

CODE OF PRACTICE FOR ELECTROLYSIS AND BEAUTY THERAPY

This code of practice covers many of the popular beauty therapy and hair treatments found in salons and clinics. It includes facial and body enhancement, hand and foot treatments, make-up and eye treatments and hair treatments. In qualified, experienced hands these treatments are safe when performed according to safe procedures or product manufacturers' instructions.

Many different types of products/preparations are used. Some rely on electrical currents passed through specific parts of the body, others rely on practical skills and knowledge of anatomy and physiology. Hazards of these treatments are highlighted throughout.

RESPONSIBILITIES

The Owner shall take all reasonable precautions for the safety of all persons using the premises. He will ensure compliance at all times with the relevant provisions of the Health and Safety at Work etc Act 1974, and associated legislation.

The Owner shall carry out, and implement the findings of, a risk assessment of the business as required by the Management of Health and Safety at Work Regulations 1999.

The Owner shall ensure that a 'Responsible person' is in charge of the premises at all times, and that they are familiar with, and implement, the requirements of the relevant Codes of Practice.

The Owner shall notify the Council in writing of any proposed change in his name or private address, of changes in the business address, of major changes in the treatments provided, or in the nature of the business carried on at the premises.

RESPONSIBLE PERSON

The Owner shall ensure that a 'Responsible person' is in charge of the premises at all times, and that they are familiar with, and implement, the requirements of the relevant Codes of Practice.

They shall be nominated, in writing, by the Owner, and this notification shall be continuously available for inspection at the premises.

The responsible person shall be in charge of the premises, and shall be on site at all times when the public are on site.

The responsible person shall not be engaged in any other duties which will prevent him from exercising general supervision.

He shall be assisted as necessary by suitable adult persons to ensure adequate supervision.

CONDUCT OF THE BUSINESS

The responsible person shall ensure the following:

- # Good order and moral conduct in the premises
- # No poster, advertisements, etc. shall be displayed which is unsuitable for general exhibition
- # No part of the premises is used by persons for soliciting or other immoral purposes
- # Additional custom will not be sought through solicitation outside, or in the vicinity of the premises
- # All clients in any part of the premises shall be decently and properly attired, unless receiving treatment in accordance with this Code of Practice
- # Neither the operator nor the client shall be under the influence of drugs, alcohol or other substances.

INSURANCE

The business must have third party liability, to cover claims for damages or negligence, as well as Employer's Liability insurance, where appropriate.

Operators shall display their current certificate of insurance.

TARIFF

A comprehensive tariff shall be prominently displayed which can be easily seen by all persons entering the premises.

THERAPISTS

Treatment shall only be given by therapists who meet the criteria for training and competency.

TRAINING/COMPETENCY

All persons carrying out professional beauty therapy and hair removal treatments must have completed a recognised course, and have documented evidence of their success.

If performing treatments, preparations and techniques acquired since their initial training, a relevant course must be successfully completed by the practitioner. There must be:

- # recognition of the course by a professional association
- # documented evidence of the training.

All persons carrying out such treatments shall regularly attend recognised training workshops and seminars to improve their techniques and skills to the latest therapy standards.

They shall also be appropriately supervised during their first year following qualification.

See Appendix 6.

INFECTION CONTROL

All operators shall wear clean, washable clothing.

Hands and nails shall be washed with soap under running water prior to any treatment.

Single-use sterile electrolysis needles (probes) are recommended. One needle may be used repeatedly on an individual client during an individual session, and then discarded to a sharps box. A new single-use needle is to be used on the next client.

Re-usable equipment (eg: forceps) shall be effectively sterilised, as follows:

- 1 Pre-soak in disinfectant
- 2 Put through an ultrasonic cleaner
- 3 Rinse
- 4 Air dry
- 5 Sterilise in a bench top autoclave, making sure equipment does not overlap each other and that hinged items are in the open position.
- 6 Store in sterile conditions and covered for use
- 7 Items not used within 2-3 hours to be re-sterilised
- 8 Wooden items (such as spatulas), and disposable materials and equipment to be disposed of after single use
- 9 Any razors used on a client to be disposed of as a 'sharps'.

