

# Nottinghamshire's Hygiene Accreditation Scheme

## Written Procedures Guidance Document

To achieve a Level 5 rating ('Excellent') in accordance with Section 30 of the Rating Schedule, the proprietor must produce written procedures proportionate to the size of their undertaking. The procedures should contain specific information related to the business and give a proportionate level of detail considering what, who, when, how and why.

These procedures should be reviewed **annually**.

The information below provides detail and examples from the [CIEH's Tattooing and Body Piercing Guidance toolkit](#) which can be used to prepare your written procedures.

Section Requirement	Title	CIEH Tattoo and Body Piercing Toolkit Section
30 (a)	Hand washing procedure	Hand washing procedure can be taken from <b>Page 16</b> of the Toolkit. A Hand Wash Poster is available on <b>Page 63</b> .
30 (b)	Cleaning policy, rotas and cleaning schedule	<b>Page 49</b> of the toolkit contains examples of what information to put in your policy. Further information related to this is available on <b>Page 26</b> .
30 (c)	Decontamination procedures	<b>Page 52</b> of the toolkit provides information about decontamination procedures. Information and staff training is available on <b>Pages 30 to 34</b> . <b>Page 53</b> provides information on the standard for equipment sterilization.
30 (d)	Management of waste and sharps	<b>Pages 24, 25 and 45</b> provide information on waste disposal and sharps. Information on waste disposal records including details/contracts of the company that takes general / clinical waste and any waste transfer notes can be found on <b>Page 48</b> .
30 (e)	Management of blood and bodily fluid spillages including the provision of spill kits	<b>Page 47</b> provides information on management of blood and bodily fluid spillages including the provision of spill kits.
30 (f)	Emergency operating procedures for clients undergoing treatment including the provision of first aid;	<b>Page 46</b> of the toolkit provides information on emergency operating procedures for clients undergoing treatment including the provision of first aid.
30 (g)	Use of personal protective equipment (PPE)	<b>Page 18</b> of the toolkit provides information on personal protective equipment (PPE) and risk assessments
30 (h)	Needle stick injury procedures	<b>Page 46</b> provides information on needlestick injury procedures
30 (i)	Immunisation of all operators	<b>Pages 42 and 44</b> provide details about immunisation of all operators

## **Product Log**

In accordance with Section 26 of the Rating Schedule, the proprietor must implement a suitable system which will enable inks, needles, instruments, jewellery, materials or equipment which are required to be sterile before use, to be traced from the client to the manufacturer. A suitable system must be implemented in order to achieve a minimum of a “4” rating.

To assist the proprietor in devising this system, a **product log** template has been created and is available at the end of this document.

## **Staff Training and Similar Records**

Evidence that all operators at the premises have been trained in these written procedures must be retained in accordance with Section 31 of the Rating Schedule.

Staff training records should be kept onsite, as well as health and safety records such as risk assessments, an accident/incident book and a log book with details of regular equipment checks and any maintenance carried out.

These records may be kept electronically but must be available upon request.

## **Insurance**

Section 32 requires the proprietor to ensure a form of Public Liability Insurance is in place for all treatments provided at the premises. The proprietor shall retain and produce a Public Liability Insurance Certificate as proof of this insurance.

Where self-employed operators are within the premises, the proprietor must ensure these operators are appropriately covered by the Public Liability Insurance Policy of the premises or their own insurance policy.

## **Audit of Policies and Practices**

In accordance with Section 33, the proprietor must have procedures in place to audit and review their practices and the implementation of their policies and procedures on an annual basis. Evidence of an audit and any resulting actions plans shall be retained and made available to the Local Authority upon request. This must be carried out to ensure the premises achieve a score of ‘5’ (Excellent).

To assist the proprietor in undertaking this audit, an audit tool has been created. Completion of the audit tool will satisfy the requirement under Section 33.

The practices and procedures implemented at the premises should be monitored on a regular basis by the proprietor, not only to ensure practice is up to date and evidence based, but for quality purposes too.

By having up-to-date written policies and procedures, documentation of staff training and proof of written and evidence that procedures are being followed, the proprietor and the Local Authority can be reassured that quality standards are being maintained. This is also useful when questions are asked by other professionals and clients, particularly in the event of a complaint.

