

Public Document Pack



LICENSING COMMITTEE

Wednesday, 29 November 2017 at 10.00 am
Council Chamber, Civic Centre, Silver Street,
Enfield, EN1 3XA

Contact: Jane Creer
Committee Secretary
Direct : 020-8379-4093
Tel: 020-8379-1000
Ext: 4093

E-mail: jane.creer@enfield.gov.uk
Council website: www.enfield.gov.uk

Councillors : Chris Bond (Chair), Ali Bakir, Dinah Barry, Bambos Charalambous,
Dogan Delman, Peter Fallart, Eric Jukes, Derek Levy, Vicki Pite,
George Savva MBE, Toby Simon, Jim Steven and Glynis Vince

AGENDA – PART 1

1. WELCOME AND APOLOGIES FOR ABSENCE

2. DECLARATION OF INTERESTS

Members of the Licensing Committee are invited to identify any disclosable pecuniary, other pecuniary or non pecuniary interests relevant to items on the agenda.

3. MINUTES (Pages 1 - 4)

To receive and confirm the minutes from the last meeting of the Licensing Committee held on 14 October 2015.

4. ADOPTION OF REVISED CONDITIONS FOR MASSAGE & SPECIAL TREATMENT LICENCES (REPORT NO. 107) (Pages 5 - 112)

To receive the report of the Principal Licensing Officer in respect of revised standard conditions for licensed special treatments establishments.

5. ADOPTION OF REVISED CONDITIONS FOR ANIMAL BOARDING LICENCES (REPORT NO. 108) (Pages 113 - 136)

To receive the report of the Principal Licensing Officer in respect of adoption of the LACORS suggested conditions for home boarding of animals for all future applications.

6. EXCLUSION OF THE PRESS AND PUBLIC

If necessary, to consider passing a resolution under Section 100A(4) of the

Local Government Act 1972 excluding the press and public from the meeting for any items of business moved to part 2 of the agenda on the grounds that they involve the likely disclosure of exempt information as defined in those paragraphs of Part 1 of Schedule 12A to the Act (as amended by the Local Government (Access to Information) (Variation) Order 2006).
(There is no part 2 agenda)

LICENSING COMMITTEE - 14.10.2015**MINUTES OF THE MEETING OF THE LICENSING COMMITTEE
HELD ON WEDNESDAY, 14 OCTOBER 2015****COUNCILLORS**

PRESENT Chris Bond, Dogan Delman, Peter Fallart, Christine Hamilton, Eric Jukes, Derek Levy, Vicki Pite, George Savva MBE, Toby Simon and Jim Steven

ABSENT Turgut Esendagli and Glynis Vince

OFFICERS: Ellie Green (Principal Licensing Officer) and Catriona McFarlane (Legal Representative) Jane Creer (Secretary)

Also Attending:**193****WELCOME AND APOLOGIES FOR ABSENCE**

Councillor Bond as Chair welcomed everyone to the meeting.

Apologies for absence were received from Councillors Esendagli and Vince.

Apologies for lateness were received from Councillors Fallart, Savva and Steven.

194**DECLARATION OF INTERESTS**

There were no declarations of interest.

195**MINUTES**

RECEIVED the minutes of the meeting held on 19 November 2014.

AGREED that the minutes of the meeting held on 19 November 2014 be confirmed and signed as a correct record.

196**GAMBLING ACT 2005 - ENFIELD'S LICENSING POLICY (REPORT NO.95)**

RECEIVED the report of the Principal Licensing Officer.

NOTED

LICENSING COMMITTEE - 14.10.2015

1. The introduction by the Principal Licensing Officer, including:
 - a. The revised (4th) edition of the Gambling Policy would be submitted for approval by full Council on 11 November 2015. The policy was due for publishing by 30 January 2016.
 - b. The Council was required, following public consultation, to publish its gambling policy every three years. The recommended Statement of Principles was attached to the report.
 - c. A new 'no casino' resolution was recommended.
 - d. Changes to the Council's Gambling Policy reflected the key changes in the Gambling Commission's statutory guidance to licensing authorities.
 - e. A leading licensing barrister had been involved during the drafting process and would provide final feedback before submission of the report to Council.
2. Councillors Savva and Fallart arrived at the meeting.
3. The responses to the public consultation, which took place between 17/07/15 and 02/10/15, were noted. The proposed policy was amended as considered necessary in the light of the feedback received.
4. Members' debate and responses to questions raised, including clarification of the publishing date for the policy, and confirmation of guidance to the Gambling Act that licensing authorities cannot take account of the number of gambling establishments in the borough when determining applications.

AGREED that the Licensing Committee noted the results of the public consultation and amendments made to the proposed Statement of Principles, under the Gambling Act 2005, and recommended to Council:

- 1) To approve the Statement of Principles, under the Gambling Act 2005, attached as Appendix 1 to the report.
- 2) To resolve not to issue casino premises licences, under the Gambling Act 2005.

197

ADOPTION OF CONDITIONS FOR EXPLOSIVES LICENCES (REPORT NO. 96)

RECEIVED the report of the Principal Licensing Officer.

NOTED

1. The introduction by the Principal Licensing Officer, including:
 - a. London Trading Standards Authorities had been working with licensing authorities to ensure a consistent approach across London. The conditions attached in the appendices to the report were based on this framework.
 - b. The Council had the power to impose conditions as deemed necessary.

LICENSING COMMITTEE - 14.10.2015

2. Councillor Steven arrived at the meeting.
3. Members' debate, and responses to questions raised, including clarification of test purchasing procedures.
4. The need for extra vigilance this year was highlighted, given that there would be no public fireworks display in Enfield Town in November 2015.

AGREED that the Licensing Committee noted and approved the additional licensing conditions proposed to apply to operators wishing to sell fireworks.

198

ADOPTION OF CONDITIONS FOR SPECIAL TREATMENTS LICENCES (REPORT NO. 97)

RECEIVED the report of the Principal Licensing Officer.

NOTED the introduction by the Principal Licensing Officer, clarifying the background to the report and why a change was needed.

AGREED that the Licensing Committee noted and approved the proposed conditions for premises offering laser / IPL treatments.

199

ADOPTION OF REVISED CONDITIONS FOR PET SHOP LICENSING (REPORT NO. 98)

RECEIVED the report of the Principal Licensing Officer.

NOTED

1. The introduction by the Principal Licensing Officer, including:
 - a. Before granting licences to pet vendors, the licensing authority must be satisfied that set criteria were met. Greater clarification had been provided on what was expected, and the new information was taken into account in the revised model conditions appended to the report.
 - b. If adopted, the new standard conditions would be attached to all new pet shop licences issued from 1 November 2015 and all renewals from 1 January 2016.
2. Members' debate, and responses to questions raised, including that further details regarding inoculation requirements for cats would be investigated and circulated to members.

AGREED that the Licensing Committee noted and approved that the Council's amended licensing conditions written in accordance with the 'Model Conditions for Pet Vending Licensing 2013' published by the Chartered

LICENSING COMMITTEE - 14.10.2015

Institute of Environmental Health attached to the report, be adopted to form this authority's standard conditions attached to pet shop licences issued under the Pet Animals Act 1951, with effect from 1 January 2016.

MUNICIPAL YEAR 2017/18 REPORT NO.

107

COMMITTEE:
Licensing Committee
29 November 2017

REPORT OF:
Principal Licensing Officer

LEGISLATION:
London Local Authorities Act 1991

Agenda – Part1	Item
<p>SUBJECT: Adoption of Revised conditions for Massage & Special Treatment Licences</p> <p>WARD: ALL</p>	

1. BACKGROUND INFORMATION

1.1 Special treatment premises are licensed under the London Local Authorities Act 1991. Special treatments include the following and other treatments of a like kind:

- Massage
- Manicure, pedicure and artificial nail treatments
- Acupuncture
- Tattooing
- Cosmetic piercing
- Chiropody
- Light treatments including UV sun-beds and laser treatments
- Vapour
- Sauna.

1.2 Section 10 of Part 2 of the Act provides the council with the power to prescribe standard licence terms, conditions and restrictions. It also provides the ability to exclude or amend a specific condition on an individual licence. This section states that:

1.3 “The borough council may make regulations prescribing standard conditions applicable to all, or any class of, licences, that is to say terms, conditions and restrictions on or subject to which licences, or licences of that class, are in general to be granted, renewed or transferred by them.

1.4 Where the borough council have made regulations under this section, every licence granted, renewed or transferred by them shall be deemed to have been so granted, renewed or transferred subject to any standard conditions applicable to it unless they have been expressly excluded or amended.”

1.5 Since the introduction of this legislation this council has applied a set of standard general conditions to special treatments licences and supplemented these with additional conditions specific to Laser/IPL treatments.

1.6 The current standard conditions for special treatment premises have been in force for several years in Enfield and now require updating to reflect changes in

legislation and industry practices.

- 1.7 This report presents proposed revised standard licence conditions which, if adopted, will apply to all special treatment licensed premises within the borough. A copy of the revised conditions can be seen in Appendix A, and all revisions have been highlighted.
- 1.8 The revised conditions are based on the recommended standard conditions for special treatment premises by the London Special Treatment Working Group, of which Enfield Council is a participating member, and are considered as best practice.

2. KEY ISSUES FOR CONSIDERATION

- 2.1 Over recent years there has been a considerable increase in both the types of treatment being offered and the numbers of premises offering treatments. There has also been changes in those bodies required to regulate these treatments, placing more responsibility on local authorities.
- 2.2 Examples of changes to the types of treatments on offer over this period include high risk areas such as laser treatments. Non-surgical lasers/intense pulse light systems used for hair removal was previously regulated by the Care Quality Commission but now is the responsibility of the licensing authority.
- 2.3 The London special treatment working group lists 87 licensable treatments that are controlled by the licensing authority. This list increases every year. A list of these special treatments is provided in Appendix B for reference.

3. REVISED CONDITIONS

- 3.1 The conditions are to address general health and safety and underage concerns for all premises.
- 3.2 The main changes in the revised conditions are:
 - The revision of the Councils General Licensing Conditions for Special Treatment Licensing
 - The inclusion of Specific Treatment conditions for the most common treatments
 - The introduction of a Think 25 policy for treatments such as piercing, tattooing, UV tanning etc.
 - The imposition of minimum standards of qualifications and experience of technicians for various treatment types.
- 3.3 These revised conditions are recommended as the basic minimum standards for management of special treatments establishments. As has been mentioned, these conditions can be adjusted or new conditions added to reflect local priorities and situations that may not be London-wide. These conditions will be supplemented by best practice guidance relevant to the treatment types at the time of application.

4. CONSULTATION

- 4.1 There is no requirement for consultation for standard conditions under the London Local Authorities Act 1991.
- 4.2 The council's health and safety team have been consulted with and contributed to the drafting of the proposed standard licensing conditions for premises offering special treatment.

5. POLICY IMPLICATIONS

- 5.1 These standard licence conditions are intended to help ensure the health, safety and wellbeing of the staff working in licensed special treatments establishments and the customers who use them. They provide the minimum standards considered necessary to ensure that special treatments are provided in safe and hygienic manner.

6. COMMUNITY IMPACT STATEMENT

- 6.1 Through the licensing process it is intended to encourage a wide and diverse range of special treatments, in which customers may have confidence that they are provided to good standards. This will be supported through advice and support for responsible operators and effective enforcement action against irresponsible operators.
- 6.2 The standard conditions also promote minimum qualification levels for operatives. This approach not only ensures that treatments provided are safe and hygienic but that operatives are suitably trained and have acquired a skills base for their future careers.
- 6.3 Current licence holders will be written to and informed of the changes in writing at the time of renewal (1 month Prior to renewal) and on the issuing of new, renewed, amended or transferred licenses at the time of issuing.

7. RESOURCE IMPLICATIONS

- 7.1 There are no new resource implications introduced by this report.

8. RECOMMENDATION

- 8.1 That the licensing committee approves the revised standard conditions for licensed special treatments establishments and the Special conditions attached as Appendix C to H with this report.

Background Papers:

None other than any identified within the report.

Contact Officer:

Ellie Green on 020 8379 8543

**LONDON LOCAL AUTHORITIES ACT 1991(as amended)
STANDARD CONDITIONS**



REGULATIONS MADE BY THE LONDON BOROUGH OF ENFIELD UNDER SECTION 10(1) OF THE LONDON LOCAL AUTHORITIES ACT 1991 (as amended) PRESCRIBING STANDARD CONDITIONS FOR ANNUAL SPECIAL TREATMENT LICENCES.

NOTES

- (i) Except where the context demands otherwise the singular includes the plural and the masculine includes the feminine.
- (ii) Nothing in these rules shall be construed as interfering with (i) the discretion of the licensee or his representative regarding the admission of any person or (ii) the need to strictly comply with all relevant statutory requirements.
- (iii) These rules are divided into three Parts as follows: Part I – General; Part II – Rules which apply to all premises; Part III – Rules which apply to premises where massage or sauna is practised.
- (iv) In these rules all references to a British Standard (BS) shall be deemed to refer to the current standard.
- (v) It is the policy of the Council that there should be access and facilities for disabled people at premises licensed for special treatment. Licensees are therefore encouraged in the strongest possible terms to provide such facilities so as to enable the admission of disabled people. To this end, Council Officers will be pleased to discuss and advise on the best ways to achieve this.

PART I – GENERAL

1. In these rules, unless the context otherwise requires :
 - ‘Approval of the Council’ or ‘Consent of the Council’ means the approval or consent of the Council as Licensing Authority in writing.
 - ‘Approved’, ‘accepted’ or ‘permitted’ means approved, accepted or permitted by the Council in writing.
 - ‘Approved arrangements’ means the arrangement of the premises, fittings, installations and all other things in connection therewith as approved by the Council.
 - ‘Council’ means the appropriate licensing authority.
 - ‘Escape lighting’ (safety lighting) means lighting, obtained from a source independent of the general supply for the building, provided to assist the public and staff to leave the premises without the aid of normal lighting.
 - ‘Establishment for Special Treatment’ has the meaning set out in Section 4 of the London Local Authorities Act 1991.
 - ‘Licence’ means a special treatment licence granted under Section 6 of the London Local Authorities Act 1991.
 - ‘Licensee’ means the person or corporate body licensed under Section 6 of the London Local Authorities Act 1991.
 - ‘Non-combustible’ material means material which is deemed to be non-combustible when tested in accordance with the provisions of the current edition of British Standard 476: Part 4, or such other material or combination

of materials as the Council accepts as being non-combustible for the purpose of these rules.

'Officer' means any person authorised in writing by the Council. (This may include officers of the London Fire and Emergency Planning Authority).

'Public' means any person other than a member of staff admitted to the licensed premises.

'Premises' means any premises within the Council's area licensed for special treatment and includes all installations, fittings and things in connection therein.

2. (a) These rules may be dispensed with or modified by the Council in any special case. (b) Where in these rules there is any reference to the consent of the Council being required, such consent may be given on such terms and conditions and subject to such restrictions as may be so specified. (c) If the licensee wishes any of the terms of the licence to be varied an application must be made to the Council and if the Council so require the application must be advertised.

PART II – RULES WHICH APPLY TO ALL PREMISES

3. The establishment shall be carried on only for the treatment or business and in the trade name or style specified in the licence and at the address mentioned therein.
4. The licence or a clear copy shall be prominently displayed at all times to all persons using the premises.
5. (a) The licensee shall take all reasonable precautions for the safety of the public and employees and ensure compliance at all times with the relevant provisions of the Health and Safety at Work etc Act 1974. (b) The licensee shall at once notify the Council in writing of any change in the name or private address of the licensee or in the treatments provided or in the nature of the business carried on at the establishment. (c) The premises shall not be used under the terms of the licence unless and until any necessary permission and/or consents have been obtained pursuant to the Town and Country Planning Act 1990, the London Building Acts 1930-1939, the Building Act 1984 and the Building Regulations Act 1985 or any legislation amending or replacing the same.
6. A notice showing the name of the person in charge of the premises at the time they are open under the licence shall be conspicuously exhibited in a position where it can easily be seen by customers.
7. (a) The licensee shall maintain good order in the premises. (b) The licensee shall ensure that no part of the premises are used by prostitutes, for soliciting or any other immoral purposes. (c) The licensee or any other person concerned in the conduct or management of the premises shall not seek to obtain custom by means of personal solicitation outside or in the vicinity of the premises. (d) The licensee shall not do, or permit in the establishment, any act

of an indecent or disorderly character and shall take all necessary steps to exclude from the establishment a customer or any other person who has committed such an act in the establishment and shall cause all persons in his employ engaged in the establishment to be decently and properly attired, and he shall not permit the door of any room or place in the establishment for the time being in use for the giving of massage or special treatment to be locked during the period that the client is therein. (e) The licensee shall ensure that with the exception of those persons receiving treatment in accordance with the conditions of the licence all clients present in any part of the establishment shall be decently and properly attired and separate changing accommodation for males and females shall be provided. (f) Except with the written consent of the Council, the licensee shall not employ at the licensed premises any person who he has been notified in writing that the Council considers unsuitable to be employed in such premises.

8. (a) Except as provided by 8(c) below, treatment shall only be given by qualified persons who have been approved by the Council. (b) Any certificates of qualification (or true reproductions) of such approved persons shall be displayed in the reception area so that all persons who wish to receive treatment may easily examine them; and (c) Treatment may also be given by other persons provided: (i) the person giving treatment is under the personal supervision of a person approved by the Council; and (ii) the Council's consent in writing has first been obtained and is current at the time of treatment (d) Qualifications for all treatments must be Ofqual regulated/nationally recognised where available. Where a Ofqual regulated/nationally recognised is not available for the treatment the therapist will undergo a competency interview with an authorised Council Officer. (e) Qualifications obtained outside of the UK will not be accepted unless accompanied by a certificate of Comparability which is available through UK NARIC. The qualification must be at the equivalent level of the accepted Ofqual regulated/nationally recognised qualification in the UK.
9. (a) Unless otherwise expressly permitted by the Council when treatment is given or is being received to any part of the body other than the neck and head or feet and legs below the knee or hands and arms and is not being so given by a fully qualified physiotherapist or other person entered on the register of the appropriate professional organisation whose qualifications have been approved by the Council the treatment may be given only to persons of the same sex as the person giving the treatment, and persons of the opposite sex shall not be present. (b) No treatment shall be provided to persons under the age of sixteen without consent, in writing, from a parent or guardian.
10. The licensee shall ensure that all ultra-violet radiation equipment installed in the licensed establishment is used and operated in accordance with the Guidance Note GS18 issued by the HSE.
11. (a) Records shall be kept at the premises, in a form approved by the Council, of persons receiving treatment. The record shall include the name of the person receiving treatment, the time of admittance for treatment and the real name of the person giving treatment. In the case of staff approved under

Condition 8 (c) the entry shall include both the name of the person giving treatment and of the person supervising. (b) In the case of treatment to persons under the age of sixteen records shall be as follows: (i) A signed consent form must be obtained from a parent or guardian, prior to giving treatment; (ii) The parental consent form must be in a form approved by the Council. An example is attached; (iii) In circumstances where the licensee is in some doubt reasonable steps to verify the consent shall be made and the details recorded on the consent form.

12. There shall be prominently and legibly displayed a comprehensive tariff of charges which shall where necessary be illuminated and be placed in such a position that it can easily and conveniently be read by persons before entering the premises. Where this is impossible, the tariff may with the consent of the Council, be displayed in the reception area.
13. Officers of the Council, who are furnished with authorities which they will produce on request, shall be admitted immediately at all reasonable times to all parts of the premises. NB (i) The officers of the Council are authorised to inspect on behalf of the Council. These officers can give written notification to licensees or their responsible representatives of matters noted during inspection which are not in accordance with the approved arrangements for the premises, the conditions of the licence, or which may present a hazard to the public. (ii) Officers of the LFEPA are authorised to inspect premises licensed for special treatment under the provisions of Section 15 (1) (b) of the London Local Authorities Act 1991.
14. No change of use of any portion of the premises from that approved by the Council shall be made until the Council's consent has been obtained thereto.
15. The approved arrangements shall be maintained at all times in full working order.
16. No alterations (including temporary alterations) shall be made to the premises, without the prior consent of the Council. This condition shall not require notice to be given in respect of routine maintenance works. Where works necessitate the premises being closed for a period of time, the premises shall not re-open for the purpose of the licence, until the licensee has been notified in writing by the Council.
17. (a) All ways out of the premises shall be maintained free of trip hazards, unobstructed and available for immediate use at all times. (b) All lighting (including escape lighting, where provided) shall be maintained in full working order. (c) The escape lighting installation (where provided) shall be tested every six months by a qualified engineer and a certificate for each test retained at the premises. (d) All exit doors shall be available for immediate use, without use of a key or similar fastening the whole time the public are in the premises. (e) All fire doors shall be maintained effectively self-closing, and not be wedged open.

18. Where approval is given for curtains to be used, the curtains shall be periodically re-sprayed to maintain their fire-resistance. Curtains shall be arranged so as not to obstruct EXIT notices and/or fire extinguishers or other fire fighting equipment. Curtains where permitted across doors shall be in two halves, on a free running rail to enable them to be parted easily. Such curtains shall have a clearance of at least 75mm between the bottom of the curtain and the floor.
19. All fire extinguishers and fire fighting equipment shall be checked yearly by a competent person and the test date recorded on the equipment. Any extinguisher discharged shall be replaced or recharged immediately. Any fire alarm system shall be checked monthly to ensure it is fully operational. In addition the system shall be serviced yearly by a qualified engineer and all results recorded in a logbook to be retained on the premises.
20. The Fire Brigade shall be called to any outbreak of fire, however slight. Suitable notices shall be displayed indicating how the Brigade can be summoned.
21. The licensee shall ensure that: (a) sanitary accommodation is available in the premises for the free use of both staff and public and shall ensure that in the sanitary accommodation there are suitable wash-hand basins provided with an adequate supply of hot and cold water or of hot water at a suitably controlled temperature; together with an adequate supply of soap and suitable hand drying facilities; (b) the premises are so constructed with the adequate provision of efficient drains, suitable wall, floor and ceiling finishes etc. so that satisfactory sanitation can be maintained.
22. (a) Each treatment room shall be provided with a suitable wash-hand basin with a suitable supply of hot and cold water, together with soap, a nailbrush and either a supply of disposable towels or a clean towel at all times. (b) Where more than one person is being treated in a room, it shall be provided with suitable screening to maintain privacy.
23. Proper means to the satisfaction of the Council shall be provided for securing the cleanliness of all instruments, towels, materials and equipment used in the establishment and for their safe disposal.
24. A sufficient number of suitable receptacles with properly fitting covers shall be provided to the satisfaction of the Council for the purpose of receiving rubbish, dust and refuse from the premises.
25. The electrical installation for the premises and any appliances or equipment used therein shall be maintained in a safe working condition, and shall comply with the current edition of the Regulations for electrical installations issued by the Institute of Electrical Engineers and as prescribed by the Electricity at Work Regulations 1989.
26. The Electrical Installation must be inspected at least every 5 years and the inspection certificate for the electrical installation of the premises, as

prescribed in these regulations shall be available for inspection by the Council. The certificate shall be signed by a qualified engineer and shall be in respect of the electrical installation and apparatus used on the premises. NB The Council normally requires that any such certificate shall be signed by a Corporate Member of the Institute of Electrical Engineers, or by a contractor currently enrolled with the National Inspection Council for Electrical Installation Contracting, or with the prior approval of the Council, other persons deemed competent.

27. Portable heating and gas-fired appliances shall not be used at the premises except with the prior consent of the Council.

PART III – RULES WHICH APPLY ONLY TO THE PREMISES WHERE MASSAGE (OTHER THAN SOLELY TO THE FACE, NECK, OR LEGS BELOW THE KNEES) OR SAUNA IS PROVIDED.

28. The licensee or some responsible person nominated by him in writing for the purpose shall be in charge of, and upon, the licensed premises during the whole time that they are open to the public. Such written nomination shall be continuously available for inspection by any officer authorised in writing by the Council.
29. (a) Treatment shall only be given by qualified persons approved by the Council in respect of **Band A** treatment of whom two identical full-face passport size photographs taken within the 6 months preceding the application for approval have been submitted to the Council. (b) A recent full-face photograph of such persons shall be displayed in the reception area so that all persons who wish to receive treatment may easily examine them.
30. All staff engaged in receiving patrons or in giving treatment or in managing the premises shall wear a name badge in a manner approved by the Council. The name shown shall correspond with that shown on any certificate displayed under Condition 8 (b).

**Special Conditions for treatments using Intense Optical Radiation (e.g. laser/IPL)
November 2015**

1) Non Surgical Lasers/IPL

- a) The licence holder shall produce the 'treatment protocol' document which shall be kept on site. (*Appendix A outlines the information required in this document*). The licence holder may wish to attain the services of an Expert Medical Practitioner to complete this.

- b) The licence holder must produce suitable laser/IPL safety instructions (Local Rules). These should be read and understood by all staff that may be exposed to the risks from the equipment. Evidence of understanding should be documented. The local rules must be up to date and reflect current equipment, facilities and working practices. *An example of suitable content is given in Appendix B*
- c) The 'local rules ' shall be updated if there are any changes made to the equipment in use, changes in procedure or treatment room if these affect the safe use of the laser/IPL.
- d) The licence holder shall perform a suitable and sufficient risk assessment, with regards to the risks from optical radiation. They shall provide evidence that they have employed the services of a Certificated Laser Protection Adviser (LPA) to assist with this. The LPA should be tasked to write a report which includes written recommendations for suitable controls. Risk assessments must be reviewed at appropriate intervals or where any changes are made that may affect the risk management.

Training

- e) All Authorised Users must hold a qualification that meets the current National Occupational Standards (NOS) at level 3 in a relevant subject (Epilation). For all new applications from 1st January 2014 the NOS will be at VTCT Level 4 for IPL and Laser.
- f) Staff members involved in the use of the equipment or safety management shall also attend a suitable laser safety management course, e.g. Laser Core of Knowledge. Laser operators should be able to demonstrate appropriate training and competence for each type of treatment offered.
- g) A suitably qualified member of staff on the premises shall be identified as the laser protection supervisor they will have day to day to responsibility of ensuring the local rules are followed.
- h) A treatment register shall be completed every time the laser/IPLS is operated, including the following information:
- the name of the person treated (including a second means of identification);
 - the date and time of treatment;
 - the name and signature of the laser/IPLS operator;
 - the nature of the laser/IPLS treatment given;
 - the treatment parameters;
 - any accidents or adverse effects.