Only autoclaves which are CE marked or comply with BS3970: Part 4 1990 are suitable.

All gowns, wraps or other protective clothing, paper or other covering, towel, cloth or other such articles used in treatment shall be clean, in good repair, and so far as is appropriate, sterile. Where these materials are not single use consumables, they shall be laundered after single use.

All hard surfaces shall be cleaned and disinfected before and after each client.

RECOMMENDED HYGIENIC EPILATION PROCEDURE

- wash hands, and nails before the session
- clean the area of skin to be treated with an alcohol swab
- open the pre-sterilised needle packet carefully, taking care not to touch the needle
- insert the needle into the electrolysis machine
- at the conclusion of the procedure, place the used needle in the sharps box
- carefully wipe the treated area of skin with an antiseptic, moisturising swab
- keep the treated skin dry.

DISINFECTANTS

Disinfectants do not sterilise, they only reduce the number of some microbes. Disinfection is needed for table tops, and general surfaces in the treatment area.

AGENT	PREPARATION	USE
Hypochlorite (Bleach)	Make up daily, dilute to 70% bleach/water.	Corrodes metal. Excellent for other materials and essential for cleaning up body fluid spillages
70% Alcohol	Do not dilute	Skin (applied via swab), table tops, metals

Sterilisation, the complete destruction of all microbes, is achieved by heating in an autoclave.

See the 'guide to infection control' for more details of cleaning and disinfection.

PERSONAL HYGIENE

Any person carrying out any special treatment must ensure that:

- # Any open boil, sore, cut or other open wound is effectively covered by a waterproof dressing
- # They do not carry out any special treatment if suffering from an acute respiratory infection
- # Hands are kept clean, and washed immediately prior to carrying out any treatment
- # They shall refrain from smoking or consuming food and drink during the course of the treatment.

CLEANLINESS

All instruments, towels, materials and equipment used in the premises shall be appropriately cleaned, disinfected and/or sterilised.

Where tables or couches are used, they shall be covered with a disposable paper sheet, which shall be changed for each client.

Tables, couches and seats shall be thoroughly cleaned at the end of each working day.

A notice/s shall be displayed in the treatment area/s informing of “No Smoking”.

FIRST AID

There must be a first aid kit on site that complies with the Health and Safety (First Aid) Regulations 1981, and it is recommended that at least one person on site holds an HSE approved Basic First Aid qualification.

PREMISES

All internal walls, doors, windows, partitions, floors and floor coverings, and ceilings shall be kept clean and in such good repair as to enable them to be effectively cleaned.

Effective pest control measures, such as pest proofing, and appropriate treatments shall be carried out, as necessary, and proper records kept.

The floor of the treatment area shall be provided with a smooth, impervious surface.

There shall be a minimum of 5m² (45 square feet) of floor space for each operator in the establishment.

All furniture and fittings in the premises shall be kept clean. Furniture in the treatment area (such as tables, couches and seats) shall be covered with a smooth, impervious surface, so that they can be effectively cleaned.

There shall be an adequate, constant supply of clean hot and cold water at a wash hand basin, soap or detergent, nailbrush, and disposable towels, which is conveniently accessible to the operators and for their sole use.

There shall be suitable and sufficient sanitary accommodation for therapists and clients.

There shall be adequate clean and suitable storage for all items, so as to avoid, as far as possible, the risk of contamination.

The premises shall be adequately lighted and ventilated. A suitable level of general lighting would be 500lux, with 1,000lux in the treatment area

Suitable and sufficient means of heating to a reasonable room temperature, appropriate to the treatment provided shall be provided.

Suitable screening to provide privacy shall be provided.

