels etc.; and
    - ii. Storage of all items so as to avoid, as far as possible, the risk of contamination.
  41. The licensee shall 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.

## WASTE MATERIALS

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42. All waste material, and other litter arising from the treatment, shall be placed in suitable covered receptacles, which are washable and leak proof, or a leak proof liner bag should be used. The receptacles shall be emptied, or the bags changed, at least once every working day, or more frequently as necessary, and the material disposed of safely. Where liners are not used, the receptacles shall then be cleaned.
43. A record of any consigned controlled waste shall be retained at the premises.

#### PERSONAL HYGENE

44. Any person carrying out a treatment must ensure that:
- a) his/her hands are kept clean and washed immediately prior to carrying out any treatment;
  - b) he/she is wearing clean clothing and operators should wear disposable, single use aprons where appropriate;
  - c) he/she keeps any open boil, sore, cut or open wound on an exposed part of his/her body effectively covered by an impermeable dressing;
  - d) he/she does not smoke or consume food or drink during the course of the treatment.

#### SHOWERS

45. In premises providing body treatments involving the application of heat by saunas, solarium, steam bath or Turkish baths, suitable and sufficient showering facilities shall be provided.

#### HOT AND COLD WATER

46. An adequate, constant supply of clean hot and cold water shall be readily available on the premises at all times.

#### FIRE SAFETY

47. A fire alarm audibility test shall be carried out weekly at a predetermined time by using a different call point for each successive test to ensure that the fire alarm system and sounders operate satisfactorily.
48. Routine maintenance of the complete system shall be carried out by a competent person at appropriate intervals and a test certificate obtained. The results of the tests and a record of the maintenance shall be kept on the premises in a log book.
49. All Means of Escape in Case of Fire and all safeguards to prevent the spread of fire and any arrangements in connection therewith shall be kept and maintained in good condition and repair and in efficient working order.
50. All self-closing fire-resisting doors shall be maintained effectively self-closing and free from any means of holding the doors in the open position. Fire-resisting doors to ducts, service shafts and cupboards shall be kept locked shut.
51. All exits and exit routes shall be maintained unobstructed, immediately available for use and clearly identifiable.
52. Firefighting appliances shall be maintained and kept available for immediate use.
53. At least once in every 12 months an inspection and maintenance report in respect of all fire extinguishers shall be obtained from a 'Registered Firm' and kept on the premises. Fire blankets shall be maintained in accordance with the manufacturer's instructions.
54. Curtains, hangings or draperies, together with their linings, and any decorations shall be non-flammable.
55. Escape lighting installations shall be tested by a person with experience of battery installations at appropriate intervals and a certificate that the batteries have been tested and maintained shall be obtained and kept on the premises.
56. The Fire Risk Assessment for the premises will be kept on site and be available for inspection by an Authorised Officer on request.
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## ARTIFICIAL LIGHTING

57. Adequate lighting shall be provided and maintained in all parts of the premises to which members of the public and staff have access.

## VENTILATION

58. There must be suitable and sufficient means of natural and/or mechanical ventilation in each treatment room, and wherever practicable this should be direct to the external air.
59. The ventilation system must be constructed to enable all parts requiring cleaning, or replacement to be readily accessible.
60. Extract units must be positioned so as not to cause noise or other nuisance to neighbouring properties

## MEANS OF HEATING

61. The licensee must ensure that suitable and sufficient heating is provided and maintained throughout the premises.
62. Portable heating appliances shall not be used at the premises except with the prior consent of the Council.

## GAS INSTALLATION

63. The gas installation shall comply with the current Gas Safety Regulations.

## SANITARY ACCOMMODATION

64. Suitable and sufficient sanitary accommodation shall be provided and be available for use by staff and clients. The sanitary accommodation shall be maintained and kept in a clean and hygienic condition.

## ELECTRICAL INSTALLATION

65. The electrical installation for the premises shall be inspected, tested and maintained in accordance with the British Standard 7671. A 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).
66. The inspection certificate shall be signed by a person who shall be one of the following:
- a professionally qualified Electrical Engineer;
  - a member of the Electrical Contractors' Association;
  - an approved contractor of the National Inspection Council for Electrical Installation Contracting, or
  - a qualified person acting on behalf of one of the above (in which event it shall be stated for whom he/she is acting).
67. The current Periodic Inspection report shall be kept on the premises and be available for inspection on the request of an Authorised officer.

## ELECTRICAL APPLIANCES

68. An inspection and test shall be carried out on all portable electrical appliances within the premises as required by the Electricity at Work Regulations 1989. The inspection shall also include fixed appliances used for treatment of the public. The tests shall ensure that the electrical appliances comply with these Regulations and the relevant parts of British Standard 7671.
69. The current certificate confirming examination of all fixed and portable electrical equipment shall be kept on the premises and be available for inspection on the request of an Authorised officer. Guidance about maintenance can be obtained from the Health & Safety Executive, Memorandum of Guidance HS(R)25.

**If you would like this document in large print or Braille, audiotape or in another language, please telephone 020 7527 2000.**

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