Laser/IPL Controlled Area

- i) The area around working lasers/IPLS shall be controlled to protect other persons while treatment is in progress. The controlled area shall be clearly defined and not used for other purposes.

A suitable safety warning sign or light entry system which complies with current British Standards shall be in place on the door of the controlled area.

- j) All lasers/IPLS shall comply with current standards (BS EN 60601-2-22 for medical lasers and BS 60601-2-57 and shall display labels identifying them, their wavelength or range of wavelengths and the maximum output power of the radiation emitted. The labels shall be clearly visible on the front or side of the machine.
- k) The door to the controlled area shall be fitted with a suitable device which can be operated from the outside in an emergency
- l) Any windows in the controlled area shall be fitted with opaque blinds approved by the LPA .
- m) The controlled areas shall be kept clear of clutter, mirrors shall be avoided and jewellery shall not be worn.
- n) Surfaces within the controlled area shall be of a matt or eggshell finish.
- o) Protective eyewear shall be worn by everyone within the controlled area whenever there is a risk of exposure to laser/IPLS . All protective eyewear shall be marked with the wavelength range and protection offered as detailed in the local rules document. They shall be in a clean serviceable condition.
- p) The laser protection supervisor shall ensure that the key to any laser/IPLS equipment is kept in a secure and separate area when not in use and that only authorised users have access to the key.
- q) Lasers/IPLS shall be serviced in accordance with manufacturer's instructions and a record kept of servicing and repairs with the local rules document.

APPENDIX A**Laser /IPLS Treatment Protocol Document**

A treatment protocol must be produced by an expert medical practitioner (EMP) in relation to the licence holders equipment/premises.

The treatment protocol sets out the necessary pre-treatment checks and tests, the manner in which the laser/IPLS is to be applied, the acceptable variations in the settings used, and when to abort a treatment.

The treatment protocol should be signed and dated by the EMP to confirm authorisation, should be reviewed annually and include a projected date for review.

A separate treatment protocol should be in place for each laser/IPLS in use at the licensed premises.

The treatment protocol must include the following:

- name and technical specifications of the equipment
- contraindications
- treatment technique – general
- treatment technique – hair reduction
- client consent prior to treatment
- cleanliness and infection control
- pre-treatment tests
- post-treatment care
- recognition of treatment-related problems
- emergency procedures
- permitted variation on machine variables
- procedure in the event of equipment failure

CONTENT OF LASER/IPLS LOCAL RULES DOCUMENT**1) Potential Hazards**

List all types of hazards including fire, skin and eye injuries, electrical etc

2) Device Description

Description of all devices including output, serial numbers etc..

3) Treatment Protocol

Reference to separate document produced by the Expert Medical Practitioner.

4) Written Procedures

Supported by reference to user manual/training manual etc

5) Adverse Incident Procedure

a) Details of actions that shall be taken in cases of emergency e.g eye exposure

b) Name, address and tel no of local accident and emergency department.

c) Any incidents must also be reported to Croydon Council, list of their contact details,

6) Emergency Shutdown Procedure

Instructions as set down in manufacturers manual or treatment protocol.

7) Register of Authorised Users

Details of trained personnel with signed declarations of individuals.

8) Laser Protection Advisor

Contact details of the LPA

9) Laser Protection Supervisor

a) One Authorised User shall be nominated Laser Protection Supervisor to ensure that the

register is maintained and the local rules are adhered to

b) Name of the laser protection supervisor

10) Record of laser use

A register shall be kept which will separately record the following information every time the IPL is operated

The name and date of birth of the person treated

- date of treatment
- the operator
- the treatment given
- any accident or adverse effects.

11) Laser/IPL Operator Training

- a) All laser/IPL 'authorised users' shall hold the Core of Knowledge Training Certificate together with specific training on the use of on site equipment provided by the supplier of the Laser/IPLS.
- b) Details of all training shall be recorded in the Register of Authorised Users or a separate Training Register.

12) Controlled Area designation and access

- a) The room in which the laser/IPLS is used shall be designated a 'Controlled Area' and the laser shall only be used in this area. Approved warning signs shall be fitted to the door i.e. 'Controlled Area', 'Eye Protection' etc
- b) A notice should be fixed to the laser/IPLS indicating that its use is subject to the Local rules.

13) Register of Authorised Users

A register shall be kept of personnel authorised to operate the equipment.

14) Safe Operation of device

- a) No more than one laser/IPL shall be switched on during the client treatment.
- b) When the laser/IPL is in operation the number of persons in the room shall be kept to a minimum.
- c) The laser/IPL shall not be enabled to fire unless it is directed towards the treatment site or a beam stop.
- d) The Authorised User shall be careful to avoid reflections of the beam from Instruments/equipment in close proximity to the beam path, matt/non reflective surfaces etc shall be provided.
- e) Whenever the device is unattended by an Authorised User, the laser shall be switched off and the key withdrawn and placed in safe custody by the Authorised User.

15) Operator responsibility

- a) It is the responsibility of the equipment Authorised User to be aware of the nature of the hazard involved and to be familiar with the manufacturer's operating instructions.

- b) During the operation of the laser (or IPL) the Authorised User is responsible for the safety of all persons present, including the client and themselves.

16) Protective eyewear

Protective eyewear shall be provided and clearly marked for the laser. It is important that the correct goggles are used e.g. the use of a coloured sticker or other identifier on the goggles matches a similar identifier on the laser or IPL. The Authorised User shall instruct all personnel in the Controlled Area to wear goggles suitable for the laser being used.

17) Application of local rules

- a) The laser shall only be used in accordance with these local rules.
- b) Authorised Persons shall sign statements that they have read and understood these local rules.
- c) The local rules shall be kept in the treatment room/s at all times.



**Special Treatments
Under Age Consent Form**

If you are under the age of 16 you will be required to obtain the consent of your parent or guardian before we can carry out the treatment.

NB. If there is doubt we will telephone the number provided to obtain verbal consent.

If you suffer from any of the following we will not consider you suitable for treatment : Haemophilia; Metal Allergies including gold or silver; Diabetes; Thyroid disorder; Keloids; Hepatitis; or Birthmarks involving the ears i.e. port wine stains (for ear piercing).

Clients suffering from the following require doctor's permission : eczema; acne; dermatitis; or psoriasis.

Client Consent

You have requested us to carry out the treatment. Whilst every precaution will be taken to ensure the treatment is satisfactory we cannot be responsible for your aftercare where necessary.

I the undersigned have requested that you carry out the following treatment

Name of person under 16 _____

The above named minor is in good health and is not suffering from any condition that would be detrimental to my receiving the treatment. I therefore accept all responsibility.

Name of Parent/Guardian _____

Signature of Parent/Guardian _____

Address _____

Tel. No. _____ Date _____

This page is intentionally left blank

LIST OF TREATMENTS/THERAPIES

Part II section 4 of the London Local Authorities Act 1991 defines a special treatment as follows:

Massage, manicure, acupuncture, tattooing, cosmetic piercing, chiropody, light, electric, vapour, sauna or other baths or treatments of a like kind.

This list is not exhaustive, and is updated as time goes on. It is intended to be a guide for Council Officers on whether a treatment is classified as a Special Treatment or not, individual authorities may wish to interpret some treatments differently. If a treatment does not appear on this list, it does not mean that it is not a Special Treatment. It just means that it has not been assessed.

The treatments marked with an * are not a special treatment unless they are carried out in conjunction with a massage.

The treatments marked with a ° are not a special treatment unless they are carried out with the use of a laser.

Therapists who carry out some of the treatments listed may be exempt from Special Treatment Licensing. For details of exempted organisations reference should be made to the separate list of exemptions document.

This list is produced by the 'Special Treatment Group' made up of representatives from the majority of the 32 London Boroughs and is updated approximately once a quarter.

Listed in the description of the treatments are trade names that you may come across.

Qualifications – these are for guidance only.

For QCF and to understand levels see <http://www.accreditedqualifications.org.uk/qualifications-and-credit-framework-qcf.html>

CIDESCO and CIBTAC are international beauty qualifications that are of at least as high a standard as our NVQ/QCF. <http://www.cidesco.com/> <http://www.cibtac.com/> (CIBTAC is the sister company of BABTAC, but they offer the qualifications – BABTAC do not.

ITEC is another international qualification mainly for beauty and complimentary treatments.
<http://www.itecworld.co.uk/>

The Carlton Institute is a well known (and accepted) provider of beauty training, but they do not offer NVQ/QCF as standard – it is an add on and the certificate will state which it is. It is up to individuals whether they accept these certificates.

ALL qualifications should be accompanied with a breakdown of exactly what units have been studied. It is this document that you should look at to see details of what has been covered, especially at level 3 and above as each student will take different options at this level.

Genuine Polish National beauty qualifications do not seem to be accepted by UKNARIC but they are at least as good as our NVQ/QCF.

IF YOU CAN'T FIND A TREATMENT IN THIS LIST TRY
<http://www.consultingroom.com/>

TREATMENT	DATA SHEET No.	IS IT A ST?	DECISION DATE	CATEGORY	NATIONAL QUALIFICATION AVAILABLE
ACUPRESSURE	1	Yes	17.6.2004	Massage	
ACUPUNCTURE	2	Yes	17.6.2004	Acupuncture	Generally degree level or foreign qualifications verified through an exempt body.
ALEXANDER TECHNIQUE	3	No	17.6.2004		
ANTHROPOSPHICAL MEDICINE	4	Yes	17.6.2004	Massage	
AROMATHERAPY (see also 66)	5	Yes	17.6.2004	Massage	Yes – All QCF providers, ITEC etc. but must be specific aromatherapy course, not NVQ beauty with aromatherapy (see data sheet)
AURICULAR ACUPUNCTURE	See No 2				
AUTOGENIC TRAINING	6	No	17.6.2004		
AYURVEDIC MEDICINE	7	Yes	17.6.2004	Massage	
BACH FLOWER REMEDIES	8	No	17.6.2004		
BATES METHOD	9	No	17.6.2004		
BEADING	10	Yes	17.6.2004	Cosmetic Piercing	
BI AURA THERAPY	11	No	5.2.2008		

BIORESONANCE THERAPY	12	No	22.11.2007		
BIO SKIN JETTING	13	Yes	19.7.2006	Cosmetic Piercing	
BLEACHING	14	No	17.6.2004		
BODY MASSAGE	15	Yes	18.5.2006	Massage	Yes – all QCF providers. Must include anatomy and physiology.
BODY PIERCING	16	Yes	18.5.2006	Cosmetic Piercing	
BODY TALK	16 a	Yes	23.10.2008	Massage	
BODY WRAPS/ENVELOPMENT	17	No	18.1.2005		
BOTOX	18	No	17.6.2004		
BOWEN TECHNIQUE	19	Yes	17.6.2004	Massage	
BRANDING	20	No	17.6.2004		
(BSSF) BE SET FREE FAST	20a	No	23.10.2008		
BUTEYKO	21	No	22.11.2007		
CAVITATION	21 a	No	12.6.14		
CHAMPISSAGE (Indian Head Massage)	22	Yes	17.6.2004	Massage	Yes NVQ and QCF
CHEMICAL /FRUIT PEELS	See 40				
CHIROPODY /Podiatry)	23	Yes	18.1.2005	Exempt if member of HCPC – see data entry 23.	

CHIROPRACTIC	24	Yes	18.1.2005	Exempt under LLAA2000 – see data entry 24.	
CHOLESTEROL TESTING	25	No	23.5.2007		
COLLAGEN IMPLANTS (Cosmetic Fillers)	26	No	17.6.2004		
COLONIC IRRIGATION	27	No	17.6.2004		
COLOUR THERAPY (Chromatherapy)	28	Yes	17.6.2004	Light	
CRANIOSACRAL THERAPY	29	No	17.6.2004		
CRYOLIPOLOSIS	30 b	No	12.6.14		
CRYOTHERAPY (chamber therapy)	30	No	24.4.2008		
CRYOSAUNA	30 a	Yes	12.6.14	Sauna	
CRYSTAL /ELECTRO CRYSTAL HEALING	31	No	22.11.2007		
CUPPING	32	No	21.7.2005		
DERMABRASION (see also Microdermabrasion)	32a	No	10.3.20211		
DERMAROLLER	32c	No	10.3.2011		

DETOX BOX (see also 86)	33	Yes	14.11.2006	Sauna	
DO IN	34	No	17.6.2004		
DRACULA THERAPY (Stimulated Self Serum Therapy)	34a	No	30.11.2010		
DRY NEEDLING	34b	Yes	5.8.2010	Acupuncture like kind	
ELECTROLYSIS (Hair Removal)	35	Yes	17.6.2004	Electric	Yes – NVQ and QCF, but does not always include advanced electrolysis. Members of BIAE are qualified and holders of the BIAE Certificate of Remedial Electrolysis, even if they are not still BIAE members
ADVANCED ELECTROLYSIS/ THERMOLOGY (Moles , Warts, Skin Tags)	36	Yes	21.7.2005	Electric	Yes – NVQ & QCF. Must state advanced as general qualification does not include this. Members of BIAE may be qualified if their membership covers this.
(EFT) EMOTIONAL FREEDOM TECHNIQUE	36a	Yes	23.10.2008	Massage	
ENDERMOLOGIE	37	Yes	18.5.2006	Electric	
EYEBROW TREATMENTS	38	No	18.1.2005		

EYEBROW EMBROIDERY (see also micropigmentation)	38A	No	25/9/15		
EYELASH TREATMENTS	39	No	17.6.2004		
FACIALS	40	No	19.7.2006		
FACIAL STEAMERS	40a	Yes		Vapour	
FAIRBANE METHOD/TANGENT METHOD	41	Yes	17.6.2004	Massage	
FARADISM	42	Yes	17.6.2004	Electric	Yes – all QCF and also CIDESCO, ITEC, CIBTAC
FELDENKRAIS	42b	No			
FIRE THERAPY (Huo Liao)	42 a	No	12.6.14		
FISH THERAPY	42c	Yes	5.5.2009	Water bath	
FLOATATION TANK	43	Yes	17.6.2004	Baths	Yes – NVQ & QCF
FOOT DETOX	44	Yes	17.6.2004	Electric/Baths	
FREEWAY - CER	44a	Yes	23.10.2008	Massage	
FROTOX	44 b	No	12.6.14		
GALVANISM	45	Yes	17.6.2004	Electric	Yes – all QCF and also CIDESCO, ITEC, CIBTAC
GLUCOSE TESTING	46	No	23.5.2007		

GRINBERG METHOD	46a	Yes	23.10.2008	Massage	
GYRATORY MASSAGE	47	Yes	17.6.2004	Massage	Yes – NVQ & QCF
HALOTHERAPY /SPELIOTHERAPY	48	Yes	23.10.2008	Vapour	
HELLERWORK	49	No	17.6.2004		
HENNA TATTOOS	50	No	18.1.2005		
HERBAL MEDECINE	51	No	18.1.2005		
HIGH FREQUENCY	52	Yes	17.6.2004	Electric	Yes – NVQ & QCF
HOLISTIC MASSAGE	See 104	Yes	18.5.2006	Massage	Yes – all QCF providers and CIDESCO, CIBTAC, ITEC
HOMEOPATHY	53	No	18.1.2005		
HOPI EAR CANDLES	see 105				Yes – NVQ & QCF
HOT AIR MASSAGE	53 a	Yes	23.10.2008	Massage	
HUO LIAO See Fire Therapy 42 a					
HYALURONIC ACID (Cosmetic fillers)	54	No	17.6.2004		
HYDROTHERAPY	55	Yes	17.6.2004	Baths	Yes – NVQ & QCF
HYPNOTHERAPY	56	No	17.6.2004		
INDIAN HEAD MASSAGE	see 22				

					Yes – NVQ & QCF
INFRA RED	57	Yes	17.6.2004	Light	
INVERSION THERAPY	57 a	No	12.6.14		
IRIDOLOGY	58	No	17.6.2004		
KEN EYERMAN TECHNIQUE	58a	Yes	23.10.2008	Massage	
KINESIOLOGY	59	No	18.1.2005		
KIRILIAN PHOTOGRAPHY	60	Yes	5.2.2008	Electric	
KOREAN HAND THERAPY	61	Yes	17.6.2004	Acupuncture	
LASERS/INTENSE PULSE LIGHT	62	Yes	17.6.2004	Light	Yes – QCF. Also core of knowledge and manufacturer training required. Preferred that a minimum of NVQ beauty as well.
LIPO LASER	62 a	Yes	12.6.14	Light	No specific NVQ
LUMI LIFT/LUMI FACIALS	62 b	Yes	23.10.2008	Electric / Light	No specific NVQ
MANICURES	63	Yes	17.6.2004	Manicures	Yes – all QCF providers, CIDTAC, CIDESCO, ITEC
MANUAL LYMPHATIC DRAINAGE	64	Yes	17.6.2004	Massage	Yes – all QCF and also CIDESCO, ITEC, CIBTAC
MARMA THERAPY	65	Yes	17.6.2004	Massage	Yes – NVQ & QCF
MESOTHERAPY	65a	Please see data	20.8.15	Can be done with Injections or	Injections - Medical practitioners only

		sheet		by steaming.	
MERIDIAN THERAPIES (see EFT, TAT, BSFF, TFT, Freeway –cer)					
META AROMATHERAPY	66	Yes	22.11.2007	Massage	
METAMORPHIC TECHNIQUE	67	Yes	17.6.2004	Massage	
MICRO CURRENT THERAPY / non surgical face lifts)	68	Yes	18.1.2005	Electric	Yes – NVQ & QCF
MICRODERMAL ANCHORS	68a	Yes	23.10.2008	Cosmetic Piercing	
MICRO – DERMABRASION	69	No	21.7.2005		
MICROPIGMENTATION (semi-permanent make up)	70	Yes	17.6.2004	Tattooing	Yes - NVQ
MOXIBUSTION	71	Yes	18.1.2005	Acupuncture	
MYOFASCIAL RELEASE	71a	Yes	20/8/15	Massage	
N.A.E.T (Namripad Allergy Elimination Technique)	72	Yes	21.7.2005	Acupuncture	
NAIL EXTENSIONS	73	Yes	17.6.2004	Manicures like kind	Yes NVQ & QCF
NATUROPATHY	74	No	18.1.2005	But some Naturopaths use acupuncture	

NEUROSKELETAL RE-ALIGNMENT	74 b	Yes	12.6.14	Massage	
NO HANDS MASSAGE	74 a	Yes	23.10.2008	Massage	
NON SURGICAL FACE LIFTS (see 68)					Yes – see galvanism & Faradism
NORRIS TECHNIQUE	75	No	18.1.2005		
OSTEOMYOLOGY	75a	Yes	5.5.2009	Massage/Acu puncture	
OSTEOPATHY	76	Yes	18.1.2005	Exempt under LLAA2000 – see data entry 76.	
OXYGEN THERAPY – (Oxygen Bars only)	77	Yes	5.2.2008	Vapour	
OZONE THERAPY	77 a	No	12.6.14		Anything involving injections will require specific training.
OZONE SAUNA	77 b	Yes	12.6.14	Sauna	
PEDICURE	78	Yes	17.6.2004	Manicures like kind	Yes – all providers
PHYSIOTHERAPY	79	Yes	17.5.2005	Exempt if member of the HCPC – see data entry 79.	
PODIATRY (Chiroprody)	See no 23				
POLARITY THERAPY	80	Yes	17.6.2004	Massage	
QI GONG	81	Yes	17.6.2004	Massage	
RADIONICS	82	No	17.6.2004		
RADIO FREQUENCY	82 a	Yes	12.6.14	Electric	
REFLEXOLOGY	83	Yes	17.6.2004	Massage	Yes – all providers

REMEDIAL MASSAGE	See no 93				
REIKI	84	No	17.6.2004	Licensable if carried out with a massage	
ROLFING	85	Yes	17.6.2004	Massage	
ROLL SHAPER	85 a	Yes	12.6.14	Massage	
SAUNA	86	Yes	17.6.2004	Sauna	Yes – NVQ & QCF
SCARIFICATION	87	No	19.7.2006		
SCENAR THERAPY	88	Yes	22.11.2007	Electric	
SCHMAIZING	89	No	19.7.2006		
SCLEROTHERAPY	90	No	17.6.2004	Injections	By Medical Practitioners Only
SEMI PERMANENT MAKE UP	see 70				
SHIATSU	91	Yes	17.6.2004	Massage	
SKIN PEELS	91a	No	Amended 20/9/15		
SPA	92	Yes	17.6.2004	Baths	Yes – NVQ & QCF
SPORTS/REMEDIAL MASSAGE	93	Yes	18.5.2006	Massage	Yes – all providers
SPRAY TANNING	94	No	21.7.2005		
STEAM ROOM/BATH	95	Yes	18.1.2005	Vapour/Bath	

STONE THERAPY	96	Yes	17.6.2004	Massage	Yes – NVQ & QCF
SUGARING	97	No	17.6.2004		
(TAT) TAPAS ACUPRESSURE TECHNIQUE	97a	Yes	23.10.2008	Massage	
TATTOO REMOVAL	98	Yes	21.7.2005	Cosmetic Piercing/ Tattooing	
TATTOOING	99	Yes	17.6.2004	Tattooing	
TEETH WHITENING	100	No	16.11.2006		
TEMPTOOING	101	Yes	24.4.2008	Tattooing	
(TFT) THOUGHT FIELD THERAPY	101a	No	23.10.2008		
THAI MASSAGE	102	Yes	18.5.2006	Massage	Wat Po School
THALASSATHERAPY	103	Yes	17.6.2004	Baths	
THERAPEUTIC/ HOLISTIC MASSAGE	104	Yes	14.9.2006	Massage	Yes – as for massage
THERMAVEIN	104a	Yes	12.6.14	Electric	No national qualifications available. Invasive treatment so level 3 NVQ recommended.
THERMO AURICULAR THERAPY (Hopi Ear Candles)	105	No	17.6.2004	Licensable if carried out with a facial massage	Yes – NVQ & QCF
THREADING	106	No	17.6.2004		

TONGUE SPLITTING	106a	No	23.10.2008		
TONING BEDS	107	No	18.4.2006		
* TRICHOLOGY	108	No	18.1.2005	Licensable if carried out with a head massage	
TUI – NA	109	Yes	17.6.2004	Massage	
ULTRA SONIC	110	Yes	19.7.2006	Electric	Yes – NVQ & QCF
ULTRA SOUND	110a	No	10.3.2011		
ULTRA VIOLET TANNING	111	Yes	18.1.2005	Light	Yes – NVQ & QCF
VACUUM SUCTION	112	No	17.6.2004		
WAXING	113	No	17.6.2004		

Acupressure	DATA SHEET 1
--------------------	---------------------

Based on Chinese beliefs that energy flows through invisible channels in the body called meridians, and that illness arises from blockages of or imbalances in, this energy flow.

The body is divided into 12 meridians, which correspond to different areas of the body after a detailed consultation with the client the operative will apply pressure to the points that they believe to be causing the blockages.

Some operatives will tap the points instead or press and release the points.
A similar treatment to Acupuncture and Shiatsu but without the use of needles or massage.

The client generally remains clothed in non-restrictive garments.

It purports that by restoring the flow of energy it thereby alleviates disease and promotes health, promotes a speedy recovery from injuries and relieves pain.

Acupuncture	DATA SHEET NO. 2
--------------------	-------------------------

Based on the same Chinese beliefs as Acupressure, namely that the energy forces flow through invisible channels in the body called meridians, and that illness arises from blockages of, or imbalances in, this energy flow.

Needles are inserted along any number of the 12 meridians which have been identified during the consultation as possibly being out of balance, they may be twirled or moved in a back and forth motion. In some circumstances the needles are stimulated electrically.

Needles may also be inserted into the ear this is called Auricular Acupuncture.

Research suggests that the treatment releases endorphins into the central nervous system, which give similar results to morphine but are a natural painkiller.

It purports to restore the flow of energy thereby alleviating disease and promoting health, may be beneficial in the treatment of addictions e.g. smoking

Can induce a state of anaesthesia prior to surgery and may be beneficial during the labour and delivery.

Alexander Technique	DATA SHEET NO 3
----------------------------	------------------------

Developed by F.M.Alexander, an English Actor, in the 1940's, who having developed chronic laryngitis managed to restore his voice by relieving tension on the neck and spine with a series of movements.

A practitioner will lay their hands on the neck shoulders and back to ascertain the amount of tension present. Then guidance will be given on how to release the tension by a correct breathing techniques and postural improvements.

It is thought to give relief for arthritis, neck and back pain, migraines, hypertension, sciatica, insomnia and even depression.

http://en.wikipedia.org/wiki/Alexander_technique

Anthroposophical Medicine	DATA SHEET NO 4
----------------------------------	------------------------

In 1900 an Austrian called Rudolf Steiner developed various remedies derived from minerals, plants or the animal kingdom to be prepared homoeopathically, alchemically or as a whole substance which are then administered orally, injected or applied externally.

Practitioners are fully qualified Doctors who use this form of therapy when conventional cures cannot be achieved. The therapy combines the use of therapeutic eurhythmy, rhythmical massage, clay modelling, painting and music.

http://en.wikipedia.org/wiki/Anthroposophical_Medicine

Aromatherapy	DATA SHEET NO. 5
---------------------	-------------------------

Essential oils are extracted from the tiny glands in the petals, leaves, stems and bark of plants, these are then concentrated and purified.

After a detailed consultation with the client concerning medical history and current symptoms the therapists will mix one or more oils with a base oil which will then be massaged into the client's skin. Some therapists may use pre-blended oils.

Used to relieve stress, tension, aches and pains, pre menstrual syndrome etc.

Not to be confused with massage using pre-blended oils, often referred to as aromatherapy.

Autogenic Training	DATA SHEET NO 6
---------------------------	------------------------

Dr J.Shultz a psycho - analyst and neurologist believed that by simple verbal exercises a person can induce a state of relaxation and well being on themselves which could help alleviate both mental and physical ailments.

A number of training sessions either on a one to one basis or in a group of 6-8 people are undertaken to learn the techniques.

It is thought that to be beneficial for high blood pressure, ME, depression and addiction.

http://en.wikipedia.org/wiki/Autogenic_Training

Ayurvedic Medicine	DATA SHEET NO 7
---------------------------	------------------------

The traditional form of Indian medicine over 2,000 years old. It is rapidly growing in popularity in the West.

The body is seen as a universe containing five elements, air, fire, water, earth and ether, these combine together to form 3 other groups known as wind, cholera and phlegm.