RECORD KEEPING/INFORMATION

A record shall be kept of the establishment, as follows:

Establishment name and address

Hours of operation

Owner's name and address

A complete description of all electrolysis and beauty therapy procedures performed shall be kept.

A copy of this Code of Practice shall be kept on public display.

Anyone under 16 years of age shall be accompanied by a parent/guardian who shall sign a consent form.

Every client shall read and sign a consent form, which contains details of name, address, age, medical history etc. An example is attached in Appendix 2. These forms shall be kept for a period of at least 3 years, after the cessation of current treatment, and be available for inspection at all times. This is so that alleged cases of infection can be epidemiologically studied.

Records including name, address, date and type of treatment received shall be confidentially kept for all treatments, for a period of at least 3 years after the treatment has finished. They shall be made available to the Authorised Officer upon request, and with the written consent of the client.

Any contra-indications, eg: heart conditions (such as a pacemaker), diabetes, epilepsy, etc for each treatment will be discussed with the client prior to any treatment. In cases of medical referral, the practitioner shall keep a copy of the GP's letter with the client record.

Clients to be given written information to take away about the contra-indications and risks of treatment, together with aftercare advice. See Appendix 4. This shall be noted on their record card, which they shall sign and date.

A prominently displayed Notice shall give the name, address, and phone number of the local Health Authority and Environmental Health Department, so that the public can report complaints or seek additional information.

All infections, complications or diseases involving medical intervention and resulting from any treatment under this code of practice that become known to the operator shall be reported to the:

client's GP

local Environmental Health Department.

The notification shall be made as soon as practicable.

REFUSE

The Environmental Protection (Duty of Care) Regulations 1991 impose a duty of care on waste producers to ensure that all refuse (especially clinical waste, such as used electrolysis needles, dressings and swabs) is collected and disposed of by a registered waste carrier at an approved incinerator.

A copy of the current contract for the removal of such waste, and contractor's licence and transfer notes, shall be available for inspection on the premises at all times.

Rubbish should be stored in covered receptacles and suitable arrangements should be made for its proper disposal. Sharps (eg: electrolysis needles) shall be stored in a sharps box prior to removal by a registered waste carrier.

Clinical waste bags and containers shall be coloured yellow, and be stored in a secure place whilst awaiting collection.

REGISTRATION CERTIFICATE

The registration certificate shall be conspicuously exhibited at all times to the satisfaction of the Council. It must be clearly visible by all persons

using the premises. It shall be adequately protected against theft, vandalism or defacement.

AUTHORISED OFFICERS

Authorised Officers will carry written authorisations and proof of identity, which they will produce on request. They shall be admitted during opening hours, and at any other reasonable time to all parts of the premises. They may bring with them, anyone else who is deemed necessary, for the purposes of the inspection, eg: medical practitioner.

TREATMENTS

FACE AND BODY HAIR TREATMENTS

These are designed to disguise unwanted hair growth or remove it completely.

There are two basic categories of hair removal: temporary and permanent. **DEPILATION** is the accepted term for temporary hair removal, that is, removal of hair from the skin's surface. Professional treatments would include tweezing, waxing, threading, and sugaring.

EPILATION refers to electrolysis techniques which are known to have permanent effects. Permanency can be achieved in most cases unless there are underlying medical conditions that have not been uncovered or if the client is not committed to the long term treatment plan.

TEMPORARY HAIR TREATMENTS

BLEACHING

This is a camouflage technique in which cosmetic products are applied to lighten hair growth. The active ingredient is hydrogen peroxide, which may give rise to skin irritation and prominence of bleached hair against a tanned skin.

The treatment lasts for approximately one month.

Manufacturers' instructions on contact timing and concentration of peroxide and lightening agent must be accurately followed.

Hazards

Skin irritation

Swelling

Allergic reaction

Ineffective

Chemical burn

WAXING AND SUGARING

Hazards

Folliculitis

Painful

Burning/ Scarring

- # Bleeding/ Bruising
- # Ineffective

Temperature of wax/ sugar must be checked before application and aftercare lotion and instructions for care of the skin given.