Each of these groups has its own qualities and functions in relation to the body, and the balance between the groups determines the individual's constitution.

Disease occurs if lifestyle, mental or external factors cause an imbalance in one or more of the components.

Treatment aims to restore the balance by the use of herbal medicines combined with dietary and lifestyle advice and yoga exercises.

Practitioners undertake intensive training similar to a traditional Doctor which takes several years to complete.

Bach Flower Remedies	DATA SHEET NO 8
-----------------------------	------------------------

Developed by Dr Edward Bach a bacteriologist and homeopath who believed that illness was a result of mental or emotional imbalance and that the energetic properties of plants could be used to rectify these imbalances.

Harmful emotions are classified into 7 main categories and then sub divided into 38 negative feelings. Each feeling is associated with a particular plant, a combination of 5 of these flowers has been called the Rescue Remedy which is used in times of extreme trauma or shock.

The essences are liquid preparations created by boiling parts of plants in spring water, the water is then preserved in brandy and sold in concentrated form. The remedies are usually self administered by placing drops directly on the tongue or by diluting them.

Bates Method	DATA SHEET NO 9
---------------------	------------------------

Devised by US Ophthalmologist Dr William Bates who believes that the use of glasses can imprison the eyes. He believed that natural use and relaxation of the eyes can enhance vision that has been affected by a pattern of misuse of the eyes.

The practitioner will assess the eyesight and teach a series of simple exercises that should be practised daily.

Beading	DATA SHEET NO 10
----------------	-------------------------

A surgical procedure usually carried out by tattooists / body piercers whereby steel balls or other small similar objects are inserted under the skin to mould or shape the skin.

Can be inserted anywhere in the body but usually into the male genitalia which purports to enhance sexual stimulation.

Bi – Aura Therapy	DATA SHEET NO. 11
--------------------------	--------------------------

Bi - Aura is an advanced system of bio-energy healing which works through balancing the human bio -field. If the bio-field, which surrounds the body becomes overly stressed then this can lead to a reduction in the energy flowing into the organs, which over time may cause illness.

During a treatment the patient remains fully clothed in a standing position, the therapist mentally tunes into the blockages in the bio field without any physical contact with the patient.

Bio resonance Therapy	DATA SHEET NO. 12
------------------------------	--------------------------

This therapy is based on the theory that everything in the universe including our bodies is made of energy. It uses a machine to detect and treat disturbances in the natural frequency range of the body.

No artificial energy is introduced into the body. The person being treated is connected to an aerial tuned to specific frequencies. The body's own vital energy and healing power do the work of coming into resonance with the frequencies. Thus allowing the system to easily remove toxins from the body.

Bio Skin Jetting	DATA SHEET NO 13
-------------------------	-------------------------

Created in Brussels this treatment has been brought to the UK by Sterex who are known as suppliers of disposable needles used in electrolysis.

A microprobe is used to separate the wrinkle from the underlying skin, upon removal from the skin the tissues are stimulated to form new collagen fibres in exactly the right place, plumping and firming the skin to create a smoother looking complexion.

Used on similar areas to Botox i.e. those above the nose and at the sides of the eyes, the treatment takes approximately half an hour and is recommended as a course of 5-7 treatments. Purports to last for up to 2 years.

Bleaching	DATA SHEET NO. 14
------------------	--------------------------

A treatment used to disguise facial hair, which can also be applied to underarms and legs also.

The bleach solution used, usually hydrogen peroxide, effects the cortex (the inner layer of the hair follicle), the melanin (brown pigment) and the phenomelanin (red/yellow pigment) are oxidised and become colourless, thus disguising the hair.

An effective way of disguising unwanted hair on a temporary basis.

Body Massage	DATA SHEET NO 15
---------------------	-------------------------

A massage of part or all of the body using the hands or knuckles which can be carried out with or without oils. Swedish Massage using a base oil is a popular form widely found in the beauty industry.

A number of different types of massage e.g. Thai, Sports, Remedial/Holistic, Aromatherapy, Indian Head, are itemised in this list separately.

Body Piercing	DATA SHEET NO 16
----------------------	-------------------------

Some forms of body piercing have been available in the UK for a number of years originally the lobe and cartilage of the ear were popular. This should be carried out by the use of an approved gun, e.g. Inverness, Caflon, Studex etc who supply pre sterilised studs which do not come into contact with the operative's skin during the procedure.

More recently the nose, belly button and nipples have become more popular with teenage girls in particular. Some practitioners also undertake genital piercings, eyebrows, etc.

Nose piercing can be carried out by a gun or a pre sterilised medical canular. Studex have produced a nose piercing gun for use in the beauty industry similar to the ear piercing system but the stud which is used is not fitted with a butterfly clip as this would cause the nose to swell.

Canular Piercing : This method of piercing is used mainly in European studios by means of a pre sterilised fully disposable canular/needle which has a plastic sleeve. The needled is removed and the jewellery is inserted into the plastic, which is then removed.



Blade Piercing: This method is used mainly in American studios using a 'blade' which is a straight hollow needle with no attachment. The blade is left in the piercing and the jewellery passed through behind it as it is pushed through the piercing. Some blades allow jewellery to be attached

to the end, so it is pulled through with the blade. Due to leaving the blade in, attaching and detaching jewellery a blade poses a much higher risk of needlestick injury.



Body Talk System	DATA SHEET NO 16a
-------------------------	--------------------------

Developed in the 1990's by Australian acupuncturist Dr Veltheim, who carried out extensive studies of different healing systems and took the most fundamental principles from each to create a holistic all encompassing system capable of treating a large range of conditions.

The practitioner uses a yes /no response to discover areas of the body in need of balancing. They then carry out a light pressing or lifting of the arm to discover which systems are not functioning properly.

The balance will be restored by a light tapping of particular points and deep breathing.

Purported to relieve various conditions e.g. depression, allergies, back pain etc.

Body Wraps/Envelopment	DATA SHEET NO 17
-------------------------------	-------------------------

The therapist will take measurements of several areas of the body before applying a paste, which can be made of a number of different substances e.g. salt and clay, seaweed, mud etc.

The paste is applied all over the body which is then wrapped in warm cotton bandages which are pre soaked in the solution. The client is then enveloped in a thermal blanket and left for about an hour, during which time it is purported that the toxins in the body will have been expelled from the body.

After the bandages are removed the client is encouraged to leave the remaining solution on the body for 3-4 days if possible as detoxification is thought to continue.

The client would then be measured again for inch loss.

Botox	DATA SHEET NO 18
--------------	-------------------------

Botox is an endotoxin produced by Clostridium Botulinum, it is a powerful nerve agent and in a different context a dangerous food poisoning toxin.

It is a Prescription Only Medicine (POM) and should therefore only be administered by a registered medical practitioner or a registered general nurse.

It is administered by injection into the facial muscles and blocks the nervous impulses that control these muscles. Because the treated muscles cannot contract, they tend to relax, taking away the facial lines and imparting the appearance of smooth skin.

Botox can be used in combination with cosmetic filler implants e.g. Hyaluronic Acid to provide a non surgical 'face-lift'

The effects of the treatment last approximately 3-6 months.

Bowen Technique	DATA SHEET NO 19
------------------------	-------------------------

A technique developed by Thomas Bowen an Australian.

Therapists use their hands to make light movements over the naked skin or over clothes, which releases tension and energy blocks held in the muscles.

Gentle pressure may also be applied to trigger points on the body which encourages the release of toxins.

Thought to be beneficial for sciatica, migraine, stress and fatigue.

http://en.wikipedia.org/wiki/Bowen_technique

Branding	DATA SHEET NO 20
-----------------	-------------------------

The origins are tribal, the method and result are similar to that of branding cattle.

The design or pattern is stencilled or drawn onto the skin. A pen like metal instrument is then heated and applied to the skin which causes the skin to burn.

As it heals the scar spreads completing the pattern.

(BSSF) Be Set Free Fast	DATA SHEET NO 20a
--------------------------------	--------------------------

Developed in America in 1990 by clinical psychologist Larry Nims, it is a highly focused Energy Therapy method for eliminating the emotional roots and self-limiting belief systems that are embedded in the subconscious mind, and which automatically determine and control most of our experience, self-expression and behaviour. These unresolved negative emotions and beliefs create and maintain psychological and physical symptoms, which automatically result in mental, emotional, physical, spiritual and life adjustment problems, including many medical, and health problems.

Muscle testing is used extensively for precision diagnosis of emotionally based problems. Clients are taught to muscle test themselves, to recognize and eliminate their psychological problems as well as numerous physical symptoms that are emotionally based.

Treatment consists of light tapping of meridian points whilst repeating a number of statements similar to TAT treatment

Buteyko	DATA SHEET NO. 21
----------------	--------------------------

Buteyko works according to the principle that certain conditions are caused or at the very least aggravated by over breathing i.e. breathing heavily and rapidly through the mouth. Over breathing is thought to be harmful to the body because it depletes the bloodstream of carbon dioxide, thus causing blood vessel spasms and oxygen starvation which can cause asthma attacks, headaches etc.

A set of exercises are taught to the patient in which the patient takes in small breaths through the nose and lets out the air slowly and gently through the mouth.

<http://en.wikipedia.org/wiki/Buteyko>

Cavitation (fat loss/ lipo)	DATA SHEET NO. 21 a
------------------------------------	----------------------------

This treatment uses a hand held instrument that produces what is claimed to be 'low frequency ultrasound'. However, the stated frequency is usually around 40KHz. It is stated that: "The ultrasound field creates bubbles in the fat, which gradually grow, and implode. Energy in the form of heat (minor effect) and pressure wave (major effect) is released. As the membranes of fat cells do not have the structural capacity to withstand the vibrations, the effect of cavitation easily breaks them, while sparing the vascular, nervous and muscular tissue. The result is instant fat loss.

After disruption of adipose cells, the fat in the form of triglycerides is released into the interstitial fluid between the cells, where they are enzymatically metabolized to glycerol and free fatty acids. Water soluble glycerol is absorbed by the circulatory system and used as the energy source, whereas the insoluble free fatty acids are transported to the liver and processed as fatty acids from food."

Main risks – overextended session resulting in skin damage (maximum 15 minutes per site and 30 minutes total across whole body in one session. 72 hrs between sessions).

<http://www.consultingroom.com/treatments/ultrasound-body-contouring>

Champissage (Indian Head Massage)	DATA SHEET NO. 22
--	--------------------------

A form of massage used on the head, face, neck and shoulders, originating in India.

The massage involves working on the acupuncture points and energy centres (Chakras)

The therapy is used to relieve stress, stiffness in the neck and shoulders, headaches and general tension.

Chiropody (Podiatry)	DATA SHEET NO 23
-----------------------------	-------------------------

Chiropodists/Podiatrists specialise in assessing, diagnosing and treating abnormalities and diseases of the lower limb. They are trained to alleviate, prevent and correct these disorders and provide professional advice on proper foot care to patient of all ages and walks of life.

Treatments include, corns, verrucas, problems caused by deformities or diseases such as rheumatoid arthritis, diabetes etc.

The LLAA91 gives exemptions to 'any premises used by a person registered under the Professions Supplementary to Medicine Act 1960. This has been replaced by the Health Professions Order 2001, which set up the Health and Care Professions Council (HCPC), (formerly called the Health Professions Council HPC). Chiropody and Podiatry are listed by the HCPC and members are therefore exempt. Chiropody and Podiatry are 'protected titles', meaning that you must be registered with the HCPC to used these title. However, if the person is NOT a member, then they are NOT exempt (they should also be reported to the HCPC who can prosecute). See

<http://www.hpc-uk.org/aboutregistration/professions/index.asp?id=3#profDetails> and <http://www.hpc-uk.org> for more details.

Chiropractic	DATA SHEET NO 24
---------------------	-------------------------

A chiropractor aims to maintain the spine and nervous system in good health through neuro-musculoskeletal manipulation.

The chiropractic will assess the client whilst sitting, standing and lying down for alignment, reflexes will be tested and muscles palpated for signs of tension.

Manipulation may be carried out by stretching muscles and short controlled thrusts against a joint, also include may be massage, application of heat or ice and kneading.

Different versions of the treatment may be found e.g. Mctimoney Chiropractic.

Chiropractors are exempt under the London Local Authorities Act 2000 amendment (Sec. 27 (2) (b) (v)). The Chiropractors Act 1994 set up the General Chiropractic Council and Chiropractors MUST be registered to use the title. If they are not a member they are NOT exempt and you should also report them to the GCC. See <http://www.gcc-uk.org/>

Cholesterol Testing	DATA SHEET NO. 25
----------------------------	--------------------------

Cholesterol is a fat manufactured by the liver from fatty foods that we eat.

Cholesterol insulates nerve fibres and is an essential building block for hormones. There are good and bad types of cholesterol:

1) Low density lipoprotein (LDL). This is the bad cholesterol which caused a harmful build up in the arteries.

2) High density lipoprotein (HDL) This is the good cholesterol and is thought to prevent arterial disease. It takes cholesterol away from the cells and back to the liver where it is broken down and passed by the body.

To measure the levels of good and bad cholesterol a blood test is carried out after fasting for 12 hours prior to the test. The optimum level is below 5mmol/litre.

Home testing kits are also available but will not give very accurate results.

Collagen(Cosmetic Filler Implant)	DATA SHEET NO. 26
--	--------------------------

Collagen is a naturally occurring substance present in the deepest layer of the skin called the dermis.

It is responsible for producing the elasticity of the skin and as the skin ages the levels of collagen naturally fall, making the skin dryer and commonly wrinkles appear.

The replacement of collagen into the dermis can be done by implants or the application of facemasks or creams, the collagen fills out the vacant spaces in the dermis and thus reduces the wrinkles on the skin.

Collagen is classified as a 'medical device' product and as such is subject to the requirements of the EU Medical Device Directive. The injections should only be administered by registered medical practitioners or registered general nurses.

These injections are commonly used on the forehead furrows and around the lip and mouth area, they give temporary results lasting approximately a year.

Colonic Irrigation (hydrotherapy / lavage)	DATA SHEET NO 27
---	-------------------------

This treatment dates back to 1500 B.C and is based on the principle that the colon gets clogged up with impacted faecal matter, gases and mucus products. This leads to a build up of toxins, which inhibit the natural movement leading to constipation.

A rubber tube is inserted into the colon via the rectum, the therapist stimulates the abdomen which releases the stored matter. A constant flow of water washes the whole colon.

During a 45 minute session up to 15 gallons of water may be used.

Therapists claim that it will:

1) Cleanse the Colon- toxic material is broken down so that it can no longer harm the body.

- 2) Exercise the Colon – the gentle filling and emptying of the colon improves muscular contraction activity.
- 3) Reshapes the Colon- elimination of bulging pockets of waste enabling the colon to resume its natural state.

Colour Therapy	DATA SHEET NO 28
-----------------------	-------------------------

Therapy based on ancient healing systems which recognise the qualities of different colours and their effect on us.

Each colour in the spectrum has a frequency, wavelength and energy associated with it. The body absorbs colours which can affect the nervous system, endocrine system and subsequently the release of hormones and other organic substances within the body.

It is believed that the symptoms of disease are a sign that there is a shortage of or improper utilization of colour and light in the cells and organs of the body.

The practitioner will identify the colour frequencies that are needed and then apply coloured light to parts of the body or simply use appropriately coloured water, silk scarves or crystals.

Advice would be given on how to make the best use of colour in the diet, clothes, home and work environment.

Craniosacral Therapy	DATA SHEET NO 29
-----------------------------	-------------------------

Cranial Osteopathy was developed in the early 20th Century by an osteopath called William Sutherland.

He recognised that there is a regular pulse in the cerebrospinal fluid which surrounds the brain and any disturbance to the rhythm would result in an imbalance somewhere in the body.

The therapist uses tiny, gentle manipulations of the skull, and spinal column to restore the balance.

Craniosacral Therapy developed from this treatment and the main differences are that it focuses on the treatment of the soft tissues, fluid and membrane of the cranio-sacral system rather than the bones.

Cryotherapy (cryogenic chamber therapy)	DATA SHEET NO 30
--	-------------------------

Whole body cryotherapy initially originated in Japan in 1978. A group of Polish scientists took the idea and opened the Olympic rehabilitation centre in Poland in 2000 where the treatment has been used ever since.

The chamber is cooled with liquid nitrogen to a temperature of -110 C .The patient is protected from frostbite with socks gloves and mouth and ear protection but other than that wears only a bathing suit .

The patient spends a few minutes in the chamber during which time the average skin temperature drops to between 5 and 12 C. The core body temperature remains unchanged during the treatment. Release of endorphins occurs resulting in immediate pain relief.

Patients report improvement to a variety of conditions, including muscle and joint pain, psoriasis, insomnia,

The immediate effect of skin cooling and analgesia lasts for 5 minutes, but the release of endorphins can have a lasting effect, where the pains and signs of inflammation as found in blood tests remain suppressed for weeks.

Cryosauna	DATA SHEET NO 30 a
------------------	---------------------------

Similar to Cryotherapy, this treatment uses a stand alone chamber that the client stands in. an internal lift mechanism lifts them so their head is free of the chamber then liquid Nitrogen is released forming a cloud of gas in the chamber, which cools the surface of the body to 32 Fahrenheit. There follows a period of heating where the surface temperature reaches 95 fahrenheit before returning to normal (90.5 Fahrenheit).. Treatments last for around 3 minutes. It is stated that: The body's reaction to the cold is to increase the metabolic rate, which helps to burn calories; it increases collagen production in deeper skin layers resulting in firmer, smoother skin and; vasoconstriction followed by vasodilation flushes toxins from the skin.

Main risks – over-cooling of the body and subsequent shock. Uncontrolled release of Nitrogen, which may lead to asphyxiation if it displaces too much air in the room.

<http://www.cryohealthcare.com/equipment-sales/cryosauna/>

Cryolipolysis	DATA SHEET NO 30 b
----------------------	---------------------------

Similar to laser lipolysis in that the aim is breaking up of subcutaneous fat cells. However this treatment uses cold temperatures to achieve this. Instead of breaking the cells down directly the cool temperatures cause apoptosis (cell death) which occurs over a period of time.. A hand piece has a suction cup that pulls skin into it. The inside of the cup is cooled using recirculated liquid nitrogen.

Crystal/Electro Crystal Healing	DATA SHEET NO 31
--	-------------------------

Crystals can focus the electromagnetic fields that surround cell membranes. During crystal healing placing the crystals on nerve clusters could lead to significant alterations in the traffic of neurochemical messengers within the nervous system and thus affect body wide chemistry.

A tube of crystals is placed over the area to be treated and then the healing qualities of the crystals are magnified thousands of times by pulsing particular electrical signals through them.

Cupping	DATA SHEET NO 32
----------------	-------------------------

A form of acupuncture that focuses on the movement of blood, energy and body fluids around the body. It is believed that pain is due to the stagnation of these systems which may be as a result of injury or stress.

A number of glass or plastic cups or bells may be heated with a naked flame or placed in a bath of hot scented oils. The cups are then applied to the skin, thus creating a vacuum.

The area of skin covered is drawn up a few millimetres into the cup moving the energy.

Skin marking is common after the cups are removed this may vary from a simple red ring to deeper bruising.

Wet cupping (also known as Hijama) – an incision is made in the skin prior to the cupping. The cup is usually attached to a vacuum pump rather than being heated and blood is then extracted and contained within the cups. There is a risk of infection associated with this practice if not done hygienically. This treatment is currently being investigated by Health Protection England and guidelines for practice may follow, although it is NOT classed as a Special Treatment.

There is a danger of blood clotting following this procedure so suitable aftercare is needed..

http://en.wikipedia.org/wiki/Cupping_therapy

Dermabrasion	DATA SHEET NO 32a
---------------------	--------------------------

Derma Abrasion uses a power driven hand held device with a rotating metal wheel or wire brush to peel off the skin. Carried out by a trained cosmetic surgeon under general or local anaesthetic, the procedure will leave the skin red, swollen and sensitive to sun exposure etc.

Not to be confused with Microdermabrasion (see data sheet

Several days after the procedure the outer layer of the skin falls off leaving a fresh layer of pink skin.

This procedure is carried out in 1 session and the full recovery time is approx 2-3 months.

Dermaroller	DATA SHEET NO 32c
--------------------	--------------------------

The equipment used is a roller containing hundreds of micro needles on a handle. There are 2 types of roller, the first contains longer single use needles which penetrate deeper into the dermis and should only be used by a medical practitioner.

The second roller has shorter re useable needles designed for personal home use only.

It purports to stimulate the skin to regenerate and repair itself naturally and safely, creating smoother, brighter, healthier, younger-looking skin.

Detox Box	DATA SHEET NO 33
------------------	-------------------------

The detox box uses naturally occurring Far Infrared rays that purport to safely and effectively detoxify the body of toxins and lifelong accumulated metals.

Far infrared is the most healing and beneficial part of the sun's energy.

The detox box provides a gentle and deep penetrating heat to the body to induce a high volume of sweat, but at a comfortable level of around 40-50 degrees C which induces 2-3 times the sweat volume of a regular sauna.

The treatment purports to alleviate cellulite, improve skin tone and induce weight loss.

Do In	DATA SHEET NO 34
--------------	-------------------------

A self help therapy which combines some of the principles of Shiatsu and Acupressure with stretches, exercises, breathing and meditation techniques.

Do In means self stimulation in Japanese and refers to the various methods used to gather and strengthen energy in the meridian systems of the body especially in the abdominal area.

The shiatsu massage is self administered rather than by a therapist.

Dracula Therapy	DATA SHEET NO 34a
------------------------	--------------------------

The name is short for Stimulated Self Serum Skin Therapy, introduced to the UK by French cosmetic doctor, Daniel Sister.

The doctor draws vials of the patients own blood from the face then separates it into the red blood cells, the clear serum and the platelets. Then, after vitamins and amino acids have been added the enriched serum is injected back into the face.

This purports to stimulate DNA repair, heal scars and makes dry wizened, wrinkled and lacklustre skin look and feel younger naturally.

Dry Needling	DATA SHEET NO 34b
---------------------	--------------------------

Dry needling utilises a solid, filament needle up to 10cm in length which is inserted into trigger points in much the same way as acupuncture needles. However, unlike acupuncture it is only used to treat pain and no other conditions. It only uses myofascial (muscular) trigger points and none of the other 'meridian' points of acupuncture. The needling of such a trigger point has been shown to relieve the symptoms of the pain. The points used and the effect appear to be the same as those used in acupuncture, but therapists argue that is it not acupuncture, whilst

acupuncturists argue that it is just a limited form of acupuncture. Often practiced by physiotherapists. http://en.wikipedia.org/wiki/Dry_needling

Electrolysis (Hair removal)	DATA SHEET NO 35
------------------------------------	-------------------------

Method of removal of unwanted hair on the face or body, or the removal of skin tags, moles or warts, there are 3 popular methods used:

- 1) Needle method- A needle is inserted into the skin and either a faradic or galvanic current passed through it, which reaches the hair follicle and kills it.
- 2) Blend Method- A combination of faradic and galvanic current is passed through the needle to kill the hair follicle.
- 3) Trans dermal (TE) method- The client holds an electrode in one hand the therapist has another electrode with a cotton wool tip, gel is applied to the skin and the electrode is passed over the gel, the electric current forces the gel down through the skin and it crystallises the salt & water solution surrounding the hair follicle which in turn kills the follicle.

After each treatment it is claimed that the hair follicle grows weaker and hair re-growth lessens until eventually after several treatments the hair ceases to appear on the skin surface. (this could take several years of treatment)

As well as a purely cosmetic treatment some operatives treat clients who have been referred to them by doctors because of excessive hair growth, which may be caused by hormone problems or genetic abnormalities.

Advanced Electrolysis (moles, warts, skin tags)	DATA SHEET NO 36
--	-------------------------

Similar technique as electrolysis for the treatment of, skin tags, thread Veins etc.

Skin Tags are brown or flesh coloured flaps of skin which are harmless, these are Usually found in areas where the flesh rubs together e.g. groin and armpits.

They are removed by heated needles or the application of liquid nitrogen.

Thread veins are tiny red veins which occur in the cheeks, nose and legs, caused by over exposure to the sun or the reduction of elasticity in the skin by natural ageing.

Larger areas to be treated e.g. in the legs are usually treated in hospital by Sclerotherapy (data sheet No 65), smaller areas e.g. on the face can be treated by electrolysis.

Trade names: Veinwave

EFT Emotional Freedom Technique	DATA SHEET NO 36a
--	--------------------------

Developed in America in 1990 by Gary Craig an engineer, described as acupuncture without needles.

EFT is about returning the mind, body and feelings to a state of balance and harmony so you are not limited by negative emotions.

The technique employs tapping on or the light massaging of various meridian acupuncture points. The technique is often taught to the client for future use.

Endermologie	DATA SHEET NO 37
---------------------	-------------------------

Endermologie was developed in France in the 1990's as a deep tissue massage for injured horses which had the unexpected side effect of smooth skin.

It purports to temporarily disperse cellulite by the use of a deep tissue massage machine.

The client wears a body stocking and the mild suction from the machine pulls the skin into a small chamber in which it is gently pinched and rolled. This intensive massage of the skin breaks down subcutaneous fat, water retention and toxins allowing the bodies lymphatic system to drain it all away.

The client will need to pass water a lot more whilst the toxins are draining away. A course of 14 treatments is recommended.

Eyebrow Treatments	DATA SHEET NO 38
---------------------------	-------------------------

Eyebrow shaping– Re-shaping of brows by plucking with tweezers or application of wax.

The alteration in the shape of the brow usually to accentuate the natural arch. If client has over plucked the natural line then the therapist will fill in the gaps with an eyebrow pencil of a similar colour to the clients existing brow.

Eyebrow Tinting- Application of solution a dye to give colour to the brows

Some clients may prefer to change the colour of their brows, to match a change in hair colour, this also would eliminate the daily use of an eyebrow pencil.

The colour will last approximately 6 weeks.

Eyebrow Embroidery	DATA SHEET NO 38a
---------------------------	--------------------------

A technique for creating eyebrow shape. There are two methods:

1. Using a micropigmentation machine to insert ink/dye/pigment into the skin
2. Using a blade to slice the skin or remove small areas, then applying ink/dye/pigment.

Both methods 'draw' fine lines to imitate hair, and can be used to create a shape, fill in hairless areas or thicken the appearance of brows. Both claim the treatment is 'semi-permanent' (lasting around 2 years), but this is achieved by using dyes/pigments/inks that fade in sunlight. However, the scarring will remain and the jury is still out as to whether this is really any different to Tattooing. See also [Micro pigmentation](#), [Tattooing](#)

Eyelash Treatments	DATA SHEET NO 39
---------------------------	-------------------------

Eyelash Tinting – the application of a liquid, jelly or cream which will change the colour of the eyelash for approximately 6 weeks.

Used by clients who do not wish to apply mascara on a daily basis.
There are six colours available.

Eyelash Perming – the application of a solution which will curl the lashes.

Eyelash Extensions – the application of synthetic eyelashes which are bonded into the existing eyelashes to create thickness and length.

Facials	DATA SHEET NO 40
----------------	-------------------------

Facials can include, deep cleansing, exfoliation, application of a mask and massage, a variety of products may be used. A facial steamer may also be used.

There are a number of different peels, exfoliants and washes used by beauty therapists combined in most instances by a facial massage.

Facial Steamers	DATA SHEET NO 40a
------------------------	--------------------------

Can be bench mounted or free standing electrical device which cover the face, steam is released into the cover which opens the pores allowing the therapist to carry out a deep cleanse as part of a full facial treatment.

Fairbairn Therapy (Tangent Therapy)	DATA SHEET NO 41
--	-------------------------

A relatively new treatment named after Eileen Fairbane who has spent 20 years researching the mind and body. The treatment combines hands on bodywork with a psychological workout.

Some sessions may concentrate on the mind, discussions on nutrition, and detoxification information.

Other sessions may involve a very deep strong massage using aromatherapy oils and finger pressure work.

It is claimed to ease back conditions, give relief from migraine, ease anxiety and depression.

Faradism	DATA SHEET NO 42
-----------------	-------------------------

A form of massage using an interrupted direct electric current, which produces groups of short pulses of current, these pass through a system of electrode pads, placed on the face or body. The current makes the muscles twitch and it is claimed that this exercises the muscles, and produces the toning effects.

The passive electrode should be covered with damp lint or sponge material and placed between the shoulder blades on the lower cervical vertebrae, or this electrode may be hand held by the client.

The active electrode is covered with damp lint and then applied to different muscles whilst the current is passed through it.

It is thought to be beneficial for toning up the muscles of the face, sagging contours will be improved and sluggish skin will appear tauter.

The effects of ageing may be delayed due to the improved blood circulation and increased cellular function.

Arches of the feet may be improved and swelling around the ankles may be reduced

http://en.wikipedia.org/wiki/Electrotherapy_%28cosmetic%29

Fire Therapy (Huo Liao)	DATA SHEET NO 42 a
--------------------------------	---------------------------

A 'special elixir' (thick paste) is spread over the area to be treated (face, back or other body area). An alcohol soaked towel is then placed over the area for a few seconds, and removed. Then the therapist sets the alcohol soaked paste alight. Claims to benefit the skin.

Main Risks – Burns to the skin and quite possibly the whole building.

Feldenkrais	DATA SHEET NO 42 b
--------------------	---------------------------

Named after its originator Russian Doctor, Moshe Feldenkrais in the 1940's

It is a preventative therapy rather than a treatment and is similar in its approach to the Alexander Technique. It uses movement and awareness to improve flexibility and functioning of the body. Dr Feldenkrais believed that awareness is developed through experience and developed methods using movement to re-educate the body and to help to break down established patterns of behaviour. This can develop into a greater ease of movement, an increase in vitality and well-being.

Fish Therapy	DATA SHEET NO 42 c
---------------------	---------------------------

The fish used are Garra Rufa which originate from the Far East where the treatment has been available for a number of years.

Feet are placed in a foot bath which contains approx 70 fish then eat the hard skin in approx 10 minutes leaving the skin feeling soft.

The quality of the water in which the fish are stored should be monitored and tested for ammonia and nitrate levels daily.

Floatation Tank	DATA SHEET NO 43
------------------------	-------------------------

An enclosed tank or capsule usually made of fibreglass which contains a very high concentration of Epsom Salts, the water is at body temperature.

The high salt levels create a zero gravity environment in which the body and head can float.

Earplugs are normally worn as the ears are normally below the level of the solution, but low level relaxing music is played through underwater speakers.

The mind and body are shielded from all external stimulation, the brain's normal workload is reduced by up to 90%. In this situation the body conserves energy and has a chance to heal and rejuvenate itself.

Foot Detox	DATA SHEET NO 44
-------------------	-------------------------

It is believed that a person's health suffers because of imbalances in the body, which can be redressed by the process of detoxification.

The feet are immersed in an electrically operated unit similar to a foot spa which is fitted with 2 stainless steel electrodes. The water becomes charged with electrons these impart to the water a bio-energetic field which corresponds to that of the user.

A gentle bio-energetic resonance travels through the body which encourages a rebalance within the user. The water turns shades of brown or orange as the toxins are supposedly released.

In some circumstances the whole body can be immersed in a bathtub similarly charged.

Trade Names: Aqua Detox

Freeway- Cer	DATA SHEET NO 44a
---------------------	--------------------------

Developed by a British Couple Tom Bolton and Beverley Anderson in 1990, this treatment differs from the other meridian techniques (TFT, TAT) because it uses only 8 meridian points, it incorporates several yawns, a new type of affirmation, takes approx 1 minute per round, can be used for tapping, rubbing, pressing and releasing, or it can be used internally and silently without any of these. It also incorporates a way of invoicing a completion statement at the end of each treatment.

Frotox (iovera)	DATA SHEET NO 44 b
------------------------	---------------------------

Billed as an alternative to Botox, this uses a closed end needle filled with liquid Nitrogen. This is inserted into the same areas as Botox, and the 'Cryoneuromodulation' effect freezes the nerve for up to 3 months, thus eliminating wrinkles. No substance is actually injected.

Galvanism	DATA SHEET NO 45
------------------	-------------------------

A form of massage using a constant uninterrupted direct current, Galvanic current penetrates through to the 3rd layer of skin, into the dermis.

Moisturising Gels or liquids are applied to a piece of lint, which is then placed under the pad of the negative electrode this is then held by the client. A piece of lint soaked in warm water is placed under the pad of the positive electrode, these are then secured to the body with straps.

The intensity of the current is set and the 2 rollers which have a gel applied to them are moved across the area to be treated. The products used will combine and a chemical change occurs.

It is claimed that it helps to deep cleanse and soften the skin, aids the shedding of dead skin cells, disperses whiteheads, increases the circulation which aids dry skin problems, tightens open pores, revives tired and exhausted skin and assists in the removal of spots and pimples

http://en.wikipedia.org/wiki/Electrotherapy_%28cosmetic%29

Glucose Testing	DATA SHEET NO 46
------------------------	-------------------------

High levels of Glucose /sugar in the body could give rise to diabetes.

A blood test is taken following an 8-10 hours fast to determine the levels of glucose present in the body.

Diabetics must monitor their own blood glucose levels on a daily basis, often several times a day, by means of the finger prick test.

The result of these tests will determine the amount of insulin which may need to be injected or tablets taken

Grinberg Method	DATA SHEET NO 46a
------------------------	--------------------------

The Grinberg method was developed in 1980 by an Israeli reflexologist Avi Grinberg, Grinberg worked as a nurse and paramedic and his experience of the plight of sick people and especially those suffering from chronic health problems inspired him to search out and develop various complementary and alternative therapies.

It incorporates the Feldenkrais method and acupressure techniques, by means of touch, breath, movement, physical exercises, tools and techniques to increase one's ability to pay attention. To define what needs to be learned, the method combines each person's past experience with their present.

Gyratory Massage	DATA SHEET NO 47
-------------------------	-------------------------

A deep invigorating massage via a hand held device which is applied to the body, thought to promote the breakdown of cellulite in the hips, legs or arms. The device is operated electrically, but does not pass a current into the body

May improve blood circulation, lymph drainage and muscle relaxation.

Trade Names: G5

<http://www.g5.com/spa/>

Halotherapy/Speliotherapy	DATA SHEET NO 48
----------------------------------	-------------------------

4000 patients were first treated in Hungary over a 10 year period for breathing conditions, bronchitis, allergies etc. Patients found they were able to breathe easier and reduce their medication.

The treatment is available in a number of forms, i.e. salt pipes and salt lamps for home use and salt caves/chambers where a number of patients can receive treatment at the same time

Inside the salt cave/chamber patients can experience the following conditions: humidity of 40-50%, temperature of 20-24C, the aerosol concentration of 0, 5-15 mg/m³

The patients sit in relaxed positions on the comfortable deck chairs and take sessions of 30-40 minutes. The diffused light and calming music are adding to help the patient relax. The children can play "sand cave adventures" in the saltbox, where sand is substituted by the salt. It is recommended that a treatment is taken for 10 consecutive days and repeated 2-3 times a year.

Hellerwork	DATA SHEET NO 49
-------------------	-------------------------

The entire musculo-skeletal structure of the body is considered and related to the individual's well being.

Practitioners believe that from the beginning of our lives we accumulate tension and over the years this can manifest itself in chronic tension in various parts of the body.

Clients are taught to use their bodies in ways that minimize effort and tension this is paralleled psychologically as clients explore how their thoughts attitudes and feelings have an impact in and through their bodies.

Henna Tattoos	DATA SHEET NO 50
----------------------	-------------------------

Originating in India a treatment which is now very popular in the UK.

There are 2 types of henna widely used:

- 1) Pure henna- a mix of brown henna with essential oils and lemon juice, which is harmless to the skin, after the paste is applied and subsequently removed it leaves an orange stain which turns brown. The pattern will normally last approximately 1-3 weeks.
- 2) Black henna – henna mixed with a chemical called Para – Phenylene diamore (PPD) to form a black paste which when applied to the skin leaves a black stain lasting approximately 1 week. This mix can cause an allergic reaction on the skin and subsequent sensitisation to any product containing PPD.

Herbal Medicine	DATA SHEET NO 51
------------------------	-------------------------

The use of herbs in medicines to maintain harmony and balance within the body has been practised for hundreds of years in different cultures but are usually associated with the Chinese community.

Today 25% of prescriptions contain active ingredients of plants.

High Frequency	DATA SHEET NO 52
-----------------------	-------------------------

High frequency electricity (200,000 hertz) sometimes known as oscillating current, is applied to the client's skin via glass electrodes (saturators).

There are 2 types of treatment given:

- 1) Indirect or vienesese massage – the client holds the saturator in one hand, and then the current flows through the surface of the skin. The therapist will then carry out a physical massage on the client.
- 2) Direct – the skin is massaged by a glass plate at the end of the saturator, which is controlled by the therapist. The plate is usually in contact with the skin, which is treated with talcum powder in order to reduce friction between the plate and the skin.

Method (1) claims to have a stimulating anti-congestive effect.

Method (2) produces a small quantity of ozone in the vicinity of the glass plate, which has a germicidal effect.

By moving the glass plate away from the skin, sparks can be produced which when directed at spots are claimed to be an effective treatment by drying them out.

http://en.wikipedia.org/wiki/Electrotherapy_%28cosmetic%29

Homeopathy	DATA SHEET NO 53
-------------------	-------------------------

Homeopathy is gentle holistic system of healing. It focuses on the person as an individual, concentrating on treating the specific physical and emotional symptoms, to give long lasting benefits.

Homeopathic remedied are a unique potentised energy medicine, drawn from the plant =, mineral and animal worlds. They work by gently boosting the natural energy of the body; there is no danger of addiction or toxicity.

The treatment is used to treat everything form acute fevers, sore throats and toothache to chronic illnesses such as arthritis, eczema, anxiety and insomnia.

Hot Air Massage	DATA SHEET NO 53a
------------------------	--------------------------

Air massage combines the powers of air, heat and massage. The working principle of air massage therapy is based on a massage action of a strong heated air.

The air unit used is bulky and would normally sit under the treatment couch.

There is no contact between a client and therapist, warm air is directed onto the body.

Trade Name: Aeroline

Hyaluronic Acid(Cosmetic Filler Implants)	DATA SHEET NO 54
--	-------------------------

An inert polysaccharide which is used for facial line and wrinkle correction. It binds with water to form a cosmetic filler material which can be injected subcutaneously into the area under treatment.

May be combined with Botox to provide a non surgical 'face- lift'

Manufactured under brand names Restylane, Perlane or Hylaform.

Effects may last for approximately 3-6 months.

This is a 'medical device' product and must comply with the EU Medical Device Directives. They should be administered by a registered medical practitioner or a registered general nurse.

Hydrotherapy	DATA SHEET NO 55
---------------------	-------------------------

The use of water either internally or externally to maintain health and prevent disease. According to its mineral content, water taken internally can have a laxative, diuretic, and phlegm producing or perspiration inducing effects.

Used externally in a bath, water has the power to improve blood and lymph circulation, relax tension in the tissues alleviate pain and calm the nervous system.

Different types of hydrotherapy but one example Balsam, bath water is heated to 40 degrees centigrade and oxygen introduced into, several sessions lasting up to 15 minutes each are recommended.

Hypnotherapy	DATA SHEET NO 56
---------------------	-------------------------

A technique using hypnosis that reaches into the subconscious mind for solutions to problems which the conscious mind has been unable to deal with.

The altered state occurring under hypnosis is akin to a state of deep meditation, where the recuperative abilities of the psyche are allowed to flow more freely.

Hypnosis is a waking state, the hypnotized person remains in full control of their behaviour and is usually able to recall the whole experience.

Hypnotherapy has been used to treat addictions, relieve stress and help individuals develop a more positive attitude in general.

Infra – Red (see also Detox Box)	DATA SHEET NO 57
---	-------------------------

Infra- red lamps make use of radiant energy, which is absorbed by the tissues of the body, creating heat at the point of entry.

In beauty salons there are 2 types commonly used: -

- Non-luminous- pure longwave radiation also called black heat. The lamp is a coil of wire embedded in a heat retaining clay core, which gives maximum reflection of rays. The lamp takes approximately 10 minutes to heat up. The glass of the lamps should be protected by mesh to prevent burns
- Luminous- short wave radiation. The lamp is a coil of tungsten wire in a specially designed glassbowl.

It is claimed that by producing a sedative effect on sensory nerve endings it can relieve pain, stiff muscles and joints

Dilates blood vessels and increases lymph flow.

Increases sweat thus aiding elimination of waste products.

Inversion therapy	DATA SHEET NO 57 a
--------------------------	---------------------------

This treatment involves the client being inverted or 'hung' upside down. This is usually achieved by using an inversion table. The client is strapped to the table and it is rotated through 180 degrees. The weight of the body is supported by the feet, thus exerting less stress on the other joints. It is claimed that this therapy can improve back pain and realigns the skeleton.

Iridology	DATA SHEET NO 58
------------------	-------------------------

Developed in Hungary in the 19th Century, it involves the examination of the Iris of the eye and the Pupil with an ophthalmoscope which may identify weaknesses in the body.

A therapist will recommend appropriate treatment for disorders that are identified during the examination.

It is considered a valuable addition to orthodox medicine and is taught to many medical students.

Ken Eyerman Technique	DATA SHEET NO 58a
------------------------------	--------------------------

Started by an American Ken Eyerman, the technique involves a variety of different massage techniques, Feldenkrais and Yoga. The focus lies on understanding the body and its structure.

Emphasis is placed on the connection between breath and movement, developing intuitive and observation skills, sensing the clients' blockages in body and mind and learning ways of releasing those blockages.

Kinesiology	DATA SHEET NO 59
--------------------	-------------------------

A treatment, which was devised in the 1960's by an American chiropractor. He developed a series of muscle tests based on the muscle/meridian connection. Instead of acupuncture needles he used touch.

It works on the same concept as Acupuncture that disease results from blocked or unbalanced energy channels.

Through muscle testing, which is done by applying pressure to limbs, practitioners claim to evaluate the energy in the meridians and therefore in the organs.

Also believed to identify food allergies.

<http://en.wikipedia.org/wiki/Kinesiology>

Kirlian Photography	DATA SHEET NO 60
----------------------------	-------------------------

A Russian technician called Semyon Kirlian discovered the Kirlian effect in 1939 which was developed into Kirlian Photography.

The principle is that the body has an energy field that can be photographed and that any irregularities in the energy field recorded by this technique denote potential health hazards.

The patient places the hand on a machine with a flat surface made of glass or metal, the plate is charged with electricity as the photograph is being taken, so a slight tingling may occur.

The therapist will then look at the photograph and analyse any problems that may exist, referral may then be made to a therapist in a specialist field.

Korean Hand Therapy	DATA SHEET NO 61
----------------------------	-------------------------

This is a form of Acupuncture, based on the principle that different parts of the hand represent areas of the body.

The little finger represents the foot, the ring finger represents the hand and the palms relate to internal organs.

Miniature needles or magnetic pellets are used to stimulate or sedate the flow of energy to achieve a healthy balance.

It is claimed that the balance in the body is restored in much the same way as Reflexology and Acupuncture work.

Thought to help with the relief of asthma, allergies, diabetes, epilepsy, stroke symptoms, migraines and stress.

Lasers / Intense Pulse Light	DATA SHEET NO 62
-------------------------------------	-------------------------

The use of Class 3b and 4 lasers to carry out a variety of cosmetic procedures including: Hair removal; tattoo removal; spider/ thread vein and red spot treatment; vascular blemish treatments; port wine stain removal; photo rejuvenation treatments; skin resurfacing and blemish removal. This is not an exhaustive list and new types of treatment are being developed all the time.

Lasers and IPL work by interacting with the pigment in the hair to produce heat. A very intense beam of light is fired through the skin at the hair root; the dark hair becomes very hot and damages the cells that produce the hair. If the light is intense enough then the hair follicle is damaged to an extent where it can no longer produce hair at all. If the hair follicle is damaged to a lesser extent, the result will be re-growth of the hair after a few weeks, which is fairer and finer than the original.

This is generally a cosmetic treatment but some clients may be referred by a Doctor (Eg: for dense hair growth caused by a medical condition, severe skin blemishes etc.).

Main risk involved is skin burns, which is normally down to poor understanding of the process by the operator and treating dark skin with the wrong type of laser/IPL.

Laser lipolysis	DATA SHEET NO 62a
------------------------	--------------------------

Low level Intense Pulsed Light is used to heat the fat layer of the skin. This breaks down the fat molecules, which are then passed into the lymph system either by massage or, more usually, by exercise after treatment. The treatment also increases collagen growth, and causes existing collagen to contract, thus tightening the skin.

Body pads incorporating the lights are strapped to the body where the fat is to be broken down. A typical session lasts 20 mins. Although the IPL used is classed as 3B, it is very low level and normally in a range that has been used by physiotherapists for many years. There is usually no way of altering the fluence settings and so usually there is little risk of injury and hence treatment protocols and local rules do not need to be as detailed as for Laser/ IPL. Trade names include Lumislim, vaser, laser lipo, strawberry laser.

Lumi Lift / Lumi Facial	DATA SHEET NO 62b
--------------------------------	--------------------------

A combination of micro current and light energy to treat conditions in the epidermis, dermis, and muscular regions.

Lumi Lift – 2 electrodes from a machine called Solitone are attached to the face, a pulsating light is directed at the skin surface, the light purports to stimulate the fibroblast cell to produce more collagen, this smoothes and softens the appearance of wrinkles.

Lumi Facial – targets common skin problems such as acne, redness and uneven pigmentation. A wrap around facial panel is positioned in front of the face and the machine selects the specific light energy for the skin type and condition.

Manicure	DATA SHEET NO 63
-----------------	-------------------------

A cosmetic treatment to improve the appearance of nails. The operative files and shapes the nails to an acceptable length, frees the cuticle and nail wall from the nail plate, thereby avoiding the risk of hangnails.

Manual Lymphatic Drainage	DATA SHEET NO 64
----------------------------------	-------------------------

Dr Emil Vodder in the 1930's created a range of gentle rhythmic pumping techniques to move the skin in the direction of lymph flow. This stimulates the lymphatic vessels which carry substances vital to the defence of the body and removes waste products.

Therapists may wrap areas of the body in supporting bandages which will stay in place for a few days to encourage drainage.

It is thought to promote the healing of fractures, strengthen the immune system and relieve fluid congestion etc.

Marma Therapy	DATA SHEET NO 65
----------------------	-------------------------

In Indian traditional medicine, the marmas are 107 points or areas where the nerves and muscles meet and if these become clogged or unbalanced then emotional and physiological functions may become impaired. This treatment has been practised in India for centuries but there are very few practitioners in the UK at the moment.

The marma points lie deeper in the body than the Acupuncture points.

If these points are blocked, the nervous system cannot send clear messages to the brain.

This massage is carried out with the clothes on.

Before treatment begins the therapist will take the various pulses and ask to see the tongue, which gives an indication as to the level of acidity.

Muscle and nerve reflexes are also checked.

The pressure from the massage is intense and may cause pain in less fleshy areas of the body.

Therapists claim it gives relief to those suffering from

Neuro-muscular disease, strokes, multiple sclerosis, asthma, arthritis and epilepsy

Mesotherapy	DATA SHEET NO 65a
--------------------	--------------------------

Mesotherapy is an injection treatment that delivers substances such as vitamins, amino-acids, minerals and hyaluronic acid to the layers of the skin where cell repair and growth occurs. Apparently this treatment helps improve dull, tired looking skin; dry, lifeless skin, superficial wrinkles and is ideal for pre- or post-operative skin conditioning.

How is it done?

A series of superficial injections are done by hand or with an injection device delivering rapid injections for larger areas. Normally it is well tolerated, but for sensitive areas anaesthetic cream can be used prior to the treatment. Initially a course of 6-8 sessions are advised every 2 weeks, with maintenance 1-2 times a year.

Contraindications

Known allergy to components in the proposed mesotherapy cocktail, pregnancy, breastfeeding, keloid scarring, active infection or malignancy.

This treatment has also now done as a facial where the substances are placed into a pouch and combined with facial steaming. This type of treatment IS a ST.

<http://www.dralexchambers.co.uk/skin-rejuvenation/mesotherapy.html>

<https://en.wikipedia.org/wiki/Mesotherapy>

Meta Aromatherapy	DATA SHEET NO 66
--------------------------	-------------------------

Meta Aromatherapy uses essential oils in combination with bodywork and psychotherapy.

The treatment combines olfactory stimulation through the essential oils and tension release through aromatherapy massage .It also incorporates counselling and specialised hypnotherapy techniques.

Metamorphic Technique	DATA SHEET NO 67
------------------------------	-------------------------

Practitioners believe that the bodies' energy or life force can get stuck in patterns, every cell that develops holds memories as far back as the womb and a person can become stuck with emotions and beliefs from the past. These can be manifested in physical or mental illness or emotional patterns of behaviour.

A light massage is used on the spinal reflexes in the feet, hands and head which correspond to the time before birth.

A metamorphosis within the individual brings about a movement out of old patterns of illness both physical and psychological and promotes growth within the individual.

http://en.wikipedia.org/wiki/Metamorphic_Technique

Micro Current	DATA SHEET 68
----------------------	----------------------

An electro – therapy treatment for long lasting pain control and accelerated healing.

When an area of the body is injured, positive electrical charges cluster at the site causing inflammation and pain. MCT emits negative charges, which painlessly penetrate the skin to surround the damaged cells and stimulate the body's natural healing process, reducing pain and swelling.

The output of this device is very low and therefore many users do not even feel it, it closely resembles the body's naturally occurring bio-electric current to stimulate cellular physiology and provide long term pain relief.

http://en.wikipedia.org/wiki/Electrotherapy_%28cosmetic%29

Microdermal Anchors (single point piercing)	DATA SHEET NO 68a
---	--------------------------

They are single point piercings carried out with an ordinary piercing needle that places a little 'foot' with a post under the skin. Into the post can then be screwed a variety of accessories including balls, spikes flat jeweled and picture discs.

This form of piercing should only be undertaken by an experienced piercer as the placing of the anchor is a delicate procedure to ensure that it will sit level under the skin, the anchors are intended to be permanent as removal of them will cause scarring.

There is a greater risk of tissue damage with this procedure.

Micro Dermabrasion	DATA SHEET NO 69
---------------------------	-------------------------

Microderm abrasion involves the use of a hand held spray device which sprays micro crystals onto the face which gently exfoliate the outermost layer of the skin.

A course of treatments are needed before the effects can be noticed. The skin appears red immediately after the treatment which fades after a few hours.

Lasers may be used during this treatment, which would be licensed as usual under Light treatments. The treatment would usually be followed by a soothing facial.

It is thought to stimulate the production of new cells and collagen, over a period of time the appearance of fine wrinkles, spots and scars may be reduced.

Micro pigmentation (Semi-permanent make up)	DATA SHEET NO 70
--	-------------------------

Micro pigmentation is a technique whereby small amounts of pigments are placed into the upper dermis of the skin via disposable needles. The shadow of colour shows through the skin and is used as a semi-permanent make up.

Common cosmetic applications are eyeliner, lip liner, eyebrows and beauty spots, however it can also be used for corrective and remedial procedures i.e. camouflage of scars, burns, cleft lip, vitiligo and alopecia

The effects last approximately 3 years.

Micropigmentation derived from the ancient art of tattooing, however there are several supposed differences, namely: -

- the pigments are all herbal and only plant extracts are used, the colours used are more subtle and it fades with sunlight
- the pigment is allegedly placed in the upper dermis but not as deeply as for tattooing, although how anyone can distinguish between layers that are micrometres thick, with a tattooing needle is never explained.
- the amount of pigment used is far less than in tattooing

This treatment is the same as tattooing, regardless of whether it is or is not permanent. Not all practitioners use 'herbal' inks. There is a large variety of equipment used. There is no guarantee it will fade – in many cases it won't.

Moxibustion	DATA SHEET NO 71
--------------------	-------------------------

Moxibustion is frequently used during an acupuncture treatment; it is the burning or smouldering of a Chinese herb called moxa or *Artemisia vulgaris*.

Moxa can be applied to the end of an acupuncture needle and the heat travels down the needle and into the acupuncture channel.

It is very useful technique if the patient has poor circulation or is generally a cold person.

Moxa can also be applied in a moxa box, the moxa is burned on a metal grid inside the box and the heat penetrates over a larger area, applied to the abdomen it is useful for women who have painful periods.

<http://en.wikipedia.org/wiki/Moxibustion>

Myofascial Release	DATA SHEET NO 71a
---------------------------	--------------------------

Myofascial Release is a specialised physical and manual therapy used for the effective treatment and rehabilitation of soft tissue and fascial tension and restrictions.