WAXING

There are 2 basic types of wax:

- # "cool/warm/honey" at applied at skin temperature
- # "hot".

They are made of different resins and waxes, and are used to remove hair from the legs. The wax solidifies and hairs become embedded in the hardening sheet of wax. As the wax is stripped off, the hairs break at the surface of the skin.

COOL wax is applied at approximately blood temperature with a disposable spatula or roller system, covered with a cotton strip, and removed manually.

HOT wax is heated applied hot with a disposable spatula and removed manually.

Waxing lasts about 4 - 6 weeks. It is generally not tolerated on the face.

SUGARING

Sugaring consists of a sugar-based paste, which is heated and spread onto the area and removed manually by pulling against the direction of the hair.

It is less painful than waxing as the sugar does not stick to the skin, only to the hair.

Sugaring lasts for between 4 - 6 weeks.

TWEEZING AND THREADING

Both methods involve pulling the hair from the follicle either singly with forceps, or en-mass with a thread that is moved quickly over the surface of the skin. The hair is caught around the thread and dislodged from its follicle.

Hazards

- # Painful

- # Bleeding
- # Hyper-pigmentation of the skin
- # Ingrown hairs
- # Infection
- # Ineffective for permanent hair removal.

Forceps (tweezers) must be sterilised and skin sanitised before treating (plucking) the area. Care should be taken not to nick the skin with forceps.

Friction should be kept to a minimum in threading.

LASER HAIR REMOVAL

This category of treatment is dealt with in the code of practice on electrotherapy.

PERMANENT HAIR REMOVAL (EPILATION)

In the UK there are three popular methods of permanently removing hair using electrical currents: galvanic (electrolysis), diathermy (electro-epilation) and a combination of the two currents, blend.

In all three methods a fine needle is inserted into each hair follicle (not the skin), to discharge minute amounts of electrical current with the aim of eliminating the blood supply to the base of the follicle. This prevents new hair from growing and takes repeated attempts, as hair grows in cycles and do not all appear on the surface at the same time.

Success also depends on skill, accuracy and current intensity to the follicle.

GALVANIC HAIR REMOVAL

This is now a dated treatment and may be referred to as “DC” (Direct Current). The galvanic hair removal machine passes current from the anode, the electrode held by the client, to the cathode - the active electrode, which is the electrolysis needle. The tissue fluids are recomposed to form sodium hydroxide, a strong alkali which dissolves areas it comes into contact with.

This is a slow method of epilation, as it takes several seconds for the chemical reaction to take place. However long term it produces effective results.

DIATHERMY (ELECTRO -EPILATION)

The most common treatment and may be referred to as AC (Alternating Current) or SWD (Short Wave Diathermy). The diathermy machine produces very high frequency alternating currents at very low current intensity.

The needle tip delivers the high frequency current, locally raising the temperature of the body tissues. This cauterises and coagulates the surrounding tissue within the follicle and is aimed at the hair root.

Diathermy removes hair quickly per session, but must be performed accurately throughout in order to achieve efficient results. This is a very popular method in salons and clinics.

BLEND

This is a combination of the above two currents. Diathermy is used to warm the follicle and act as a catalyst for the chemical reaction of the Galvanic current. The combined reaction leads to a speeding up of time needed to discharge the galvanic current. It uses the best aspects of each current and is increasingly popular.

Hazards

- # Infection -Folliculitis -swelling inflammation
- # Painful
- # Burning
- # Scarring
- # Ineffective

SAFETY PRECAUTIONS FOR ALL METHODS OF EPILATION

- # Pre-packed, single-use sterilised needles of the correct type and diameter should be used at each treatment and afterwards disposed of in Sharps boxes. Single-use needles should not be re-sterilised for further use
- # Single-use latex gloves should be worn when epilating
- # Knowledge of the chosen machine, technical skill and experience are essential in this treatment.
- # Skin preparation, topical aftercare lotion and post treatment care are vital.