'Myo' means muscle and 'fascia' means band. Fascia, an embryological connective tissue, is a 3D continuous web of elastin and collagen fibres surrounded by a viscous fluid called the ground substance.

Fascia, like muscle, has the ability to contract and relax and plays a major role in mobility and stability of joints. Myofascial release is a form of manipulative massage that targets these soft tissues to relieve pain ([Rolfing](#) is a form of myofascial release that has developed separately).

<http://www.myofascialrelease.co.uk/what-is-myofascial-release/>

N.A.E.T	DATA SHEET NO 72
----------------	-------------------------

Nambudripad Allergy Elimination Technique, named after Dr Nambudripad who suffered from a number of allergies and found that a combination of Acupuncture/Acupressure, Kinesiology and Nutrition relieved her of her symptoms.

They say that allergies are caused by an imbalance of energy within the body which leads to a diminished state of health in one or more organs of the body.

Triggers are commonly pollutants or foods; N.A.E.T eliminates one allergen at a time over a period of treatment.

Kinesiology muscle testing is used as part of the diagnosis, and then a different trigger is introduced each time and eliminated via the use of acupuncture/acupressure to restore the balances in the body.

Nail Extensions	DATA SHEET NO 73
------------------------	-------------------------

- 1) The application of false plastic tips as an extension to the person's own Nails or where a nail has broken, these are then overlaid with either acrylic powder mixed with liquid monomer or fibre gel or silkwrap. The nails are then buffed and filed either with hand files or by the use of electric drills.
- 2) The overlaying of the clients own nails by one of the above methods plus the buffing and filling which provides a tougher outer surface.

After overlaying the nails can be left with a natural finish or a nail varnish may be applied with a pattern, which can be, hand painted or applied by an airbrush.

This is a cosmetic treatment to improve the appearance of the nails; it may also be beneficial to persons who bite their nails.

Naturopathy	DATA SHEET NO 74
--------------------	-------------------------

Naturopathy is a complete system of natural healthcare that believes the body had the knowledge to heal itself. Symptoms are viewed as signs that the body is attempting to heal itself

and the treatment addresses the underlying causes of illness, primarily unfavourable habits of lifestyle.

The aim is to induce health by making the individual, more resilient and the immune system stronger. The first stage being to prevent the development of disease through a variety of natural health care methods.

It can be used to treat a wide variety of illnesses and complaint however, treatment is often dictated by the patient's willingness to change or participate.

<http://en.wikipedia.org/wiki/Naturopathy>

No Hands Massage	DATA SHEET NO 74 a
-------------------------	---------------------------

Developed by Gerry Pyves, No Hands Massage is a form of oil based massage that purports to utilise the strength of the practitioner's whole body to induce a state of relaxation in the recipient. The therapist mainly uses his/her forearms to deliver the massage, but other parts of the body are also used, depending on the recipient's individual needs.

Neuroskeletal realignment Therapy	DATA SHEET NO 74 b
--	---------------------------

This is a non manipulative technique for treatment of pain, limited movement associated with injury, misalignment and bad posture. The therapist uses only their middle fingers to apply gentle and controlled pressure to specific nerve points that stimulate tension activity to cause change in and around a stressed muscle. Muscles can be achy for days afterwards.

Norris Technique	DATA SHEET NO 75
-------------------------	-------------------------

Patricia Norris a former classically trained dancer studied many methods of body alignment such as yoga, Pilates etc before developing her own method.

It took her 25 years to perfect the technique which concentrates on aligning the feet, knee, pelvis, shoulders and head.

This technique is not simply an exercise programme, it is a pre –conditioning through which all physical activity becomes body – benefiting exercise.

Osteomyology	DATA SHEET NO 75a
---------------------	--------------------------

Osteomyology a form of spinal manipulation loosely based on chiropractic and osteopathy. Practitioners are encouraged to blend other treatments such as aromatherapy, reflexology etc. into their work. They are not registered by the HCPC or the GOC and are not exempt unless they are a member of another exempt body.

Osteopathy	DATA SHEET NO 76
-------------------	-------------------------

It is believed that defects in the muscles, bones and joints influence the natural function of internal organs. To correct structural abnormalities, a mixture of massage, stretching and manipulation are used to remove the abnormalities and thus re-establish the normal functioning of the body's activities.

The osteopath treats the whole patient, considering such factors as nutrition

Osteopaths are exempt under the London Local Authorities Act 2000 amendment (Sec. 27 (2) (b) (iv)). The Osteopaths Act 1993 set up the General Osteopathic Council and Osteopaths MUST be registered to use the title. If they are not a member, then they are NOT exempt and you should also report them to the GOC. See <http://www.osteopathy.org.uk/>

Oxygen/ Ozone Therapy	DATA SHEET NO 77
------------------------------	-------------------------

Ozone (O₃) has been used as a disinfectant since the 1850s. Treatments vary in terms of either using the disinfectant qualities of Ozone, or as a way to increase Oxygen levels in the Blood. Oxygen is used on the 'theory' that bacteria and other microbes 'prefer an oxygen poor environment'. O₂ is therefore used to increase Oxygen levels.

Treatments are available in the following forms.

- 1) Ozone therapy – blood is taken from the patient and is mixed with Ozone via a variety of methods. The treated blood is then returned to the patient.
- 2) Ozone is mixed with a gas or liquid and then injected into the body either intramuscularly, subcutaneously or direct into the bloodstream. These mixtures may also be introduced to the body as an enema or vaginal douche.
- 3) Oxygen therapy – blood is taken from the patient and mixed with Oxygen before being returned to the patient.
- 4) Hydrogen Peroxide may also be injected directly into the blood stream or taken orally.

Oxygen Bars	DATA SHEET NO 77 a
--------------------	---------------------------

Oxygen bars which may be installed in gyms, night clubs etc where customers sit at bar stools and inhale either pure oxygen or oxygen mixed with a variety of aromas.

Ozone Sauna	DATA SHEET NO 77 b
--------------------	---------------------------

Client sits in a steam cabinet that covers the body and limbs only. Ozone is introduced into the 'steam' mixture which is circulated around the body. The heat helps to open the pores, which allows the Ozone to enter the body. Also has a disinfectant effect on the skin.

Pedicure	DATA SHEET NO 78
-----------------	-------------------------

This is the care of the toenails, feet and legs up to the knee. The therapist will wash the feet, remove rough areas of skin, trim and shape the toenails, Cut back the cuticles, the client may then have nail varnish applied.

A massage of the feet and lower leg is usually incorporated into the treatment.

A pedicure improves the appearance of the feet and if incorporated with a massage may increase the supply of blood to the legs and feet thus helping with circulatory disorders.

Physiotherapy	DATA SHEET NO 79
----------------------	-------------------------

A detailed consultation takes place to establish the nature of the injury and possible causes. The therapist may undertake physical manipulation or massage of the injured body part, together with the recommendation for exercises for the client to undertake on their own.

Friction massage, ultra sound, infra red and low level laser treatments on the area may also be carried out. The laser used is a class 3B, but it is extremely low wattage and is generally agreed not to fall under the need for a licence, although it is technically a light treatment.

The LLAA91 gives exemptions to 'any premises used by a person registered under the Professions Supplementary to Medicine Act 1960. This has been replaced by the Health Professions Order 2001, which set up the Health and Care Professions Council (HCPC), (formerly called the Health Professions Council HPC). Physiotherapist and Physical Therapist are listed by the HCPC and members are therefore exempt. Physiotherapist and Physical Therapist are 'protected titles', meaning that you must be registered with the HCPC to used these titles. However, if the person is NOT a member, then they are NOT exempt (they should also be reported to the HCPC who can prosecute). See <http://www.hpc-uk.org/aboutregistration/professions/index.asp?id=11#profDetails> and <http://www.hpc-uk.org> for more details.

The professional body for Physiotherapists is The Chartered Society of Physiotherapists (CSP). Physios do not have to be a member of this, but if they are they can call themselves Chartered. Many Physiotherapists also use Acupuncture for pain relief as part of their treatments. The CSP have also set up the Acupuncture Association of Chartered physiotherapists AACP. Chartered Physios who are members of the AACP have been specifically trained (with the BAC) in acupuncture for pain relief only. The AACP are an exempt body, but only for pain relief acupuncture. If a physiotherapist is doing full acupuncture then they are NOT exempt. Dry needling is also used by some physiotherapists, but they have NO exemption for this.

Polarity Therapy	DATA SHEET NO 80
-------------------------	-------------------------

Developed by Dr Randolph Stone who was an osteopath and chiropractor .A therapy based on the principle that illness is caused by imbalance or block in the bipolar energy field.

Practitioners rebalance energy in the body through a combination of massage, meditation, exercise and diet.

Qi Gong	DATA SHEET NO 81
----------------	-------------------------

An oriental therapy which combines gentle massage with breathing techniques, meditation and visualisation to improve the circulation of Qi (life energy) in the body.

Qigong emphasises the need for harmony between Yin and Yang and the free flow of Qi in the meridians.

An imbalance between a person's Qi and the Qi of the environment can also create disharmony

The simple techniques used in Qigong may help to improve the flow of Qi and therefore maintain or restore physical and mental health to optimum levels.

http://en.wikipedia.org/wiki/Qi_gong

Radionics	DATA SHEET NO 82
------------------	-------------------------

A view that the living body has a subtle energy field which sustains and vitalises it.

If the field is weakened by stress or pollution etc. then eventually the physical body also becomes weak, leaving it susceptible to illness.

The aim of radionics is to identify the weaknesses and to correct them.

It is not necessary for the client to be present for this treatment as the practitioner can use something like a hair sample or signature to 'tune in' to him or her.

The minds can be linked from many miles away. A coded instrument is used and numbers are conveyed to the mind of the client.

Radio Frequency	DATA SHEET NO 82 a
------------------------	---------------------------

This treatment uses a machine that produces radio waves at the hand piece. This is rotated over the area to be treated. The radio waves meet resistance in the skin which heats the dermis (lower skin layer) to between 40-45 Celsius without burning the surface. Some systems use one hand piece (Mono or uni polar) where the electrical current flows through the body. Others use 2 hand pieces (Bi Polar) where the current only flows between the electrodes. The localised heat causes contraction in the skin collagen resulting in 'immediate' tightening. It also stimulates new collagen growth and improves circulation. Trade names include Thermage, Accent and tripollar.

Main risks – overheating of the dermal layer can result in fat atrophy or excessive tightening. This causes a depression to appear in the skin. This has been attributed to operators using frequencies above the manufacturers guidelines and has mainly occurred with the Thermacool system.

<http://www.consultingroom.com/treatments/radiofrequency-facial-tightening>

Reflexology	DATA SHEET NO 83
--------------------	-------------------------

Originates in the early 20th Century. Similar Chinese theory to Acupuncture and Acupressure where it is believed that disease/disorders stem from blockages in the meridians/zones.

The body is divided into 10 zones and these are identified on the soles of the feet. There is a corresponding reflex in the foot for every part of the body, so it is claimed that all disorders can be treated.

Pressure is applied to the part of the foot, which relates to the organ where the problem is thought to exist. Powders, creams or essential oils may also be used.

This treatment often accompanies an Aromatherapy massage.

It is claimed that it can be used as a replacement to anaesthetic during minor surgery. May improve the efficiency of the nervous system, the lymphatic system, kidneys, colon and the skin.

May help alleviate migraines, headaches and stress-related conditions.

<http://en.wikipedia.org/wiki/Reflexology>

Reiki	DATA SHEET NO 84
--------------	-------------------------

Developed in the early 1900's in Japan, the words rei and ki mean universal life energy.

The practitioner holds their hands over parts of the clients fully clothed body for a few minutes and then moves to a different area imparting energy into the client's body restoring any imbalances present.

The treatment is the placing of hands on the body rather than a massage but some practitioners may give massage in conjunction with the treatment.

<http://en.wikipedia.org/wiki/Reiki>

Rolfing	DATA SHEET NO 85
----------------	-------------------------

Named after its inventor Dr Ida Rolf from America. It is a form of [myofascial release](#) that has been developed By Dr Rolf.

It is believed that chronic long-term tension eventually causes shortening of the network of fibrous connective tissue (fascia) covering and linking the muscles.

The treatment is designed to lengthen and release the fascia, which in turn improves the blood flow.

A combination of physical manipulation and postural release aims to loosen up the body and re-align it. The treatment can be painful due to the intensity of the manipulation it is not suitable for people who bruise easily.

It may alleviate musculo-skeletal problems, back problems, relief from constipation, period pains, anxiety and stress and improve flexibility in joints

<http://en.wikipedia.org/wiki/Rolfing>

Roll shaper	DATA SHEET NO 85 a
--------------------	---------------------------

Treatment involves client lying on a machine that comprises of shaped wooden rollers that are mechanically moved. Claims to give a Lymphatic style massage

<http://rollshaper.com/about-roll-shaper/>

Sauna	DATA SHEET NO 86
--------------	-------------------------

Based on the Finnish principle of the log cabin, made either of two panels of pine with insulating material between, or the log type which uses solid pine rounded on each side to resemble logs.

The heated air within the sauna is changed approx. 6 times an hour and the moisture is removed so that the air does not become stale and unhygienic.

The heat is produced by an electric heater in a stove with special stones, which are placed on a tray on top of the stove.

The temperature is from 60°- 90°, the sauna is dry heat but ladling water onto the stones can produce humidity.

The heat may stimulate blood circulation, the sweating which is induced cleans the skin of toxins etc, and minor aches and pains may also be relieved.

Scarification	DATA SHEET NO 87
----------------------	-------------------------

Scarification as a cultural activity is widely performed across Africa; it is the practice of incising the skin through the dermal layer, with a sharp instrument, such as a knife, glass, stone or coconut shell in such a way as to control the shape of the scar tissue on various parts of the body.

In some forms of scarification dark pigments such as ground charcoal or gunpowder are rubbed into the wound to provide emphasis. These cuts when healed form raised scars known as keloids.

This treatment is also carried out by tattooists, piercers and other body modifiers using scalpels. In some cases skin is removed rather than just an incision being made.

Scenar Therapy	DATA SHEET NO 88
-----------------------	-------------------------

Self Controlled Energo Neuro Adaptive Regulator (SCENAR) Therapy was invented by Russian scientists in the 70's.

The area to be treated is shaved .The electric impulses applied to the skin are purported to trigger the central nervous system into the powerful self healing process.

It is thought to help conditions such as sciatica, migraines, digestive complaints muscular pain, spasm etc.

Trade Names

Chens – Scenar, Acu-Scen, Denas, Diadens, Zoodens, Enar

Schmaizing	DATA SHEET NO 89
-------------------	-------------------------

The practice of schmaizing dates back to the times of Roman Baths, Turkish Baths etc , at which time bathers would rub each other down with brine stones , herbal medications oils etc believed to cleanse the body.

In Russian baths a 'Melta' is used which a bundle of heavily leafed tree cuttings of beech and oak , which is soaked in hot water which allows the sap in the twigs to mix with the water and give off natural odours. Herbs are sometimes added to give off a more pleasant odour.

The Melta is used by a fellow bather to pat/flay the body of another thought to stimulate the bodies' natural healing mechanism.

Schmaizing which is the Yiddish word for 'whipping away' is carried out in a communal bath environment which is heated to 60 degrees C.

The naked body is gently flayed with a 'Basuam' which is made from treated raffia grass in a metre long bundle approx 1kg when dry and 3kg when wet. The Basuam is dipped into a bucket containing hot water and soap and then the lather is applied to the body by a fellow bather who then swings the Basuam high over the body several times to collect heat which is then waved over any injured or bruised muscles.

Finally the Basuam is vigorously rubbed over the body several times to finish off.

This treatment is not carried out by anyone employed at the premises purely by bathers on each other.

Sclerotherapy	DATA SHEET NO 90
----------------------	-------------------------

This treatment is used in hospitals for treating varicose veins and haemorrhoids. In the beauty industry it is applied to 'spider veins' which are highly visible blue varicose blood vessels on skin. The 'spider veins' are small vessels whose walls have lost their elasticity and do not serve any useful function.

There are various causes of these veins:

Genetic, hormonal – during pregnancy, adolescence, physical trauma- falls, cuts or surgical procedures.

An injection of a strongly irritant solution (hypertonic saline) into the vein causes inflammation in the lining of the vein, which leads to scar tissue formation and the eventual obliteration of the vein.

<http://en.wikipedia.org/wiki/Sclerotherapy>

Shiatsu	DATA SHEET NO 91
----------------	-------------------------

The word shiatsu is derived from two Japanese characters signifying 'finger' and 'pressure'.

The treatment has been used for centuries in the Far East but has become popular in the UK since the 1970's.

The therapist will make a diagnosis using the tongue, eye, and pulse as guides to the state of the Chi.

A series of movements will be carried out pressing with the fingers, thumbs, fist, knees and feet on the 'pressure points' along the body that lie along the meridians.

Unlike massage it is not necessary to disrobe.

Many musculo-skeletal problems as well as allergic and functional problems (migraine, irritable bowel, digestive disorders) respond well to treatment.

It can be used on wheelchair users and helps to relieve symptoms of physical disabilities.

As the toxins are released flu like symptoms may arise for 24 hours.

<http://en.wikipedia.org/wiki/Shiatsu>

SKIN PEELING	DATA SHEET NO 91a
---------------------	--------------------------

Products such as a Alpha Hydroxy Peel which is made up of glycolic, lactic, malic, tartaric and citric acids are applied to the skin and then some hours later the top layer of the skin is peeled away. This treatment may be repeated monthly to reduce pigmentation etc.

Other products such as Glycolic peels, lactic acid peels, alkaline washes, pomegranate peels and herbal peels, fruit juice etc are applied and then washed off within minutes, these are usually applied in a course of 10 at regular intervals to exfoliate the skin and improve the texture.

Spa	DATA SHEET NO 92
------------	-------------------------

Dating back to ancient Greece and Rome where there were naturally occurring mineral spas.

Spa baths can be found in hospitals, leisure centres, hotels and health clubs.

Water is heated to 30-40 ° C and released via jets into a bath, which usually seats several people. The spa is normally fitted with a pump which operates the jets for approx. 15 mins then rests for a period of 5 mins.

The water is recirculated through a holding tank and sand filters automatically dosed with bromine chlorine etc to prevent the growth of legionella bacteria.

The spa should be tested 3 times a day to ascertain the levels of bromine/chlorine and the ph level

The benefits of using a spa may be the stimulation of blood flow, relaxes the muscles, and eases pain.

Sports/Remedial Massage	DATA SHEET NO 93
--------------------------------	-------------------------

A form of massage aimed particularly for people involved in active sports but also purported to increase flexibility, strength etc in non active clients.

This form of massage may be used before or after a sport is undertaken to prevent injuries or promote recovery from stresses and strains during sport.

Professional sports men and women regularly receive this type of massage before and after an event to maximize performance and physical condition with less chance of injury and pain

It combines a classic Swedish massage with trigger points, compression and neuro muscular techniques to reduce soreness and encourage muscular alignment.

Spray Tanning	DATA SHEET NO 94
----------------------	-------------------------

Dihydroxyacetone (DHA) is a colourless sugar that interacts with dead skin cells causing a colour change to occur but without the damage caused by tanning from UV rays.

DHA has been an active ingredient in tanning lotions for over 50 years.

The DHA is applied to the client either by the therapist using a hand held spray gun within a well ventilated shower type cubicle or the client stands in a cubicle which is fitted with automatic spray nozzles.

The treatment takes a matter of minutes and may last up to a week.

Steam Room/Bath	DATA SHEET NO 95
------------------------	-------------------------

A cabinet or bath which is filled with steam.

Similar system to a sauna it is thought that the vapour opens the pores and cleanses the skin thus removing impurities.

Clients usually sit on benches within the cabinet for a maximum of 15 minutes.

Stone Therapy	DATA SHEET NO 96
----------------------	-------------------------

Basalt stones are heated usually in a microwave oven or pressure cooker

The warm stones are applied to the body and combined with a massage.

The warmth from the stones penetrates muscles and balances the nervous system. Crystals can be used to help balance the body's energy centres

Sugaring	DATA SHEET NO 97
-----------------	-------------------------

Originates in the Middle East, a form of hair removal, it involves sugar, water and lemon juice being cooked together to form a caramel.

The mixture is then rolled into balls which are pressed into the skin and pulled off quickly which removes the hair.

This is purely a cosmetic treatment used to remove hair.

(TAT) Tapas Acupressure Technique	DATA SHEET NO 97a
--	--------------------------

Developed in America by acupuncturist Tapas Fleming, a simple, technique that purports to resolve emotional issues using acupressure on the body's meridians in conjunction with specific statements. No needles are used.

The fingers of one hand are placed on or over certain acupressure points, while the other hand gently holds the back of the head. While the client is holding this posture he/she is guided to put their attention on a series of statements related to the problem.

The TAT pose purports to open up the internal channels of communication by unblocking energy so that the brain can process all the aspects of the traumatic event and integrate any positive learnings that need to be taken from it, this creates a feeling of calm where turmoil existed previously and a sense of wholeness and balance returns.

Tattoo Removal	DATA SHEET NO 98
-----------------------	-------------------------

A powder mixed with water consisting of Zinc Oxide, Magnesium Oxide, etc is tattooed into the skin in the same manner and with the same equipment as tattoo pigment would be inserted.

Any excess paste is wiped off after 1-2 minutes; a further thin layer of paste is applied over the treated area and left to penetrate the tattoo. The area is covered with a sterile dressing and left on for 48 hours.

A yellow crust will form as the pigment is drawn to the surface and peel off within 10-20 days taking some or all of the pigment with it, leaving redness on the skin which may remain for several weeks.

Further treatments after 2-3 months may be required for older tattoos.

Tattooing	DATA SHEET NO 99
------------------	-------------------------

A pattern is chosen by the client a transfer of the pattern is applied to the skin and then disposed of.

The area to be tattooed is then shaved and then needles containing coloured pigment are inserted into the dermis of the skin leaving behind the colour.

The needles are single use disposable; the tattoo is a permanent scarring of the skin and can only be removed by specialist laser treatment.

Teeth Whitening	DATA SHEET NO 100
------------------------	--------------------------

This treatment can only be carried out by a qualified dentist, there are 2 main methods used.

1) Bleaching – At the first visit , a mouth guard is made to fit over the gums, then a number of further visits at which a bleach solution consisting of hydrogen peroxide or carbonide peroxide is applied to the teeth.

As the active ingredient is broken down, oxygen gets onto the enamel of the teeth and the colour is made lighter.

The patient then has to carry out follow up treatments at home to enhance the colour. It lasts approx 3 years depending on the patient's diet etc.

2) A rubber guard is placed over the gums and then a powder is applied to the teeth, a laser is then directed over the substance which activates the chemical and speeds up the process.

This may lighten the teeth by 5-6 shades.

Tempooing	DATA SHEET NO 101
------------------	--------------------------

Controversial type of tattoo using ink which is supposed to rise to the top of the skin and vanish after three-to-five years because the needles do not breach the epidermis. Sold as temporary tattoos, but evidence suggests they are permanent.

(TFT) Thought Field Therapy	DATA SHEET NO 101a
------------------------------------	---------------------------

Developed by psychologist Dr Roger Callaghan, it is a similar treatment to EFT and BSFF but rather than learning one tapping routine for all problems TFT involves up to 15 tapping routines called algorithms each related to a specific problem.

Thai Massage	DATA SHEET NO 102
---------------------	--------------------------

Traditional Thai medicine is based on the concept of an energy system comprising 72,000 'sen' lines through which energy is transformed and distributed in the human body.

Thai massage works to stimulate, open and balance the flow of energy through the sen lines to assist the body in its natural tendency towards self healing.

This is achieved through rhythmic manipulation of sen lines, mobilization of joints, and passive stretches.

The massage is performed on a floor mat, no oils are used in this massage and the client remains clothed.

Thalassotherapy	DATA SHEET NO 103
------------------------	--------------------------

Derived from the Greek word 'Thalasso' meaning Sea, it is believed that seawater has healing properties because it is rich in minerals and vitamins.

The water is heated in a bath similar to a hydrotherapy treatment.

It is thought to be beneficial for circulatory disorders and skin problems.

Therapeutic/Holistic Massage	DATA SHEET NO 104
-------------------------------------	--------------------------

This is a firm massage which has a set routine of techniques that vary from deep pressure to stimulate the body's systems, to a slower more superficial movement to assist relaxation.

There are 4 basic movements used:

- **Effleurage** – relaxes and stretches the superficial muscles of the body
- **Petrissage** – kneading and squeezing of superficial and deeper muscles and soft tissue
- **Friction** – breaks down adhesions between tissues and relaxes muscle fibres
- **Tapotement** – a variety of percussive strokes to stimulate skin and muscles to increase blood flow.

TREATMENT – Thermavein	DATA SHEET 104a
-------------------------------	------------------------

Used to treat Telangiectasia (known as thread veins, spider veins and spider naevi), red spot and rosacea. It is designed for use on facial veins in particular including intra-nasal veins which are difficult to treat with any other method. Similar to advanced electrolysis, this uses a very fine disposable needle attached to a machine that delivers a 0.2 second pulse of 'very high frequency' current (microwave energy). The needle is placed into the skin, but above the vein and the current applied. The heat energy created locally seals the vein. The process is repeated along the length of the vein. This treatment is invasive.

Main risks – cross contamination and poor hygiene.

Thermo Auricular (Hopi Ear Candles)	DATA SHEET NO 105
--	--------------------------

Named after the Native Indian tribe who have been using them for hundreds of years believing them to have healing properties.

A hollow tube made of cotton flax which is impregnated with extracts of honey and herb oils to stiffen the flax.

The tube is placed over the ear opening and ignited as it burns it produces a gentle heat, the warm air combined with the oil and herbs soften the wax and draw it into the base of the candle.

After the candle is removed the ear and surrounding area are massaged, when the other ear has also been treated a complete facial massage is carried out paying particular attention to the sinus area.

It is thought to benefit those suffering from sinusitis, rhinitis, earache, tinnitus, migraine and headaches.

Threading	DATA SHEET NO 106
------------------	--------------------------

This is a method of hair removal which is popular in the mediteranean and amongst the Asian communities.

Pieces of cotton are wrapped tightly around the fingers and then twisted or rolled over the skin. The hair is caught up and pulled out.

Some of the hairs may break off at the skin's surface.

This is purely a cosmetic treatment used to remove hair.

Tongue Splitting	DATA SHEET NO 106a
-------------------------	---------------------------

Also known as forking the tongue, the tongue is divided from the tip toward the back of the tongue for about 1-2 inches.

This surgical procedure should only be performed by a doctor, after the procedure the each side of the split should be sutured to prevent it healing back together again.

The procedure will result in slurring and lisps and the tongue has to be retrained to perform tasks such as eating and drinking successfully.

Toning Beds	DATA SHEET NO 107
--------------------	--------------------------

Toning beds were very popular in beauty premises back in the 90's.

A number of electrically operated thick rubber treatment couches would be installed in a room.

Each bed is designed to exercise a different part of the body, parts of the bed move up and down or side to side automatically whilst the client relaxes and listens to music etc.

A specified number of minutes are spent on each bed and the client moves through a series of beds which purport to tone up the different muscle groups.

The beds are not so popular now as they take up a lot of room and more modern methods of massage/toning are now available such as G5 and Endermologie etc.

Trade Name: Rolletic

Trichology	DATA SHEET NO 108
-------------------	--------------------------

A Trichologist may be consulted for hair loss, scalp problems and hair texture problems.

During consultation the client's health, lifestyle, family history, diet etc will be considered.

It is believed that stress etc plays a part in hair loss and scalp problems etc advice will be given on lifestyle changes as well as shampoos and other creams which may improve texture etc.

Referrals may be made for hair restoration via grafting and transplanting

Tui-Na Massage	DATA SHEET NO 109
-----------------------	--------------------------

Tui Na (pronounced tweena) is a form of vigorous and deep therapeutic massage, used in conjunction with Acupuncture.

This massage can be carried out over the client's clothes, but sometimes herbs and other applications are used on the skin.

The hands and elbows are used to squeeze, pound, and push. prod, knead and roll the area.

The treatment usually lasts about 50 minutes.

It is thought to help with joint problems, Irritable bowel syndrome, stress-related asthma and insomnia.

It has been used to treat hyperactive children.

http://en.wikipedia.org/wiki/Tui_na

Ultra Sonic	DATA SHEET NO 110
--------------------	--------------------------

A machine emits a series of non-abrasive ultrasonic vibrations onto the surface of the face, which causes the epidermis to peel thus removing the dead cells, blackheads, etc. and also stimulates the circulation.

It can be used in conjunction with micro current or on its own mostly in facial Treatments.

Ultra Sound	DATA SHEET NO 110a
--------------------	---------------------------

A machine which passes ultra sound waves through the body purported to break down fatty deposits and fat cells which are then eliminated naturally from the body.

Trade name – Beautytek

Ultra Violet Tanning	DATA SHEET NO 111
-----------------------------	--------------------------

The tanning equipment is usually contained in a booth and can be vertical or horizontal consisting of a number of ultra violet light tubes packed closely together.

The client lies on the bed of tubes or stands upright in a booth.

The tubes are available in different strengths and therefore the client will be exposed from 3 minutes to 10 minutes depending on their skin type and the strength of the light.

The equipment can be operated by a token which regulates the time of exposure or may be operated manually by the staff.

This treatment is purely cosmetic, a tan enhancer is sometimes applied to the body prior to use of the equipment which is thought to speed up the process. Clients would usually have a course of treatments over a period of weeks.

The HSE recommend a maximum of 20 sessions per year.

Vacuum Suction	DATA SHEET NO 112
-----------------------	--------------------------

The treatment is used in beauty salons to stimulate the flow of lymph, which is claimed to slow the ageing process.

A series of cups are placed on the client's body or face, into which a vacuum is induced, which causes the skin to be sucked into 20% of the cup.

The cups are provided in a range of sizes. Glass cups are usually used on the face while plastic ones are used on the body.

Oil mediums may be applied to the skin before treatment in order to increase the seal between the cup and the skin.

Waxing	DATA SHEET NO 113
---------------	--------------------------

A method of hair removal by the use of hot, warm wax, or cold strip wax.

Hair grows back in approximately 2-6 weeks. Can be used effectively on facial hair, underarms, bikini line or legs.

Hot wax - (beeswax and resin) is in a solid block when cool, this is then heated to 68°C for use.

Warm wax- (oils and resins) heated in a self contained unit to 43° C, or in the form of roll on applicators, the therapists usually test the temperature of the wax on the back of their hand prior to use.

The wax is applied via wooden disposable spatulas and stripped off by pieces of lint cream may be applied to the area afterwards to soothe the skin.

Cold wax is applied via a strip and then the strip removed.

This is purely a cosmetic treatment for hair removal.

List Updated 8th September 2015
John Carlton

This page is intentionally left blank

TATTOOING AND MICRO PIGMENTATION

DEFINITIONS

Tattooing

Is the process of permanently marking the skin by inserting ink into the lower layers of the skin with a needle. Micro-pigmentation or semi- permanent make up and microblading are a form of tattooing and therefore are covered by these conditions.

1. AGE RESTRICTIONS

1.1. The Tattooing of Minors Act 1969 prohibits the tattooing of anyone in Great Britain under the age of 18 years.

2. Challenge 25 Policy

- 2.1. Any person wishing to receive a licensable treatment will need to provide proof of their age if they look under 25 .
- 2.2. Licencees must advertise this policy so that all clients are made aware that they may be challenged about their age if they look under 25.
- 2.3. Acceptable forms of ID are a photo driving licence, passport or the PASS hologram proof of age card.
- 2.4. Where a challenge is made, it must be recorded and proof of age also noted on the client record card.

3. CLIENT CONSULTATION

- 3.1. A full client consultation must be carried out at the time of a first visit and prior to any treatment. This must include a thorough medical history in relation to the treatment being requested and full explanation of any possible contra-indications.
- 3.2. Where any medical conditions exist the client must confirm to the therapist that they have taken advice from their GP regarding the treatment before any treatment can be commenced.

4. VISUAL ASSESSMENT

- 4.1. An assessment of the condition of the area to be tattooed must be carried out prior to commencing treatment. Where necessary notes/diagrams should be made regarding conditions, areas not to be treated.

- 4.2. Tattooing must not be carried out on or within 10cms of an infected area of skin, a rash, cut or other wound.

5. RECORD KEEPING

- 5.1. Records must be kept for every client (including walk-ins/one offs). The records must include details of medical history checks and steps taken to verify the age of the client including their date of birth and the type of identification provided (where appropriate). This record must be signed by the client as a declaration of agreement to proceeding with the treatment having been explained and understanding any associated risks.

6. PERSONAL HYGIENE

- 6.1. Persons carrying out treatments must ensure that:-

- their hands are kept clean and washed immediately prior to carrying out a treatment,
- they maintain a high degree of personal cleanliness and wear suitable, clean and appropriate protective clothing,
- they do not smoke or consume food or drink during the course of a treatment.

- 6.2. Persons shall not administer treatments whilst afflicted by either a known or suspected ailment or being a carrier of a disease likely to be transmitted during treatment.

- 6.3. Persons carrying out treatments shall ensure that any open sores, cuts, boils, broken skin or other open wounds are effectively covered with waterproof impermeable dressings. If such cuts are on the hands gloves shall be worn over the waterproof dressings.

7. PROTECTIVE CLOTHING

- 7.1. All staff must wear clean clothing when tattooing. If clothing becomes soiled it must be changed prior to next client.

- 7.2. Tattooists must wear disposable single use vinyl or non-latex gloves whilst carrying out the treatment. The integrity of the gloves must be checked throughout the treatment. New gloves must be used for each client and/or if there is a break in the treatment and non-sterile equipment is touched.

8. EQUIPMENT

- 8.1. Needles, pigment caps, stencils, razors and wooden spatulas are single use only and shall be disposed of as hazardous waste after use

9. CLEANING AND STERILISATION

9.1. In addition to the General Licence Conditions for all special treatment premises:-

9.1.1. All surfaces that come into contact with staff equipment or clients must be disinfected daily.

9.1.2. All needles/razors and pigment caps must be single use and disposable.

9.1.3. Any surfaces used during treatments must be disinfected prior to use.

9.1.4. Any treatment chair/ couches must be disinfected after each client.

9.1.5. Tattoo motors and clip cords shall be covered with clear plastic during a tattoo and changed between clients

9.1.6. Elastic bands used on the motors shall be changed between clients

9.1.7. Any equipment that has been contaminated with blood however small must be cleaned and sterilized or safely disposed of.

9.1.8. Procedures for the decontamination, disinfection and sterilisation of equipment shall be provided at the premises where necessary.

9.2. Glass bead sterilisers; UV light boxes; hot air ovens and water boilers **must not** be used for sterilisation purposes.

9.3. Autoclaves must be used for sterilization of reusable equipment such as grips. This must be strictly in accordance with manufacturers instruction and with the current version of Medical Devices Agency MDA DB2002 (6) MDA DB9804. Checking and maintenance must be carried out in accordance with HTM 2010.

9.4. Where chemicals are used to achieve sterilisation the licensee is responsible for having documented evidence that the chemical used is fit for purpose and is used accordance with the manufacturer's instructions.

9.5. Equipment and furniture must be cleaned, disinfected and/or sterilised to an appropriate level depending upon their use. For clarification definitions of cleaning, disinfection and sterilisation are provided below:-

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

Disinfection- Disinfection is a process that reduces the number of pathogenic

microorganisms, but not necessarily bacterial spores, from inanimate objects or skin, to a level which is not harmful to health. Commonly used disinfectants include chlorine bleach and products labelled as anti-bacterial.

Sterilisation- Sterilisation is a process that destroys all microorganisms including bacterial spores. The only way body art practitioners can achieve this is via steam sterilisation i.e. use of an autoclave. Pressure cookers are not suitable for body art instrument sterilisation as they cannot automatically monitor the sterilisation process to ensure that all parameters are met. Baby bottle steam sterilisers do not reach sufficient temperatures and therefore are not suitable for body art instrument sterilization. Bench-top sterilisers or transportable sterilisers must conform to the standard BS EN 13060.

10. BLOOD/ BODILY FLUID SPILLAGE

10.1. There must be a written procedure for dealing with blood spillages.

10.2. All staff must be made aware of the procedure. The procedure must be available onsite at all times for audit by an authorised Officer.

10.3. A spillage kit must be available for cleaning up blood or other bodily fluids. The kit must include;

- a) Bucket with a tight fitting lid.
- b) 'Non-sterile', unpowdered latex gloves or vinyl gloves.
- c) Disposable plastic aprons.
- d) Disposable paper towels.
- e) Disposable cloths.
- f) Clinical waste bag.
- g) Small container of general-purpose detergent.
- h) Hypochlorite solution (e.g. Household bleach or Milton) or Sodium Dichloroisocyanurate compound (NaDCC) (e.g. Presept, Sanichlor) – to comply with COSHH 1988. Note that this compound must be stored in a lockable cupboard.
- i) Absorbent powder/granules e.g. Vernagel (absorbent crystals) to soak up the liquid content of the spillage. Alternatively, disposable paper towels can be used to soak up excess fluid.

11. SHARPS INJURY

11.1. There must be a written procedure for dealing with needle/ sharps injuries.

11.2. All staff must be made aware of the procedure. The procedure must be available

onsite at all times for audit by an Authorised Officer.

12. USE OF ANAESTHETICS

- 12.1. Only tattooists who have successfully completed an appropriate course on use of topical anaesthetics are permitted to use them. Evidence of qualification must be available onsite. The use of anaesthetic injections is prohibited.

13. TATTOO ARTISTS

- 13.1. Tattoo artists must have undergone an apprenticeship (at least 2 years) with an experienced tattooist. Until such time as an externally verified tattooing qualification is offered, all tattooists will be required to demonstrate knowledge of infection control to the satisfaction of the Authorised Officer.
- 13.2. Only persons listed on premises licence are permitted to carry out tattooing or micro pigmentation.

14. AFTERCARE

- 14.1. Appropriate aftercare advice must be provided following each treatment. This must include information on actions to take if any adverse conditions occur. Where possible this should be given orally and in written form for the client to take away.

15. CIEH TOOLKIT

- 15.1. The Chartered Institute of Environmental Health in conjunction with Public Health England and the Tattoo and Piercing Industry Union have issued a Toolkit detailing safe practice with regard to hygienically undertaking tattoos and skin piercing. Practitioners must adhere to the requirements and recommendation contained within this document. The document can be accessed via the CIEH webpage at http://www.cieh.org/policy/Tattooing_and_body_piercing_guidance_toolkit.htm
|

NOTES

Hepatitis B Vaccinations

There are no vaccines for Hepatitis C or HIV therefore robust infection control practices must be in place at all times. However, it is also strongly recommended that all tattooists receive a full course of Hepatitis B vaccine.

COSMETIC PIERCING (inc. EAR/NOSE PIERCING WITHOUT GUN) DEFINITIONS**Body Piercing**

Body piercing is when a hole is made in the skin and a piece of 'jewellery' is placed within the hole.

Beading

Steel beads or similar objects are inserted under the skin to mould or shape the skin.

Microdermal Anchors (single point piercing)

Single point piercings carried out with ordinary piercing needle that places a post under the skin which a variety of accessories can be screwed into.

1. AGE

- 1.1. Clients must be over the age of 18 for all types of body piercing other than ear, nose, Lip (labaret), eyebrow or navel.
- 1.2. Anyone under the age of 16 who wants ear, nose, lip, eyebrow or navel piercing must be accompanied by a parent or guardian who must sign the appropriate consent forms. The consent form must include full name, address, contact number and relationship to person receiving piercing.

2. Challenge 25 Policy

- 2.1. Any person wishing to receive a licensable treatment will need to provide proof of their age if they look under 25 .
- 2.2. Licencees must advertise this policy so that all clients are made aware that they may be challenged about their age if they look under 25.
- 2.3. Acceptable forms of ID are a photo driving licence, passport or the PASS hologram proof of age card.
- 2.4. Where a challenge is made, it must be recorded and proof of age also noted on the client record card.

3. CLIENT CONSULTATION

- 3.1. A full client consultation must be carried out at the time of a first visit and prior to any treatment. This must include a thorough medical history in relation to the treatment being requested and full explanation of any possible contraindications.

- 3.2. Where any medical conditions exist the client must confirm to the therapist that they have taken advice from their GP regarding the treatment before any treatment can be commenced.

4. VISUAL ASSESSMENT

- 4.1. An assessment of the condition of the area to be pierced must be carried out prior to commencing treatment. Where necessary notes/diagrams should be made regarding conditions, areas not to be treated.
- 4.2. Piercing must not be carried out on or within 10cms of an infected area of skin, a rash, cut or other wound.

5. RECORD KEEPING

- 5.1. Records must be kept for every client (including walk-ins/one offs). The records must include details of medical history checks and steps taken to verify the age of the client including their date of birth and the type of identification provided (where appropriate). This record must be signed by either the client/parent/guardian (as appropriate) as a declaration of agreement to proceeding with the treatment having been explained and understanding any associated risks.

6. PERSONAL HYGIENE

- 6.1. Persons carrying out treatments must ensure that:-
- their hands are kept clean and washed immediately prior to carrying out a treatment,
 - they maintain a high degree of personal cleanliness and wear suitable, clean and appropriate protective clothing,
 - they do not smoke or consume food or drink during the course of a treatment.
- 6.2. Persons shall not administer treatments whilst afflicted by either a known or suspected ailment or being a carrier of a disease likely to be transmitted during treatment.
- 6.3. Persons carrying out treatments shall ensure that any open sores, cuts, boils, broken skin or other open wounds are effectively covered with waterproof impermeable dressings. If such cuts are on the hands gloves shall be worn over the waterproof dressings.

7. PROTECTIVE CLOTHING

- 7.1. All staff must wear clean clothing when piercing. If clothing becomes soiled it must be changed prior to next client.
- 7.2. Piercers must wear disposable single use vinyl or non-latex gloves whilst carrying

out the treatment. The integrity of the gloves must be checked throughout the treatment. New gloves must be used for each client and/or if there is a break in the treatment and non-sterile equipment is touched.

8. CLEANING AND STERILISATION

- 8.1. In addition to the General Licence Conditions for all special treatment premises:-
- 8.2. All surfaces that come into contact with staff equipment or clients must be disinfected daily.
- 8.3. All needles must be single use and disposable.
- 8.4. Any surfaces used during treatments must be disinfected prior to use.
- 8.5. Any treatment chair/ couches must be disinfected after each client.
- 8.6. Any equipment that has been contaminated with blood however small must be cleaned and sterilized or safely disposed of.
- 8.7. Procedures for the decontamination, disinfection and sterilisation of equipment shall be provided at the premises.
- 8.8. Glass bead sterilisers; UV light boxes; hot air ovens and water boilers must not be used for sterilisation purposes.
- 8.9. Where chemicals are used to achieve sterilisation the licensee is responsible for having documented evidence that the chemical used is fit for purpose and is used accordance with the manufacturer's instructions.
- 8.10. Equipment and furniture must be cleaned, disinfected and/or sterilised to an appropriate level depending upon their use. For clarification definitions of cleaning, disinfection and sterilisation are provided below:-

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

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

Sterilisation- Sterilisation is a process that destroys all microorganisms including bacterial spores. The only way body art practitioners can achieve this is via steam sterilisation i.e. use of an autoclave. Pressure cookers are not suitable for body art instrument sterilisation as they cannot automatically

monitor the sterilisation process to ensure that all parameters are met. Baby bottle steam sterilisers do not reach sufficient temperatures and therefore are not suitable for body art instrument sterilization. Bench-top sterilisers or transportable sterilisers must conform to the standard BS EN 13060.

9. BLOOD/BODILY FLUID SPILLAGE

9.1. There must be a written procedure for dealing with blood spillages.

9.2. A spillage kit must be available for cleaning up blood or other bodily fluids. The kit must include;

- a) Bucket with a tight fitting lid.
- b) 'Non-sterile', unpowdered latex gloves or vinyl gloves.
- c) Disposable plastic aprons.
- d) Disposable paper towels.
- e) Disposable cloths.
- f) Clinical waste bag.
- g) Small container of general-purpose detergent.
- h) Hypochlorite solution (e.g. Household bleach or Milton) or Sodium Dichloroisocyanurate compound (NaDCC) (e.g. Presept, Sanichlor) – to comply with COSHH 1988. Note that this compound must be stored in a lockable cupboard.
- i) Absorbent powder/granules e.g. Vernagel (absorbent crystals) to soak up the liquid content of the spillage. Alternatively, disposable paper towels can be used to soak up excess fluid.

10. SHARPS INJURY

10.1. There must be a written procedure for dealing with needle/ sharps injuries.

10.2. All staff must be made aware of the procedure. The procedure must be available onsite at all times for audit by Authorised Officer.

11. USE OF ANAESTHETICS

11.1. Only operators who have successfully completed an appropriate course on use of topical anaesthetics will be permitted to use them. Evidence of the qualification must be available onsite. The use of anaesthetic injections is prohibited.

12. PIERCERS

12.1. Only suitably qualified persons shall carry out piercing. Until such time as an externally verified body piercing qualification is offered, all piercers will be required to demonstrate knowledge of infection control to the satisfaction of the Authorised Officer.

12.2. Only persons listed on premises licence are permitted to carry out piercings.

13. AFTERCARE

13.1. Appropriate aftercare advice must be provided following each treatment. This must include information on actions to take if any adverse conditions occur. Where possible this should be given orally and in written form for the client to take away.

14. JEWELLERY

14.1. All jewellery which may come into contact with broken skin or mucosa membranes must be sterile.

14.2. All jewellery must be of a suitable grade e.g. surgical stainless steel, solid 14K or 18K gold, niobium, titanium, platinum, or dense low porosity plastic. This is to minimise the risk of allergic reaction, harbouring of bacteria or adhesion to newly formed skin. Grade 316 stainless steel does not comply with the Dangerous Substances and Preparations (Nickel) (Safety) Regulations 2000) and is not to be used.

14.3. CIEH TOOLKIT

14.4. The Chartered Institute of Environmental Health in conjunction with Public Health England and the Tattoo and Piercing Industry Union have issued a Toolkit detailing safe practice with regard to hygienically undertaking tattoos and skin piercing. Practitioners must adhere to the requirements and recommendation contained within this document. The document can be accessed via the CIEH webpage at http://www.cieh.org/policy/Tattooing_and_body_piercing_guidance_toolkit.html

NOTES

Hepatitis B Vaccinations

There are no vaccine for Hepatitis C or HIV therefore robust infection control practices must be in place at all times. However, it is also strongly recommended that all body piercers receive a full course of Hepatitis B vaccine.

This page is intentionally left blank

SAUNA/ STREAM ROOM/ SPA POOLS/ BATHS**DEFINITIONS****Spa Pool and Jacuzzi**

A spa pool/ Jacuzzi is defined as a pool full of warm water at approximately body temperature, designed for sitting in rather than swimming. It has jets of water, or air bubbles or combination of both to provide a warm water massage.

Sauna

Saunas consist of an insulated enclosure usually made of wood, together with heat generating equipment usually in the form of a heat-generating stove. Benches are provided within the sauna enclosure. Saunas provide a dry heat and the temperature may range from 85°C to 100°C for up to a 10 minute treatment

Steam room/bath

These consist of an enclosure made of an impervious material and steam generating equipment. They are designed to operate at temperatures of up to 50°C regulated by a thermostat with relative humidity of 80 to 100%. They produce a wet humid heat and are intended for indoor use. The treatment usually lasting 6 – 12 minutes.

Detox Box

Provides gentle and deep penetrating heat to the body to induce a high volume of sweat.

Floataion Tank

Enclosed tank with water at body temperature and high conc. of Epsom Salts.

Foot Detox

Feet or body submerged into spa or bathtub fitted with electrodes. No treatment to feet.

Hydrotherapy

Water therapy which may include submersion in a bath. Uses fresh water.

Thalassotherapy

Water therapy which may include submersion in a bath. Uses sea/salt water.

1. AGE RESTRICTIONS

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

2. CLIENT CONSULTATION

- 2.1. A full client consultation must be carried out at the time of a first visit and prior to any treatment. This must include a thorough medical history in relation to the treatment being requested and full explanation of any possible contra-indications.
- 2.2. Where any medical conditions exist the client must confirm to the therapist that they have taken advice from their GP regarding the treatment before any treatment can be commenced.
- 2.3. Where it is impractical for a consultation to be carried out i.e. use of sauna at hotel etc. then adequate health information must be displayed by equipment. Information must cover health conditions that increase the risk of adverse reactions when using sauna, steam room, spa etc.

3. RECORD KEEPING

- 3.1. Daily, weekly, monthly and periodical cleaning and maintenance check records must be available for inspection by an authorised officer.
- 3.2. Maintenance and electrical safety records must be available for inspection by an authorised officer.
- 3.3. There must be a written procedure detailing the action to be taken in the event that the alarm mechanism is used. All relevant personnel must be familiar with the procedure.

4. SPA POOLS/JACUZZI/ BATH

- 4.1. All operators must refer to the Health and Safety Executive Approved Code of Practice and Guidance L8, "The Control of Legionella Bacteria in Water Systems".
- 4.2. Records must be available for inspection by an authorized officer of the free chlorine levels and the pH levels of the spa.
- 4.3. The Licence Holder(s) must be able to demonstrate that the microbiological quality of the spa pool water complies with the PHLS 1994 guidance on Hygiene for Spa Pools.
- 4.4. The Licence Holder(s) must have a written procedure that must be followed in the event of an unsatisfactory microbiological result or other health concerns associated with use of the pool.
- 4.5. There must be a non-verbal alarm system in the vicinity linked to a manned reception area for summoning help when users are left unattended. The alarm should continue to sound until it is manually switched to the 'off' position in order to silence it. The user must be made aware of the alert mechanism and how to use it.

- 4.6. All equipment shall be of sound mechanical construction and regularly maintained. Records of maintenance should be held for inspection by authorised officers
- 4.7. The Licence Holder(s) shall have a written procedure detailing steps taken to ensure the maximum bather load for the facility is not exceeded.
- 4.8. A notice providing information on the use of the spa pool must be clearly displayed near each unit.
- 4.9. A rest area for users must be provided.
- 4.10. The spa pool must be emptied and refilled at regular intervals in accordance with the manufacturer's guidance and usage but in any event at least every week.
- 4.11. The water circulation system must be run for a minimum of 3 hours/day and preferably continuously.
- 4.12. Water jets must be operated for a minimum of 1 hour/day.
- 4.13. The pool must be drained and refilled if left unused for 5 days or more.

5. SAUNA

- 5.1. Must have a glazed panel to allow safe access and egress by clients and supervising staff.
- 5.2. A thermometer shall be provided indicating the temperature inside the sauna.
- 5.3. A non-verbal emergency assistance device shall be provided on or adjacent to the sauna. Saunas installed after January 2017 must have a non-verbal alarm linked to a manned reception area. The alarm should continue to sound until it is manually switched to the 'off' position in order to silence it. The user must be made aware of the alert mechanism and how to use it.
- 5.4. A clock or other time keeping device shall be visible to users, from inside the sauna.
- 5.5. The temperature control device shall not be accessible to users of the sauna.
- 5.6. The hot coals in the sauna shall be protected by a guard rail or barrier.
- 5.7. Shower facilities shall be provided close to the sauna.
- 5.8. A supply of fresh drinking water shall be available close to the sauna.
- 5.9. A notice providing accurate information on the safe use of the sauna must be clearly displayed near the unit.

5.10. Clients must wear bathing costume/shorts in the sauna.

5.11. No eating, drinking or shaving permitted in sauna.

6. STEAM ROOMS

6.1. The floor of the equipment must be impervious; laid to fall to promote drainage and easily cleaned. It should also be constructed of a non-slip material.

6.2. The operator must be aware of the temperature the unit is operating at. Ideally there should be a thermometer located inside the unit. If this is not fitted the temperature inside the unit must be checked regularly.

6.3. Temperature must not exceed 50°C.

6.4. Temperature control must remain under the control of the licence holder.

6.5. Must have a glazed panel to allow safe access and egress by clients and supervising staff.

6.6. The door must have an internal handle to allow the client to exit the room when required.

6.7. There must be a non-verbal alarm system that can be heard in manned areas for summoning help when users are left unattended. Steam rooms installed after January 2017 must have a non-verbal alarm linked to a manned reception area. The alarm should continue to sound until it is manually switched to the 'off' position in order to silence it. The user must be made aware of the alert mechanism and how to use it.

6.8. All equipment shall be of sound mechanical construction.

6.9. A clock or timer must be visible in order to monitor time elapsed in the steam room.

6.10. A notice providing accurate information on the safe use of the steam room must be clearly displayed near each unit.