SKIN APPENDAGE REMOVAL AND TELANGECTASIA

The aim is to remove unwanted appendages of the skin (papillomas, skin tags etc) and reduce thread vein or broken veins (telangectasia). A papilloma is a small benign epithelial tumour (such as a wart), consisting of an overgrowth of cells on a core of smooth connective tissue.

The treatment is carried out by directly inserting a fine needle into the skin of the area and causing a cauterisation with short wave diathermy of the tissue. Without a blood supply to nourish the area it will wither or in the case of dilated capillaries they will no longer transport blood along the affected capillary network.

Treatment of skin appendages and facial telangectasia are effective, but leg areas should be assessed for the degree of expected permanency.

Emphasis should be placed on experience of observing skin healing and diathermy dosage for various types of skin.

Re-treatment of an area should not be attempted in under 6 weeks, to allow for tissue healing.

OTHER COSMETIC TREATMENTS

EXFOLIATION

The purpose of the treatment is to remove dead skin cells, smooth fine wrinkles and rough skin. It is also known as body polishing. Apply the cosmetic product (alpha and beta hydroxy acids, and retinoic acid) to the area, then manually or mechanically massage.

Exfoliation prevents the formation of pimples and improves skin texture.

Hazards

- # Skin irritation from corrosive cosmetic products
- # Excessive rubbing or strength of chemicals on a delicate area, such as under the eyes, may develop broken blood vessels
- # Some skin conditions (such as severe acne) may be spread further through cross-infection
- # Allergic response to the cosmetic product (client and practitioner).

BODY BRONZING

The purpose of the treatment is cosmetic improvement to produce a tanned appearance.

The area to be treated (may be complete body or face, neck and shoulders) is prepared by polishing and moisturising (exfoliation), then sprayed with a fine mist (lighter to darker shades).

The treatment lasts for approximately 4-5 days.

Hazards

- # Skin irritation from corrosive cosmetic products
- # Allergic reaction
- # Uneven appearance.

BRUSH CLEANSER

An electric motor rotates a brush, which is used on the face and body to loosen and remove dead skin cells from the skin surface. It also causes erythema (reddening of the skin), due to the increased blood flow to the skin.

The treatment involves wetting the area, applying the cosmetic product, followed up with the brush treatment.

Safety precautions

- # The brush should be disinfected with a hypochlorite solution and be thoroughly rinsed before each treatment
- # The brush head should be firmly in place, so that it will not fly off during treatment
- # The brush should be moistened with sufficient detergent solution, but not enough to cause spraying
- # The entire brush surface should be in contact with the skin to give uniform pressure
- # The brush size and texture should be suitable for the area of skin being treated.

EYELASH AND EYEBROW TREATMENTS

This treatment involves the colouring of eyelashes and eyebrows.

After thoroughly cleansing the area, tinting is done to enhance fair eyelashes by darkening them with cosmetic products – usually vegetable dyes – taking care to remove any surplus from the eye lashes. Patch testing of the dye for allergic reaction is recommended at least 24hr before the treatment.

Shaping of the eyebrows with sterile tweezers achieves a well-groomed appearance.

Hazards

- # Skin irritation
- # Allergic reaction
- # Infection.

MANICURE

Treatment of the hands and fingernails. It may include a hand scrub and massage, and cut, file, soak, cuticle removal and varnish of the fingernails. Uses a variety of conventional beauty products and nail care equipment (nail file, scissors, etc).

The purpose of treatment is a cosmetic effect and to strengthen the nails.

Hazards

- # Damage from scissors and other equipment
- # Local infection.

NAIL EXTENSIONS

The application of nail extensions made from gel, fibreglass, acrylic, which are then abraded and buffed into shape.

The purpose of treatment is cosmetic improvement of the nails.

Hazards

- # Volatile solvents – fire and respiratory sensitisation
- # Damage or local infection from scissors and other equipment
- # Dust hazard during abrasion or buffing of the extensions.

WRAPPING/ENVELOPING

The objective is to detoxify and improve body shape.

The application of a body wrap consists of covering the part to be treated with hot or cold sea clay or other suitable mud or gel. The part is then bandaged with single-use textile, alternatively the bandages must be laundered after each use.

Hazards

- # Local infection
- # Skin irritation or allergy

CELLULITE TREATMENT

The aim is to reduce the amount of cellulite in an area by massage and application of cosmetic products (mask). G5 massage is an example of a proprietary cellulite treatment.

Hazards

- # Skin irritation
- # Local infection

APPENDIX 1

BLOODBORNE AND OTHER INFECTION

VIRAL HEPATITIS

Viral hepatitis is caused by several distinct viruses of which hepatitis A, B and C are the most common and well known.

As a safe working practice, it is best to assume that any client or employee may be infected with hepatitis virus, and that appropriate infection control is required. Risk assessment will identify what specific action is required.

HEPATITIS A

This was formerly known as infectious hepatitis. It is normally transmitted by the faecal-oral route, and is rarely transmitted by blood. It has an incubation period of about four weeks, and is a common infection in conditions of poor sanitation and overcrowding. Certain foods, notably shellfish, have also been linked with this infection.

HEPATITIS B

This is spread by contact via infected blood and body fluids. The virus infects either by penetration of the skin with infected needles, razors, etc, or contact with broken skin from contaminated apparatus or surfaces. It has an incubation period of six weeks to six months.

Hepatitis B is extremely infectious; a small pin-prick with a contaminated instrument is sufficient to transmit infection. Blood does not need to be visible on an instrument for it to be infectious.

It has a significant mortality rate, and can cause cancer of the liver. It also can lead to a chronic carrier state, often with a fatal outcome. Lack of history in a client will not therefore mean no risk to the practitioner, because of the carrier state.

Hepatitis B infection is reportable to the local authority EHO, if infection occurs during the course of work.

HEPATITIS C

This is a recently-described virus which, like Hepatitis B, causes acute hepatitis and may lead to chronic liver disease and death. It is also transmitted by blood, and can be avoided by using the same procedures as those used for Hepatitis B. Recent medical research indicates considerable frequency of asymptomatic carriers of hepatitis C.0

HIV and AIDS

AIDS (Acquired Immune Deficiency Syndrome)/ HIV infection results from the transfer of the HIV virus in the blood or serum of an HIV infected person. The virus severely damages the body's natural defence system, and the body is susceptible to other infections and cancers which rarely affect other people.

HIV is difficult to pass from person to person; the manner of transmission is similar to Hepatitis B. The risk comes, therefore, from the accidental inoculation or contamination of a cut or abrasion with the blood or body fluids of an infected person. This can happen in electrolysis, through an HIV contaminated needle, the source being either a patient or the therapist. Thus infection control is highly important, both of the hygienic practices of the practitioner, and the effective sterilisation of needles and equipment.

The HIV virus is not very strong and does not survive for long in the open. It cannot withstand heat or the recommended disinfectants. The same precautions of disinfection and sterilisation (in combination) which are used to combat Hepatitis B (which is a stronger virus), are sufficient to prevent the spread of AIDS.

PRACTICAL IMPLICATIONS

The following precautions shall be noted:

- # Cover exposed cuts and abrasions, especially on the hands, with waterproof dressings
- # NEVER use needles, equipment, instruments. etc. on more than one client, unless sterilised between clients
- # NEVER use unsterilised needles on any client
- # If you believe you are a carrier of Hepatitis B, HIV or have AIDS it is recommended that you cease this type of work. Further information should be sought from your doctor, or from one of the specialist information and support services.

- # Take care to prevent puncture wounds, cuts and abrasions from used needles, razors or glassware
- # Record any puncture wound or contamination of broken skin, mouth or eyes.