6.11. Clients must be advised to sit on a towel in the steam room to reduce the risk of infection and burning.

6.12. The licensee shall provide a procedure whereby all steam rooms are checked on a half hourly basis for cleanliness and for state of health of the user e.g. signs of fainting.

6.13. Clients must wear a bathing costume/shorts in the steam room.

6.14. No eating, drinking or shaving permitted in steam room.

7. CLEANING/ INFECTION CONTROL

- 7.1. The sauna/steam room/baths must be cleaned and disinfected each day, in accordance with manufacturer's instructions and with cleaning materials specified by the manufacturer.

8. OPERATORS

- 8.1. One person must be available onsite at all times who has had, as a minimum, specific manufacturer training for the equipment used within premises or equivalent training deemed suitable by an Authorised Officer of Council.

This page is intentionally left blank

TANNING/ UV LIGHT TREATMENTS

DEFINITIONS

Ultra Violet Light

Defined as 3 different wavelengths of ultraviolet radiation. UVA, UVB and UVC. UVC waves should not be present in sun tanning equipment.

Sun Tanning Equipment

The use of ultraviolet light emitted from tubes to reproduce the effect of ultraviolet radiation from the sun on the skin to tan the skin. Includes sun beds and upright tanning booths, face and leg tanning equipment.

Tanning accelerants or amplifiers

Defined as any cream, lotion or other substance that increases or purports to increase the amount of UV light absorbed by the production of melanin within the skin.

Remote Facilities

All facilities shall be considered to be remotely operated where the therapist is out of audible range of the treatment room and the client would be unable to summon help.

1. AGE RESTRICTIONS

- 1.1. Anyone under the age of 18 is prohibited from using tanning equipment. If there is any doubt concerning age photographic ID shall be requested.
- 1.2. Where a challenge is made, it must be recorded and proof age also noted on the client record card.

2. CLIENT CONSULTATION

- 2.1. A full client consultation must be carried out at the time of a first visit and prior to any treatment. This must include a thorough medical history in relation to the treatment being requested and full explanation of any possible contra-indications.
- 2.2. Where any medical conditions exist the client must confirm to the therapist that they have taken advice from their GP regarding the treatment before any treatment can be commenced. This must be recorded on the consultation

card.

3. RECORD KEEPING

- 3.1. Records must be kept for every client (including walk-ins/one offs). The records must include details of medical history checks and steps taken to verify the age of the client including their date of birth and the type of identification provided (where appropriate). This record must be signed by the client as a declaration of agreement to proceeding with the treatment having been explained and understanding any associated risks. In addition the following records must also be kept:-
 - 3.1.1 A consultation card must be completed prior to first use and any contra-indications identified. Clients whose skin is prone to UV damage (Skin Type 1) should not be permitted to use tanning equipment.
 - 3.1.2 Client consultation cards must be kept detailing each and every sunbed session including duration of session. Such cards must be kept for all clients including one off walk- ins.
 - 3.1.3 Consultation records must be held at the premises for a period of two years and be available for inspection by an Authorised Officer.
 - 3.1.4 Records must be kept of the hours of use of each machine and these records shall show any maintenance and details of when tubes are replaced.
 - 3.1.5 The Health and Safety Executive (HSE) recommend a maximum of 20 ultra violet tanning sessions per year, clients shall be advised when they have reached this number and made aware of this recommendation. If the client still wishes to continue with further exposure then their written consent shall be recorded on their client record card.

4. INFECTION CONTROL

- 4.1. The surface of the sunbed must be disinfected after each use in accordance with manufacturer's instructions and with cleaning materials specified by the manufacturer.
- 4.2. All goggles must be disinfected between clients or single use disposable goggles must be provided.

5. OPERATIONAL PROCEDURES

- 5.1. The Licence Holder must ensure compliance with the Sunbeds (Regulations) Act 2010.
- 5.2. Adequate Ventilation must be provided to treatment rooms and cubicles.
- 5.3. Private shower, sink facilities or suitable wet wipes must be available to allow the client to remove any skin creams and make-up. The operator must advise the client on the importance of removing creams and make up.
- 5.4. An automatic timer must be fitted to the equipment so that the user is unable to increase the time spent using the tanning equipment.
- 5.5. An emergency device must be fitted within easy reach of a person using the equipment. This device will switch off the Ultra Violet lamps and audibly summon assistance.
- 5.6. Suitable goggles or equivalent for the protection of the eyes of users of the equipment must be provided.
- 5.7. Fans must be adequately guarded.
- 5.8. The Health and Safety Executive 'UV Tanning Equipment' notice providing clear and accurate information on the health risks from exposure to Ultra Violet light must be clearly displayed near each sunbed.

6. TUBES AND TUBE REPLACEMENT

- 6.1. The maximum permissible output for all UV tubes must not exceed 0.3w/m².
- 6.2. Tubes must be replaced at intervals recommended by the manufacturer, together with the Ultra Violet transmitting plastic sheet if fitted.
- 6.3. Replacement tubes shall be compatible with those supplied by the manufacturer.
- 6.4. All tubes in a bed or cabinet must be replaced at the same time.
- 6.5. Tanning times must be suitably adjusted when new tubes have been installed.

7. TANNING ACCELERATORS

- 7.1. Licence holder must hold product information for any tanning accelerators they sell. Tanning accelerators must comply with the Cosmetic Products (Safety) Regulations 1996
- 7.2. The sale/supply of tanning injections is prohibited.

8. TANNING OPERATORS

- 8.1. At least one person must be available onsite at all times who, as a minimum, has specific training on the type of tanning equipment used at the premises or is a member of the Sun Bed Association and has receipt of their training package. This person(s) must carry out the initial client consultation, complete records as prescribed in parts 2 and 3 and supervise all tanning transactions to ensure that these terms and conditions are adhered to.
- 8.2. Any person(s) who may perform the role described in 9(a) must be listed on the premises licence.

9. AFTERCARE ADVICE

- 9.1. Appropriate aftercare advice must be provided following each treatment. This must include information on actions to take if any adverse conditions occur. Where possible this should be given orally and in written form for the client to take away.

Appendix G**Nail Treatments****Definition**

Nail Treatments are defined as any of the following: Manicure, Pedicure, Nail Extensions or artificial nails of any kind, or any other treatments involving cutting, or abrading of the nails, nail cuticle, or the skin around the nails of either the hand or the feet. Nail extension treatments shall include any treatment that involves extending the length of the natural nail with any materials, and repair and/or upkeep of nail extensions. Nail Treatments do not include any form of Chiropody carried out by a State Registered Chiropodist.

1. Training

- 1.1 All therapists offering treatments shall be qualified at the current National Occupational Standard issued by one of the OFQUAL/CQF recognised awarding bodies. Copies of qualifications shall be available for inspection at the premises.

2. Records

- 2.1 Written records containing name, address, telephone number, date of treatments and operatives name shall be kept for each client. These shall be kept for a period of at least 2 years and be available for inspection by an authorised officer.
- 2.2 The condition of the client's nails shall be examined prior to any treatment for signs of any contraindications. These shall be noted on the client's record card.
- 2.3 Treatment shall be refused if there is any presence or suspicion of any infection etc.

3. Chemical usage

- 3.1 All substances used in treatments shall be kept in adequately labelled containers. The label must state the name of the chemical/substance stored in the container.
- 3.2 Any products containing Methyl Methacrylate (also known as MMA or Methacrylic Acid) shall not be kept on the premises or used in any nail treatments.
- 3.3 Chemical data sheets shall be obtained for all chemicals used in treatments. A copy of the data sheets shall be retained at the premises for information purposes. All special instructions for storage and use for any chemicals must be complied with.

4. Electric Nail Drills/files

- 4.1 The use of nail drills on a person's own natural nail is prohibited.
- 4.2 Nail drills shall only be used to file away an artificial nail surface. Nail drills shall not be used to file the area where a natural nail is joined to an artificial nail.
- 4.3 Where nail drills are used, only persons who have received specific training in their use and who are competent in their use shall use them. Evidence of such training must be made available to the Council's licensing department.

5. Cleaning

- 5.1 All equipment that is used in treatments shall be scrub-cleaned with detergent and water, and dried using clean disposable paper towels between each treatment. Any equipment that cannot be cleaned in this way shall be single use and disposable.
- 5.2 All reusable equipment shall undergo a suitable and sufficient disinfection process.
- 5.3 All 'clean' items shall be stored in a clean, sealable container until use.
- 5.4 All surfaces used during treatments shall be cleaned with a suitable disinfectant between each client.

6. Ventilation

- 6.1 Where nail extension treatments are carried out, suitable air filtering and extraction must be provided at desk-top level to remove dust and chemicals from the air. Air extraction must be in a downwards direction, away from the area where the treatments are carried out.
- 6.2 Suitable dust and chemical filters must be in place within the filter system. These shall be changed at suitable intervals as recommended by the manufacturer.
- 6.3 All air filtering/extraction equipment shall be maintained in good working order in accordance with manufacturer's instructions.

EAR/NOSE PIERCING (WITH GUN) DEFINITIONS

Ear piercing

For the purposes of these conditions ear piercing refers to lower ear lobe piercing, upper ear cartilage piercing.

Nose piercing

Refers to the piercing of the nasal cavity walls only.

Nose piercing gun

Refers to a device, whether single use or reusable, specifically designed for the purpose and is capable of piercing the nasal cavity wall with the nose stud without the need for a clasp/butterfly clip. Ear piercing guns must not be used.

Ear piercing gun

Refers to a device, whether single use or reusable, designed specifically for piercing ears.

1. AGE

- 1.1. Clients must be over the age of 16 for ear or nose piercings.
- 1.2. Anyone under the age of 16 who wants ear or nose piercing must be accompanied by a parent or guardian who must sign the appropriate consent forms. The consent form must include full name, address, contact number and relationship to person receiving piercing.

2. Challenge 25 Policy

- 2.1. Any person wishing to receive a licensable treatment will need to provide proof of their age if they look under 25 .
- 2.2. Licencees must advertise this policy so that all clients are made aware that they may be challenged about their age if they look under 25.
- 2.3. Acceptable forms of ID are a photo driving licence, passport or the PASS hologram proof of age card.
- 2.4. Where a challenge is made, it must be recorded and proof of age also noted on the client record card.

3. CLIENT CONSULTATION

- 3.1. A full client consultation must be carried out at the time of a first visit and prior to any treatment. This must include a thorough medical history in relation to the treatment being requested and full explanation of any possible contra-indications.
- 3.2. Where any medical conditions exist the client must confirm to the therapist that they have taken advice from their GP regarding the treatment before any treatment can be commenced.

4. VISUAL ASSESSMENT

- 4.1. An assessment of the condition of the area to be pierced must be carried out prior to commencing treatment. Where necessary notes/diagrams should be made regarding conditions, areas not to be treated.
- 4.2. Piercing must not be carried out on or within 10cms of an infected area of skin, a rash, cut or other wound.

5. RECORD KEEPING

- 5.1. Records must be kept for every client (including walk-ins/one offs). The records must include details of medical history checks and steps taken to verify the age of the client including their date of birth and the type of identification provided (where appropriate). This record must be signed by either the client/parent/guardian (as appropriate) as a declaration of agreement to proceeding with the treatment having been explained and understanding any associated risks.

6. PERSONAL HYGIENE

- 6.1. Persons carrying out treatments must ensure that:-
 - their hands are kept clean and washed immediately prior to carrying out a treatment,
 - they maintain a high degree of personal cleanliness and wear suitable, clean and appropriate protective clothing,
 - they do not smoke or consume food or drink during the course of a treatment.
- 6.2. Persons shall not administer treatments whilst afflicted by either a known or suspected ailment or being a carrier of a disease likely to be transmitted during treatment.
- 6.3. Persons carrying out treatments shall ensure that any open sores, cuts, boils, broken skin or other open wounds are effectively covered with waterproof impermeable dressings. If such cuts are on the hands gloves shall be worn over the waterproof dressings.

7. PROTECTIVE CLOTHING

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

8. Infection control

- 8.1. All piercers must wear disposable gloves and they should be disposed of after each client.
- 8.2. All work surfaces must be cleaned and disinfected after each client.
- 8.3. The client's skin must be cleaned prior to piercing using a solution containing alcohol or wipes.
- 8.4. Only pre-sterilised single use studs from undamaged packaging may be used.
- 8.5. Studs must be opened immediately prior to use in front of the client.
- 8.6. There must be a written procedure for dealing with blood spillages . All staff must be made aware of this procedure.

9. SHARPS INJURY

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

10. USE OF ANAESTHETICS

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

11. PIERCERS

- 11.1. Only suitably qualified persons shall carry out piercing. Until such time as an externally verified body piercing qualification is offered, all piercers will be required to demonstrate knowledge of infection control to the satisfaction of the Authorised Officer.

11.2. Only persons listed on premises licence are permitted to carry out piercings.

12. AFTERCARE

12.1. Appropriate aftercare advice must be provided following each treatment. This must include information on actions to take if any adverse conditions occur. Where possible this should be given orally and in written form for the client to take away.

13. JEWELLERY

13.1. All jewellery which may come into contact with broken skin or mucosa membranes must be sterile.

13.2. All jewellery must be of a suitable grade e.g. surgical stainless steel, solid 14K or 18K gold, niobium, titanium, platinum, or dense low porosity plastic. This is to minimise the risk of allergic reaction, harbouring of bacteria or adhesion to newly formed skin. Grade 316 stainless steel does not comply with the Dangerous Substances and Preparations (Nickel) (Safety) Regulations 2000) and is not to be used.

13.3. CIEH TOOLKIT

13.4. The Chartered Institute of Environmental Health in conjunction with Public Health England and the Tattoo and Piercing Industry Union have issued a Toolkit detailing safe practice with regard to hygienically undertaking tattoos and skin piercing. Practitioners must adhere to the requirements and recommendation contained within this document. The document can be accessed via the CIEH webpage at http://www.cieh.org/policy/Tattooing_and_body_piercing_guidance_toolkit.html

NOTES

Hepatitis B Vaccinations

There are no vaccine for Hepatitis C or HIV therefore robust infection control practices must be in place at all times. However, it is also strongly recommended that all body piercers receive a full course of Hepatitis B vaccine.

MUNICIPAL YEAR 2017/18 REPORT NO.

108

COMMITTEE:
Licensing Committee
29 November 2017

REPORT OF:
Principal Licensing Officer

LEGISLATION:
Animal Boarding Establishments Act 1963

Agenda – Part1	Item
<p>SUBJECT: Adoption of Revised conditions for Animal Boarding Licences</p> <p>WARD: ALL</p>	

1. BACKGROUND INFORMATION

1.1 The Animal Boarding Establishments Act 1963 refers to “the carrying on by persons at premises of any nature (including a private dwelling) of a business of providing accommodation for other people’s animals”. 'Animal' means any dog or cat.

1.2 Currently, the conditions applied to animal boarding establishments are the same for both commercial premises (i.e. kennels) and home boarding establishments (i.e. where the dogs being boarded live in the home as family pets). The current conditions can be seen at Appendix A.

1.3 It is recognised that the premises type have substantial differences and therefore would benefit from specific conditions.

2. HOME BOARDING

2.1 LACORS (the Local Authorities Coordinators of Regulatory Services) provides model licence conditions that Authorities can choose to use if they wish.

2.2 The LACORS model conditions are currently used as a reference document by the Environmental Health Officers during the inspection of residential properties and distributed to applicants at the same time to ensure that they are aware of the best practice suggested in the model conditions. The Council cannot currently include these conditions with the licence without adoption by this Committee.

3. CONSULTATION

3.1 The LACORS model conditions have been circulated to holders of Animal Boarding Establishment Licences identified as home boarders asking whether they foresee any issues with the proposal to adopt the conditions for inclusion with their future licences. The original LACORS conditions are attached to the report as Appendix B.

3.2 The consultation resulted in three licensee’s highlighting concerns over some of the LACORS model conditions.

3.3 The suggested revised wording has been discussed with Environmental Health Officers and forwarded to the consultees who consider the revisions appropriate in resolving their concerns.

3.4 The suggested conditions are attached to this report as Appendix C with amendments highlighted for Members assistance.

4. RECOMMENDATION

4.1 The Committee are asked to consider the content of the report and agree to the adoption of the LACORS suggested conditions for home boarding of animals for all future applications.

Background Papers:
None other than any identified within the report.

Contact Officer:
Ellie Green on 020 8379 8543

**London Borough of Enfield
Animal Boarding Establishments Act 1963**

Standard Conditions – Effective from 1 Jan 2008

PART 1 - GENERAL

1. In these conditions, the following expressions have the meanings respectively assigned to them:
 - 'Animal' means Dogs or Cats (Section 9)
 - 'Authorised Officer' means a person authorised by a local authority in pursuance of Section 2 of the Animal Boarding Establishments Act 1963.
 - 'Keeping an Animal Boarding Establishment' has the meaning set out in Section 5 (1) of the Animal Boarding Establishments Act 1963
 - 'Licence' means a licence to keep an animal boarding establishment granted under Section 3 of the Animal Boarding Establishments Act 1963.
 - 'Licensee' means the person or corporate body licensed under Section 3 of the Animal Boarding Establishments Act 1963
 - 'Local Authority' means the Council of the London Borough of Enfield
 - 'Premises' means any premises within the Council's area licensed to keep an animal boarding establishment.
 - 'Veterinary Surgeon' means a person who is for the time being registered in the Register of Veterinary Surgeons.
 - 'Veterinary Practitioner' means a person who is for the time being registered in the Supplementary Veterinary Register

PART 2 – RULES THAT APPLY TO ALL ANIMAL BOARDING ESTABLISHMENT PREMISES

Animal Boarding Licence

2. These licence conditions shall apply to all buildings and areas to which dogs/cats have access and/or are used in association with the boarding of dogs/cats. Use of the term kennel/unit refers to combined sleeping and individual exercise areas.

Licence/insurance display

3. A copy of the licence and its conditions must be suitably displayed to the public in a prominent position in, on or about the boarding establishment.
4. A copy of the current public liability insurance certificate must be suitably displayed in a prominent position in, on or about the boarding establishment.
5. Details of the local veterinary surgeon with whom the establishment has a working arrangement must be prominently displayed in, on or about the boarding establishment, alongside the licence and insurance details.

Construction

(i) General

6. Animals, at all times, shall be kept in accommodation, the location and surroundings of which are safe.
7. Animals, at all times, shall be kept in accommodation which is suitable and adequate in construction. Compliance with the following licence conditions is regarded as a minimum acceptable standard.

8. The establishment must, at all times, be laid out and operated in accordance with an approved plan to be attached to the licence. Any proposals to alter or change the layout must be submitted to and approved by the licensing officer of the council before carrying out the work.
9. Where wood has been used in the construction, it must be smooth and treated to render it impervious. Wood should not be used in exposed construction of walls, floors, partitions, doorframes or doors in the animal enclosures. There must be no projections liable to cause injury.
10. Fencing material must be secure and safe.
11. Sleeping areas of kennels/units must be so insulated as to prevent extremes of temperature. The construction must be such that the security of the animal is ensured.
12. All exterior wood must be properly treated against wood rot. Only products, which are not toxic to cats, may be used.
13. All external surfaces used in the construction of walls, floors, partitions, doors and doorframes to be durable, smooth and impervious. There must be no projections or rough edges liable to cause injury.
14. All areas to which cats have free access must be roofed.
15. All new units built after 1 April 2002 must be built on a concrete base with a damp proof membrane to building regulation standards. This should have a minimum fall of 1 in 80.

(ii) Walls and partitions

16. Walls with which animals may come into contact must be of smooth impervious materials, capable of being easily cleansed. Where concrete or other building blocks are used in such walls, they must be sealed so as to be smooth and impervious and resealed as necessary.
17. Junctures between vertical and horizontal sections should be covered. If impractical in existing premises, all joints must be sealed.
18. Partition walls between dog kennels must be of solid construction to a minimum height of 1.2 metres (4 feet).
19. In new construction (after 1 April 2002) for dogs, in exercise runs the lower section of partitions in adjoining runs must be of solid construction.
20. For catteries, full-length sneeze barriers must be provided where the gap between units is less than 625 millimetres (2 feet).

(iii) Floors and concrete bases

21. Floors of all buildings, individual exercise areas and kennels/units must be of smooth, impervious materials, capable of being easily cleansed and in new kennels and catteries must incorporate a damp proof membrane.

22. All floors of kennels/units and individual exercise areas must be constructed and maintained in such condition as to prevent ponding of liquids.
23. In new construction (after 1 April 2002) floors must be laid to a minimum fall of 1 in 80 leading to a shallow drainage channel or effectively covered deep drainage channel.
24. Communal exercise areas must be suitably drained but need not comply with conditions 3.3.1 and 3.3.2.

(iv) Ceilings and roofing

25. Ceilings must be capable of being easily cleansed and disinfected.
26. For catteries, all exercise areas and the safety passage should be covered with mesh and impervious material, a proportion of which must be translucent.

(v) Doors

27. Kennel/unit doors must be strong enough to resist impact and scratching and must be fitted to be capable of being effectively secured.
28. Where metal bars and frames are used they must be of suitable gauge (approximately 10-14) with spacing adequate to prevent dogs escaping or becoming entrapped. Where metal edging is used, this must not present a risk of injury to the animal. For cats, adequate constructional precautions must be taken to prevent and control the spread of infectious disease particularly by droplet infection.
29. Door openings must be constructed such that the passage of water/waste is not impeded or allowed to gather due to inaccessibility.

(vi) Windows

30. All windows which pose a security risk, must be escape proof at all times.

(vii) Drainage

31. The establishment must be connected to a main drainage or an approved, localised sewage disposal cistern.

(viii) Lighting

32. During daylight hours light must be provided to exercise and sleeping areas so that all parts are clearly visible. Where practicable this must be natural light.
33. Adequate supplementary lighting must be provided throughout the establishment.

(ix) Ventilation

34. Ventilation must be provided to all interior areas without the creation of excessive, localised draughts in the bedding area.

(x) Maintenance

35. Maintenance and repair of the whole establishment must be carried out regularly.

Numbers of animals

36. Each dog must be provided with a separate kennel except that dogs from the same household may share a kennel of adequate size with a written consent of the animals' owner.
37. Each cat must be provided with a separate unit except that cats from the same household may share a unit of adequate size with a written consent from the animals' owner.
38. Holding kennels/units may be provided for temporarily accommodating a dog/cat for not more than 24 hours. For dogs, holding kennels, if provided, must comply with conditions as required for main kennels. Holding kennels must be a minimum area of 2.3 square metres (25 square feet). For catteries, existing holding units must have a minimum floor area of 0.84 square metres (9 square feet). In construction after 1 April 2002 the floor area must be a minimum of 1.12 square metres (12 square feet). Holding units must have a minimum height of 0.9 metres (3 feet).
39. No animals other than dogs/cats are to be boarded within the licence facilities without the written approval of the local authority.
40. Where stray animals are accepted by the establishment, they must be kept in a separate area away from boarded animals.

Kennel/unit size, layout and exercise facilities**Dogs**

41. For kennels constructed after 1 April 2002, each kennel must be provided with a sleeping area of at least 1.9 square metres (20 square feet).
42. For kennels constructed after 1 April 2002, each kennel must be provided with an exercise area of at least 2.46 square metres (26 square feet) (for dogs up to 0.6 metres or 24 inches high at the shoulder) or 3.35 square metres (36 square feet) for larger dogs, which is separate from the bedding area and exclusive to that kennel, for free use by the dog at all times except at night.
43. Kennels must have a minimum height of 1.8 metres (6 feet) to facilitate adequate access by kennel staff for cleaning.
44. Kennels and exercise areas must open into secure corridors or other secure areas so that dogs are not able to escape from the premises.
45. Exercise areas must not be used as bedding areas.

Cats

46. In units constructed after 1 April 2002, each unit must have a sleeping area and an adjoining exercise area which is exclusive to that unit. Each unit must be provided with a sleeping area of at least 0.85 square metres (9 square feet) for one cat, 1.5 square metres (16 square feet) for two cats, 1.85 square metres (20 square feet) for up to four cats. Units may be designed as suitable for a specific number of cats, greater than four, at the discretion of the licensing authority.
47. Units must have a minimum internal height of 1.8 metres (6 feet).

48. The height of the sleeping area must be at least 0.91 metres (3 feet) in areas built prior to 1 April 2002 and 1.22 metres (4 feet) in area built after 1 April 2002.
49. For units constructed after 1 April 2002, each unit must be provided with an exercise area of at least 1.7 square metres (18 square feet) for a single cat, 2.23 square metres (24 square feet) for two cats, 30 square feet for up to four cats.
50. Units must open onto secure corridors or other secure areas so that cats are not able to escape from the premises.
51. Exercise areas must not be used as sleeping areas.
52. There must be direct and voluntary access to the exercise area.
53. Suitable bedding must be provided which allows the cat to be comfortable and which is capable of being easily and adequately cleaned and disinfected. Such equipment must be sighted out of draughts. Bedding material must be checked daily and must be maintained in a clean, parasite-free and dry condition.

Management

(i) Training

54. A written staff training policy must be provided. Systematic training of staff must be demonstrated and records of such training shall be available to council officers on request. this shall include seasonal or temporary staff.
55. Operators and staff shall, as a minimum requirement demonstrate that they have attended a suitable course on cattery or kennel management, such as run by the college of animal welfare or similar, or be able to demonstrate sufficient knowledge and experience of the following matters; animal health, vaccination, first aid, parasites, health and safety including emergency procedures, nutrition, dog training, dog handling equipment, healthcare.

(ii) Temperature in kennels

56. Heating facilities must be available in the kennel/unit and used according to the requirements of the individual dog/cat.
57. There must be some part of the animal's sleeping area where the dog/cat is able to enjoy a temperature of at least 10°C/50°F.
58. In isolation kennels there should be a means of maintaining the temperature at a level for the conditions of the dog/cat and dependent on veterinary advice.

(iii) Cleanliness

59. All kennels/units, corridors, communal areas, kitchens etc. must be kept clear and free from accumulations of dirt and dust and must be kept in such a manner as to be conducive to maintenance of disease control and animal comfort.
60. Each occupied kennel/unit must be cleansed daily. All excreta and soiled material must be removed from all areas used by dogs/cats at least daily and more often if necessary.