NEEDLESTICK INJURIES: FIRST AID

Where a needlestick injury occurs take the following steps:

- # encourage the puncture to bleed
- # wash under cold running water, without soap
- # cover with a dry dressing
- # seek medical advice as soon as possible at the accident and emergency department of the local hospital - a protective injection can be given against hepatitis B (but not hepatitis C). This must be done within 48hr of the injury taking place. Treatment is also available to minimise risk of infection by HIV
- # report the incident to the employer (if applicable)
- # the employer must record the details and investigate the incident to find out how it could have been prevented.

If an infection occurs as a result of the incident, it should be reported to the environmental health officer (see RIDDOR regulations).

APPENDIX 2 CONSENT FORM

NAME OF PREMISES
ADDRESS OF PREMISES

LOCAL AUTHORITY REGISTRATION NO:

I hereby declare that I give (full name of therapist my full consent to (treatment).....
.....

The information given below is true to the best of my knowledge:

I have had/currently suffer from the following:

Condition	no/yes	when
Heart condition/pacemaker		
Epilepsy		
Haemophilia		
HIV/Hepatitis		
High blood pressure		
Diabetes		
Skin condition eg: psoriasis		
Allergies eg: nickel, plasters		
Taking blood thinning medication, eg: aspirin		
Concurrent) Drug treatments, such as antihistamines, which often have a depressant effect on the brain, steroids and aspirin		
Implants, as a result of surgery/artificial joints		
Psychiatric disorders		
Radiotherapy		
Seizures, eg: epilepsy		
Surgical procedures		
Pregnancy		

I understand that no form of anaesthetic will be used in the procedure

I will follow the verbal and written aftercare instructions, which have been given to me.

Print full name
Address

Age

Signature of client

Date

APPENDIX 3

CONTRA-INDICATIONS

ELECTRICAL BEAUTY THERAPY TREATMENTS

The operator shall discuss the client's medical history and ask whether he has suffered from the following:

Heart disorders, such as angina
Abnormal pulse rates
High or low blood pressure
Varicose veins and highly vascular skin conditions
Skin lesions such as:
Bruises
Scar tissue
Inflammation
Pustules
Excessively loose, fragile or hypersensitive skins
Facial treatments:
Asthma
Migraine
Sinus disorders
Neuritis
Neuralgia
Much metalwork in teeth
Dentures

Where any of the above conditions exist, or there is a past history, written authorisation from the client's doctor is required.

APPENDIX 4
RECORD OF PRACTITIONERS

A record shall be kept of every practitioner as follows:

Name and address of establishment	
Tel no. Of establishment	
Name of practitioner	
Address of practitioner	
Gender	
Home tel. No., Mobile tel. No.	
Exact duties	
Qualifications	
Attach current passport photo	

APPENDIX 5

AFTERCARE ADVICE FOR EPILATION, WAXING, TWEEZING, THREADING, SUGARING AND SKIN APPENDAGE REMOVAL

After treatment, the following advice is to be given:

- # Use an anti-septic lotion after treatment, which should be left undisturbed for the rest of the day
- # Apply the lotion with clean cotton wool each time, to avoid cross infection
- # Avoid other treatments, applications or make-up on the treated area for at least 48hr after treatment
- # Avoid heat treatment for at least 48hr after treatment, ie: hot baths, sauna, sunbeds or sunbathing
- # A shower is preferable to a bath, dab the treated area dry (rather than rubbing with a towel)
- # Avoid smoking, strenuous exercise and swimming for several hours after the treatment.