61. All bedding areas must be kept clean and dry.
62. Each kennel/unit must be thoroughly cleansed, disinfected and dried upon vacation. All fittings and bedding must also be thoroughly cleansed and disinfected at that time.
63. Facilities must be provided for the proper reception, storage and disposal of all waste. Particular care should be taken to segregate clinical waste arising from the treatment and handling of dogs/cats with infectious diseases. The final disposal route for all such waste must be an incinerator.
64. Measures must be taken to minimise the risk from rodents, insects and other pests within the establishment.
65. For cats, suitably sited litter trays, which are easy to clean and impermeable, must be provided at all times. These must be emptied and cleansed at least once a day and as necessary at any time during the day if found to be unduly soiled. A suitable material for litter must be provided.

(iv) Food and water supplies

66. All dogs must be adequately supplied with suitable food. Also water must be available at all times and changed daily.
67. All cats must be adequately supplied with suitable food. At least two meals a day must be offered at approximately eight hours apart. Also wholesome water must be available at all times and changed daily.
68. Eating and drinking vessels must be capable of being easily cleansed and disinfected to prevent cross-contamination. They must be maintained in a clean condition. Disposable eating dishes may be used.
69. Eating vessels must be cleansed after each meal.
70. Drinking vessels must be cleansed at least once a day.

(v) Kitchen facilities

71. Exclusive facilities, hygienically structured and maintained, must be provided for the storage and preparation of food for the dogs/cats.
72. Where fresh and cooked meats are stored, refrigerating facilities must be provided and potential food contamination must be avoided.
73. A sink with hot and cold water must be provided for the washing of food equipment and eating and drinking vessels. A separate wash-hand basin with hot and cold water must be provided for staff use.
74. Containers must be provided for the storage of food and shall be so constructed and kept in such good order, repair and condition as to be proofed against insects and other pests.

(vi) Disease control and vaccination

75. Adequate precautions must be taken to prevent and control the spread of infectious and contagious disease and parasites amongst the dogs/cats, staff and visitors.
76. Proof must be provided that dogs boarded or resident have current vaccinations against canine distemper, infectious canine hepatitis (canine adenovirus), leptospirosis (*L.canicola* and *L.icterohaemorrhagiae*) and canine parvovirus and other relevant diseases. The course of vaccination must have been completed at least four weeks before the first date of boarding and in accordance with the vaccine manufacturer's instructions. A record that this proof has been supplied must be kept on site throughout the period that the dog is boarded.
77. Proof must be provided that cats boarded or resident have current vaccinations against infectious feline enteritis, feline respiratory disease and other relevant diseases. The course of vaccination must have been completed at least four weeks before the first date of boarding or in accordance with the vaccine manufacturer's instructions. A record that this proof has been supplied must be kept on site throughout the period that the cat is boarded.
78. Advice from a veterinary surgeon must be sought in case of signs of disease, injury or illness. Where any dog/cat is sick or injured any instructions for its treatment which have been given by a veterinary surgeon must be strictly followed.
79. A well-stocked first aid kit suitable for use on dogs/cats must be available and accessible on site.
80. A suitable range of dog muzzles of varying sizes and a suitable dog catching device must be kept on site.

(vii) Isolation

81. Isolation facilities must be provided.
82. In existing establishments, these isolation facilities must be in compliance with the other boarding requirements but must be separate and physically isolated from the main kennels/units by a minimum of 5 metres (15 feet) for dogs and 3 metres (10 feet) for cats. For facilities constructed after 1 April 2002 the minimum separation distance from main kennel units shall be 10 metres.
83. Adequate facilities to prevent the spread of infectious disease between the isolation and other kennels/units must be provided.
84. Hands must be washed after leaving the isolation facilities before visiting the other kennels/units.

(viii) Register

85. A register must be kept for all dogs/cats boarded. The information kept must include the following:-
 - date of arrival.
 - name of dog/cat, any identification system such as microchip number or tattoo.

- description, breed, age and gender of dog/cat.
- name, address and telephone number of owner or keeper.
- name, address and telephone number of contact person whilst boarded.
- name, address and telephone number of dog's/cat's veterinary surgeon.
- anticipated and actual date of departure.
- health, welfare and nutrition requirements.

86. The register must be kept readily available for a minimum of 24 months and kept in such a manner as to allow an authorised council officer easy access to such information.

87. Where records are computerised, a back-up copy must be kept. The register must also be available to key members of staff of the establishment at all times.

(ix) Identification of kennels/units

88. Each kennel/unit must be clearly marked (e.g. numbered) and a system in place which ensures that relevant information about the dog/cat in that kennel/unit, is readily available.

(x) Supervision

89. A fit and proper person must always be present to exercise supervision and deal with emergencies whenever dogs/cats are boarded at the premises. In this instance, a fit and proper person is deemed to be one who meets the requirements set out in condition 55.

90. Dogs/cats must be visited at regular intervals as necessary for their health, safety and welfare. As a minimum, animals should be visited at least every 4 hour during the day, starting no later than 8am until 6pm, with a late evening visit between 9pm and midnight, to check the welfare of the animals and check the heating is working. In the event of unusually harsh weather conditions, or other conditions giving rise to potential risk to their safety of welfare they should be visited more frequently.

(xi) Emergencies/fire precautions

91. Appropriate steps must be taken for the protection of the dogs/cats in the case of actual or potential fire, flood or other emergencies. If necessary, the animals must be taken to a place of safety.

92. A proper emergency evacuation plan and fire warning procedure must be drawn up and posted on the premises. This must include instructions on where dogs/cats are to be evacuated in the event of a fire or other emergency.

93. Fire fighting equipment must be provided in accordance with advice given by the fire prevention officer.

94. All electrical installations and appliances must be maintained in a safe condition. There must be a residual current circuit breaker system on each block of kennels/units.

95. Heating appliances must not be sited in a location or manner where they may present a risk of fire or risk to dogs/cats.

96. Precautions must be taken to prevent any accumulation, which may present a risk of fire.
97. There must be adequate means of raising an alarm in the event of a fire or other emergency.

Additional conditions

98. The licensee shall immediately report any deaths of animals as they occur, to the council's licensing officer and to the veterinary surgeon with whom there is a current working arrangement.
99. The council may set any other appropriate conditions it deems necessary to secure the health safety and welfare of the animals, specific to the location and nature of the premises. The following such condition(s) is/are attached to this licence:- None

This page is intentionally left blank

APPENDIX B**LACORS MODEL LICENCE CONDITIONS FOR HOME BOARDING (DOGS)
ANIMAL BOARDING ESTABLISHMENTS ACT 1963.****1. INTRODUCTION**

- 1.1 Unless otherwise stated, these conditions shall apply to all buildings and areas to which dogs have access and/or which are used in association with the boarding of dogs.
- 1.2 Normally planning permission will not be required for the home boarding of animals on the scale proposed, however should complaints be received because of particular noise or odour problems, then the Council reserves the right to consider whether there has been a change of use which requires a planning application to be submitted.
- 1.3 The Licensee must ensure that the establishment is covered by adequate and suitable public liability insurance and, where necessary, adequate and suitable employers liability insurance.
- 1.4 No dog registered under the Dangerous Dogs Act 1991 must be accepted for home boarding.
- 1.5 Dog hybrids registered under the Dangerous Wild Animal Act 1976 (e.g. Wolf Hybrids) are not to be accepted for home boarding.
- 1.6 Entire males and bitches in season or bitches due to be in season during the boarding, must not be boarded together or boarded with resident dogs. Puppies under 6 months of age must not be boarded with other dogs including resident dogs.

2. LICENCE DISPLAY

- 2.1 A copy of the licence and its associated conditions must be suitably displayed to the public in a prominent position in, on or about the premises or made available to each boarder.

3. NUMBERS OF ANIMALS

- 3.1 The maximum number of dogs to be kept at any one time is (enter number).
- 3.2 Only dogs from the same household may be boarded at any one time. Dogs must not be boarded with any cat, unless they normally live together in the same household.
- 3.3 Where there is a resident dog or cat kept at the household, written consent from the owners of the boarded dog must be gained following a trial familiarisation session.
- 3.4 The Licensee will be required to make an assessment of the risks of home boarding to include the risk to or caused by children who are likely to be at the property.

4. CONSTRUCTION

- 4.1 Dogs must live in the home as family pets. There must be no external construction of buildings, cages or runs.
- 4.2 The premises shall have its own entrance and must not have shared access e.g. communal stairs.
- 4.3 There must be adequate space, light, heat and ventilation for the dogs.
- 4.4 As far as reasonably practicable all areas/rooms within the home to which boarded dogs have access, must have no physical or chemical hazards that may cause injury to the dogs.
- 4.5 There must be sufficient space available to be able to keep the dogs separately if required.
- 4.6 If a collection and delivery service is provided, a suitable vehicle with a dog guard or cage in the rear must be provided.

5. MANAGEMENT

5.1 TRAINING

- 5.1.1 A written training policy for staff must be provided. Systematic training of staff must be demonstrated to have been carried out.

5.2 CLEANLINESS

- 5.2.1 All areas where the dogs have access to, including the kitchen etc must be kept clean and free from accumulations of dirt and dust and must be kept in such a manner as to be conducive to maintenance of disease control and dog comfort.
- 5.2.2 All excreta and soiled material must be removed from all areas used by dogs at least daily and more often if necessary. Disposal facilities for animal waste must be agreed with the Licensing Authority.
- 5.2.3 All bedding areas must be kept clean and dry.
- 5.2.4 Facilities must be provided for the proper reception, storage and disposal of all waste. Particular care should be taken to segregate clinical waste arising from the treatment and handling of dogs with infectious diseases. The final route for all such waste shall comply with current waste regulations.
- 5.2.5 Measures must be taken to minimise the risks from rodents, insects and other pests within the premises.

5.3 FOOD AND WATER SUPPLIES

- 5.3.1 All dogs shall have an adequate supply of suitable food as directed by the client.
- 5.3.2 Fresh drinking water must be available at all times (unless advised otherwise by a veterinary surgeon) and the drinking vessel cleaned daily. The water must be changed at least twice a day.

- 5.3.3 Clients must be encouraged to provide each dog with its own bedding, bowls, grooming materials etc. These items must be cleaned regularly to prevent cross-infection. The Licensee however should also be able to provide extra bedding material.
- 5.3.4 Where necessary, eating and drinking vessels must be provided, and where so, they must be capable of being easily cleansed and disinfected to prevent cross-contamination. They must also be maintained in a clean condition. Feeding bowls must be cleaned or disposed of after each meal and each dog must be provided with its own bowl.

5.4 KITCHEN FACILITIES

- 5.4.1 Airtight containers must be provided for the storage of dry foods. Uncooked food and the remains of opened tins must be stored in covered, non-metal, leak proof containers in the fridge.
- 5.4.2 All bulk supplies of food shall be kept in vermin proof containers.

5.5 DISEASE CONTROL AND VACCINATION

- 5.5.1 Adequate precautions must be taken to prevent and control the spread of infectious and contagious disease and parasites amongst the dogs, staff and visitors.
- 5.5.2 Proof must be provided that boarded and resident dogs have current vaccinations against Canine Distemper, Infectious Canine Hepatitis (Canine adenovirus), Leptospirosis (*L. canicola* and *L. icterohaemorrhagicae*) and Canine Parvovirus and other relevant diseases. The course of vaccination must have been completed at least four weeks before the first date of boarding or in accordance with manufacturer instructions. A record that this proof has been supplied must be kept on-site throughout the period that the dog is boarded.
- 5.5.3 Advice from a veterinary surgeon must be sought in case of signs of disease, injury or illness. Where any dog is sick or injured, any instructions for its treatment, which have been given by a veterinary surgeon, must be strictly followed.
- 5.5.4 A well-stocked first-aid kit suitable for use on dogs must be available and accessible on site.
- 5.5.5 The Licensee must be registered with a veterinary practice that can provide 24-hour help and advice. The clients own veterinary practice must be known and consulted if necessary.
- 5.5.6 Precautions must be taken to prevent the spread of fleas, ticks, intestinal parasites and other parasites in both boarded and resident dogs. Proof must be maintained of all routine and emergency treatment for parasites.
- 5.5.7 The premises shall be regularly treated for fleas and parasites with a veterinary recommended product.
- 5.5.8 Veterinary advice must be sought in relation to cleaning substances so that they or their fumes cannot be harmful to an animal.

5.6 ISOLATION AND CONTAGIOUS DISEASE OUTBREAK.

- 5.6.1 Dogs showing signs of any disease or illness shall be isolated from any other dogs until veterinary advice is obtained. There must be sufficient facilities within the licensed premises to ensure effective separation of any sick animal.
- 5.6.2 The Licensee must inform the Licensing Authority on the next working day if a dog develops an infectious disease.
- 5.6.3 Following an episode of infectious disease during any stay, the premises must undergo a reasonable quarantine period before new boarders are admitted. This period will be specified by the Licensing Authority as agreed with their authorised veterinary surgeon.
- 5.6.4 The Licensing Authority must be informed of any animal death on the premises. The Licensee must make arrangements for the body to be stored at a veterinary surgeons premises until the owners return.

5.7 REGISTER

- 5.7.1 A register must be kept of all dogs boarded. The information kept must include the following:
- Date of arrival
 - Name of dog, any identification system such as microchip number, tattoo
 - Description, breed, age and gender of dog
 - Name, address and telephone number of owner or keeper
 - Name, address and telephone number of contact person whilst boarded
 - Name, address and telephone number of dog's veterinary surgeon
 - Anticipated and actual date of departure
 - Proof of current vaccinations, medical history and requirements
 - Health, welfare nutrition and exercise requirements
- 5.7.2 Such a register is to be available for inspection at all times by an officer of Licensing Authority, veterinary surgeon.
- 5.7.3 The register must be kept readily available for a minimum of 2 years and kept in such a manner as to allow an authorised officer easy access to such information.
- 5.7.4 If medication is to be administered, this must be recorded.
- 5.7.4 Where records are computerised, a back-up copy must be kept. The register must also be available to key members of staff of the establishment at all times.

5.8 SUPERVISION

- 5.8.1 A fit and proper person with relevant experience must always be present to exercise supervision and deal with emergencies whenever dogs are boarded at the premises. This person must not have any conviction or formal Cautions for any animal welfare related offence.
- 5.8.2 Dogs must be visited at regular intervals, as necessary for their health, safety and welfare, and must not be left unattended for longer than 3 hours at a time and then not on a regular basis.

- 5.8.3 No home where there are children under 5 years of age will be licensed.
- 5.8.4 Only people over 16 years of age are allowed to walk the dogs in public places.

5.9 EXERCISE

- 5.9.1 Dogs must be exercised in accordance with their owner's wishes. If dogs are taken off the premises, they must be kept on leads unless with the owners written permission.
- 5.9.2 There must be direct access to a suitable outside area. The area / garden must only be for use by the homeowner (not shared with other residents). The area must be kept clean.
- 5.9.3 The exercise/garden area of the premises and any other area to which the boarded dogs may have access, must be totally secure and safe. Fencing must be adequate to offer security to prevent escape and be safe, with no dangerous sharp objects or protrusions. Gates must be able to be locked.
- 5.9.4 If there is a pond, it must be covered to avoid drowning.
- 5.9.5 Dogs must wear a collar and identity tag during their time in boarding. The tag must display the name, address and telephone number of the boarding premises.
- 5.9.6 The Licensing Authority must be informed on the next working day if a dog is lost.

5.10 FIRE / EMERGENCY PRECAUTIONS

- 5.10.1 Appropriate steps must be taken for the protection of the dogs in case of fire or other emergencies.
- 5.10.2 The occupier of the property must be aware of the location of the dogs in the property at all times.
- 5.10.3 Careful consideration needs to be given to the sleeping area for dogs to ensure that they can be easily evacuated in the event of a fire, without putting the occupiers of the property at risk.
- 5.10.4 A fire warning procedure and emergency evacuation plan – including details of where dogs are to be evacuated to in the event of a fire or other emergency - must be drawn up, brought to the attention of those involved in the home boarding arrangements and/or displayed in a prominent place on the premises. The Licensee must have suitable arrangements for the temporary boarding of dogs in the event that the licensed premises is rendered uninhabitable.
- 5.10.5 Fire detection equipment must be provided in accordance with general advice given by the Fire Safety Officer. The home must have at least 2 working smoke detectors located at the top & bottom of the staircase, or other appropriate location.
- 5.10.6 All doors to rooms must be kept shut at night.
- 5.10.7 All electrical installations and appliances must be maintained in a safe condition. No dog must be left in a room with loose or trailing cables or wires.

- 5.10.8 All heating appliances must be free of risk of fire as is reasonably practicable. There must be no use of freestanding gas or oil appliances.
- 5.10.9 A relative, friend or neighbour within 5 minutes travelling time must have a spare set of keys and access to the premises in case of an emergency. These details must be made available to the Licensing Authority.

November 2005



Animal Home Boarding Establishment Licence

Conditions for Home Boarding Establishments

Animal Boarding Establishments Act 1963

1. Introduction

- 1.1 Unless otherwise stated, these conditions shall apply to all buildings and areas to which dogs have access and/or which are used in association with the boarding of dogs.
- 1.2 Normally planning permission will not be required for the home boarding of animals on the scale proposed. However, should complaints be received because of particular noise or odour problems, then the Council reserves the right to consider whether there has been a change of use which requires a planning application to be submitted.
- 1.3 The Licensee must ensure that the establishment is covered by adequate and suitable public liability insurance and, where necessary, adequate and suitable employers liability insurance.
- 1.4 No dog registered under the Dangerous Dogs Act 1991 must be accepted for home boarding.
- 1.5 Dog hybrids registered under the Dangerous Wild Animal Act 1976 (e.g. Wolf Hybrids) are not to be accepted for home boarding.
- 1.6 Entire males and bitches in season or bitches due to be in season during the boarding, must not be boarded together or boarded with resident dogs. Puppies under 6 months of age must not be boarded with other dogs including resident dogs.

2. Licence display

- 2.1 A copy of the licence and its associated conditions must be suitably displayed to the public in a prominent position in, on or about the premises or made available to each boarder.

3. Numbers of animals

- 3.1 The maximum number of animals to be kept on the premises at any one time must not exceed the amount stated on the licence.
- 3.2 Where there is a resident dog or cat kept at the household, written consent from the owners of the boarded dog must be gained following a trial familiarisation session.

- 3.3 The Licensee will be required to make an assessment of the risks of home boarding to include the risk to or caused by children who are likely to be at the property.

4. Construction

- 4.1 Dogs must live in the home as family pets. There must be no external construction of buildings, cages or runs.
- 4.2 The premises shall have its own entrance and must not have shared access e.g. communal stairs.
- 4.3 There must be adequate space, light, heat and ventilation for the dogs.
- 4.4 As far as reasonably practicable all areas/rooms within the home to which boarded dogs have access, must have no physical or chemical hazards that may cause injury to the dogs.
- 4.5 There must be sufficient space available to be able to keep the dogs separately if required.
- 4.6 If a collection and delivery service is provided, a suitable vehicle with a dog guard or cage in the rear must be provided.

5. Management

- 5.1 A written training policy for staff must be provided. Systematic training of staff must be demonstrated to have been carried out.
- 5.2 Risk assessments shall be carried out and the significant finds of the assessments shall be communicated to all staff.(additional condition)

6. Cleanliness

- 6.1 All areas where the dogs have access to, including the kitchen etc. must be kept clean and free from accumulations of dirt and dust and must be kept in such a manner as to be conducive to maintenance of disease control and dog comfort.
- 6.2 All excreta and soiled material must be removed from all areas used by dogs at least daily and more often if necessary. Disposal facilities for animal waste must be agreed with the Licensing Authority.
- 6.3 All bedding areas must be kept clean and dry.
- 6.4 Facilities must be provided for the proper reception, storage and disposal of all waste. Particular care should be taken to segregate clinical waste arising from the treatment and handling of dogs with infectious diseases. The final route for all such waste shall comply with current waste regulations.

- 6.5 Measures must be taken to minimise the risks from rodents, insects and other pests within the premises.

7. Food and water supplies

- 7.1 All dogs shall have an adequate supply of suitable food as directed by the client.
- 7.2 Fresh drinking water must be available at all times (unless advised otherwise by a veterinary surgeon) and the drinking vessel cleaned daily. The water must be changed at least twice a day.
- 7.3 Clients must be encouraged to provide each dog with its own bedding, bowls, grooming materials etc. These items must be cleaned regularly to prevent cross-infection. The Licensee however should also be able to provide extra bedding material.
- 7.4 Where necessary, eating and drinking vessels must be provided, and where so, they must be capable of being easily cleansed and disinfected to prevent cross-contamination. They must also be maintained in a clean condition. Feeding bowls must be cleaned or disposed of after each meal and each dog must be provided with its own bowl.

8. Kitchen facilities

- 8.1 Airtight containers must be provided for the storage of dry foods. Uncooked food and the remains of opened tins must be stored in covered, non-metal, leak proof containers in the fridge.
- 8.2 All bulk supplies of food shall be kept in vermin proof containers.

9. Disease control and vaccination

- 9.1 Adequate precautions must be taken to prevent and control the spread of infectious and contagious disease and parasites amongst the dogs, staff and visitors.
- 9.2 Proof must be provided that boarded and resident dogs have current vaccinations against Canine Distemper, Infectious Canine Hepatitis (Canine adenovirus), Leptospirosis (*L. canicola* and *L. icterohaemorrhagiae*) and Canine Parvovirus and other relevant diseases. The course of vaccination must have been completed at least four weeks before the first date of boarding or in accordance with manufacturer instructions. A record that this proof has been supplied must be kept on-site throughout the period that the dog is boarded.
- 9.3 Advice from a veterinary surgeon must be sought in case of signs of disease, injury or illness. Where any dog is sick or injured, any instructions for its treatment, which have been given by a veterinary surgeon, must be strictly followed.

- 9.4 A well-stocked first-aid kit suitable for use on dogs must be available and accessible on site.
- 9.5 The Licensee must be registered with a veterinary practice that can provide 24-hour help and advice. The clients own veterinary practice must be known and consulted if necessary.
- 9.6 Precautions must be taken to prevent the spread of fleas, ticks, intestinal parasites and other parasites in both boarded and resident dogs. Proof must be maintained of all routine and emergency treatment for parasites.
- 9.7 The premises shall be regularly treated for fleas and parasites with a veterinary recommended product.
- 9.8 Veterinary advice must be sought in relation to cleaning substances so that they or their fumes cannot be harmful to an animal.

10 Isolation and contagious disease outbreak

- 10.1 Dogs showing signs of any disease or illness shall be isolated from any other dogs until veterinary advice is obtained. There must be sufficient facilities within the licensed premises to ensure effective separation of any sick animal.
- 10.2 The Licensee must inform the Licensing Authority on the next working day if a dog develops an infectious disease.
- 10.3 Following an episode of infectious disease during any stay, the premises must undergo a reasonable quarantine period before new boarders are admitted. This period will be specified by the Licensing Authority as agreed with their authorised veterinary surgeon.
- 10.4 The Licensing Authority must be informed of any animal death on the premises. The Licensee must make arrangements for the body to be stored at a veterinary surgeon's premises until the owners return.

11. Register

- 11.1 A register must be kept of all dogs boarded. The information kept must include the following:
- Date of arrival
 - Name of dog, any identification system such as microchip number, tattoo
 - Description, breed, age and gender of dog
 - Name, address and telephone number of owner or keeper
 - Name, address and telephone number of contact person whilst boarded
 - Name, address and telephone number of dog's veterinary surgeon
 - Anticipated and actual date of departure
 - Proof of current vaccinations, medical history and requirements
 - Health, welfare nutrition and exercise requirements

- 11.2 Such a register is to be available for inspection at all times by an officer of Licensing Authority/Veterinary Surgeon.
- 11.3 The register must be kept readily available for a minimum of 2 years and kept in such a manner as to allow an authorised officer easy access to such information.
- 11.4 If medication is to be administered, this must be recorded.
- 11.5 Where records are computerised, a back-up copy must be kept. The register must also be available to key members of staff of the establishment at all times.

12. Supervision

- 12.1 A fit and proper person with relevant experience must always be present to exercise supervision and deal with emergencies whenever dogs are boarded at the premises. This person must not have any conviction or formal Cautions for any animal welfare related offence.
- 12.2 Dogs must be visited at regular intervals, as necessary for their health, safety and welfare, and must not be left unattended for longer than 3 hours at a time and then not on a regular basis.
- 12.3 No home where there are children under 5 years of age will be licensed.
- 12.4 Only people over 16 years of age are allowed to walk the dogs in public places.

13. Exercise

- 13.1 Dogs must be exercised in accordance with their owner's wishes. If dogs are taken off the premises, they must be kept on leads unless with the owners written permission.
- 13.2 There must be direct access to a suitable outside area. The area / garden must only be for use by the homeowner (not shared with other residents). The area must be kept clean.
- 13.3 The exercise/garden area of the premises and any other area to which the boarded dogs may have access, must be totally secure and safe. Fencing must be adequate to offer security to prevent escape and be safe, with no dangerous sharp objects or protrusions. Gates must be able to be locked.
- 13.4 If there is a pond, it must be covered to avoid drowning.
- 13.5 Dogs must wear a collar and identity tag during their time in boarding. The tag must display the name, address and telephone number of the boarding premises.

- 13.6 The Licensing Authority must be informed on the next working day if a dog is lost.

14. Fire/emergency precautions

- 14.1 Appropriate steps must be taken for the protection of the dogs in case of fire or other emergencies.
- 14.2 The occupier of the property must be aware of the location of the dogs in the property at all times.
- 14.3 Careful consideration needs to be given to the sleeping area for dogs to ensure that they can be easily evacuated in the event of a fire, without putting the occupiers of the property at risk.
- 14.4 A fire warning procedure and emergency evacuation plan - including details of where dogs are to be evacuated to in the event of a fire or other emergency - must be drawn up, brought to the attention of those involved in the home boarding arrangements and/or displayed in a prominent place on the premises. The Licensee must have suitable arrangements for the temporary boarding of dogs in the event that the licensed premises are rendered uninhabitable.
- 14.5 Fire detection equipment must be provided in accordance with general advice given by the Fire Safety Officer. The home must have at least 2 working smoke detectors located at the top & bottom of the staircase, or other appropriate location.
- 14.6 All doors to rooms must be kept shut at night.
- 14.7 All electrical installations and appliances must be maintained in a safe condition. No dog must be left in a room with loose or trailing cables or wires.
- 14.8 All heating appliances must be free of risk of fire as is reasonably practicable. There must be no use of freestanding gas or oil appliances.
- 14.9 A relative, friend or neighbour within 5 minutes travelling time must have a spare set of keys and access to the premises in case of an emergency. These details must be made available to the Licensing Authority.