Appendix 6

RECOGNISED ASSOCIATIONS

BABTAC
Administration office
BABTAC House
70 Eastgate
GLOUCESTER
GL1 1NQ
tel: 01452 421114

British Association of Electrolysis Ltd,
2a Tudor Way
Hillingdon
Uxbridge
UB10 9AB
tel: 01895-239966

Guild of Complementary Practitioners
Liddell House
Liddell Close
Finchampstead,
Berkshire
RG40 4NS
tel: 0118-973-5757

Guild of Professional Beauty Therapists Ltd, Guild House, PO Box 310,
Derby, DE23 9BR
tel: 01332 771714
fax: 01332 771742

Hairdressing & Beauty Industry Authority
3 Chequer Road
Doncaster
South Yorkshire
DN1 2AA
tel: 01302 342837

Institute of Electrolysis Ltd
PO Box 5187
Milton Keynes
MK4 2ZF

tel: 01908 521511

e-mail: institute@electrolysis.co.uk

RECOGNISED QUALIFICATIONS

There are a wide variety of qualifications, at different levels. These include:

- # Higher national diploma in beauty therapy
- # National diploma in beauty therapy
- # NVQ level 3 in beauty therapy

Examining bodies include:

- # City and Guilds
- # CIBTAC

APPENDIX 7 **SUPPORTING INFORMATION**

LAW

Business operators shall familiarise themselves with the following legislation:

THE HEALTH AND SAFETY AT WORK ETC ACT 1974

This requires employers and self-employed people to ensure the health, safety and welfare of persons attending their businesses.

ELECTRICITY AT WORK REGULATIONS 1989

All portable electrical appliances used within the premises are to be maintained regularly in accordance with the Electricity at Work Regulations 1989.

HEALTH AND SAFETY (FIRST AID) REGULATIONS 1981

There must be a first aid kit on site that complies with the Health and Safety (First Aid) Regulations 1981 under the control of a responsible person.

THE CONTROLLED WASTE REGULATIONS 1992

Ensure that all clinical waste (ie: dressings, swabs and used needles) is collected and disposed of by a registered waste carrier in an approved incinerator.

THE MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999

The business operator shall carry out, and implement the findings of, a workplace risk assessment of the business as required by the Management of Health and Safety at Work Regulations 1999.

The outcome of the risk assessment must be used to implement safe working practices.

DISABILITY DISCRIMINATION ACT 1995

Access should be provided for disabled people at the premises.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS

Chemicals and biohazard substances, eg: disinfectants, body fluids, contaminated equipment and wastes etc, shall be assessed in accordance with the requirements of these regulations (SI 1999/437 at the time of writing, but subject to regular update).

The outcome of the risk assessment must be used to implement safe working practices.

MAINTENANCE

The following points must be adhered to:

- # All systems, eg: fire safety equipment, boilers, electrical equipment, etc, provided in the premises shall be maintained regularly by competent persons, and records kept
- # All equipment used in connection with special treatments shall be serviced/maintained in accordance with the manufacturers/suppliers recommendations, and records kept

NUISANCE/COMPLAINTS

The responsible person shall ensure that there is no noise or other type of nuisance arising from the operation of the business.

PEOPLE WITH DISABILITIES

Access should be provided for disabled people at the premises. Business operators are reminded of their duties under the Disability Discrimination Act 1995.

ELECTRICITY

The business operator shall ensure that all portable electrical appliances used within the premises are maintained regularly in accordance with the Electricity at Work Regulations 1989. Records of this maintenance must be available on the premises.

The business operator shall ensure that the fixed electrical installation is inspected by a competent electrical engineer and a copy of the current certificate is available at the premises.

FIRE PRECAUTIONS

The following precautions need to be noted:

- # All fire exits, staircases and other means of escape shall be kept unobstructed, immediately available, and clearly signed, in accordance with the council's requirements, and any requirements of the fire authority
- # All fire-resisting and smoke stop doors shall be maintained self-closing, and shall not be secured open
- # All exit doors shall be available for access and egress whilst the public are on the premises
- # A notice(s) reading "No Smoking" shall be prominently displayed within the treatment area

END

Revision record

date	originator	note
25 Sep 00	BAELtd	re-organise focus on skin-piercing hazards
28 Sep 00	IoE - JAJones	revise text on <ul style="list-style-type: none">• training/competency• depilation/epilation
13 Oct 00	DD	reorganise text