

# Nottinghamshire's Hygiene Accreditation Scheme

## Scheme Rules & Rating Schedule

Introduction .....	1
Application Process.....	2
Ratings .....	2
Inspection and Participation in the Scheme .....	3
Inspection Frequency and Fee.....	4
Re-rating .....	5
Withdrawal .....	6
Scheme Review .....	6
Appendix 1 – Rating Schedules .....	7

## Introduction

- 1) Nottinghamshire's Hygiene Accreditation Scheme (HAS) is a scheme set up to improve and maintain hygiene and safety standards primarily within the tattooing and cosmetic piercing industry.
- 2) The scheme aims to:
  - a. Improve and maintain hygiene standards within the industry;
  - b. Provide members of the public with information, to enable them to make an informed choice about where to have their treatments;
  - c. Minimise the risk of infection and infectious disease arising from treatments associated with the industry;
  - d. Enable businesses within the industry to design their work processes to prosper and promote their business;
- 3) The scheme has been designed by Environmental Health Practitioners from eight Local Authorities within Nottinghamshire, following consultation with tattoo and cosmetic piercing practitioners in the local area.
- 4) Businesses offering the following treatments can apply to join the scheme:
  - a. **Tattooing;**
  - b. **Semi-permanent make up and;**
  - c. **Cosmetic body piercing.**
- 5) The scheme assesses the hygiene performance of the participating premises against criteria (known as the 'Rating Schedule') based around good hygiene and safety practice. The scheme does not seek to assess or reflect the skill or quality of artwork or treatment displayed by any business or practitioner and is only concerned with hygiene and safety performance.

The Rating Schedule has been devised using nationally recognised guidance including the Tattoo and Body Piercing Toolkit, produced by the Chartered Institute of Environmental Health (CIEH).

The Rating Schedule for the scheme is available at [Appendix 1](#).

Please note there are additional requirements contained within the CIEH Tattoo and Body Piercing Toolkit and other sources of information which are not contained within the rating schedules which businesses may be required to comply with in order to fulfil their legal responsibilities. The rating awarded is based upon an assessment of hygiene and safety performance against the rating schedule requirements only.

- 6) Persons carrying on the business of the above treatments must be registered with the Local Authority under the Local Government (Miscellaneous Provisions) Act 1982. The premises at which this business is carried on must also be registered.

Registration in accordance with the above act is a condition of entry to participate in the scheme.

- 7) Participation in the scheme is voluntary. An application to be included within the scheme constitutes acceptance of the scheme rules, as contained within this document. Participants may withdraw from the scheme at any time (see 'Withdrawal').
- 8) This scheme is to be adopted and implemented by Local Authorities.

## Application Process

- 9) Where businesses wish to participate in the scheme, they shall apply through completing the application form and payment of the appropriate fee. Please note, cash or cheque is not accepted.

**The scheme shall only apply to the premises undertaking treatments included within the scope of the scheme and not to individual proprietors or operators at these premises.**

- 10) The application shall be completed in full by the '*proprietor*' to the best of their knowledge and submitted to the Local Authority with the appropriate fee (see 'Inspection Frequency and Fee'). The *proprietor* means a person registered under sections 14(1) or 15(1) of the Act and be in overall control of the business.

## Ratings

- 11) The hygiene and safety performance is assessed and assigned a rating (known as a 'rating band') between '0' ('Urgent Improvement Required') and '5' (Excellent). The rating bands are as follows:

- '0' – 'Urgent Improvement Required'
- '1' – 'Major Improvement Required'
- '2' – 'Improvement Required'
- '3' – 'Satisfactory'
- '4' – 'Very Good'
- '5' – 'Excellent'

All criteria set for a rating band must be met to achieve that rating band i.e. to achieve a '5' rating; all clauses within bands '1' to '5' must be achieved.

## Inspection and Participation in the Scheme

- 12) Proprietors have the opportunity to request assistance from the Local Authority before the initial inspection to facilitate compliance with the rating schedule. Proprietors are encouraged to seek assistance from their Local Authority and implement practices required by the schedules in advance of the initial inspection. For this reason, proprietors should allow sufficient time before submitting the application to the Local Authority.
- 13) Upon receipt of the application, the Local Authority shall arrange to visit the premises to determine compliance with the requirements of the scheme as defined within the rating schedule. The inspecting officer reserves the right to undertake an unannounced inspection for this purpose.
- 14) The Local Authority will endeavour to visit the premises within one month from receipt of the application form. This may be unannounced.
- 15) All areas used for and ancillary to the provision of treatments within the premises shall be inspected during the initial inspection.
- 16) The inspecting officer from the Local Authority shall ascertain information during the inspection to determine an appropriate rating.
- 17) The Local Authority reserves the right to request information from participants at any time to enable them to review the rating applied to that premises.
- 18) Once the rating has been determined, the Local Authority shall provide the inspection findings and confirmation of the rating to the proprietor of the business in writing.
- 19) In addition to the inspection findings, the Local Authority shall provide the proprietor of the business a certificate and window sticker confirming the date of the inspection and the rating achieved. A new certificate and/or window sticker will be issued to the proprietor following an inspection to assess compliance with the schedule.
- 20) The certificate and window sticker will state the following information:
  - a. Name and address of the business;
  - b. The rating level achieved during the most recent inspection;
  - c. The name of the Local Authority issuing the rating;
  - d. The date on which the inspection was carried out;
  - e. The proposed re-inspection date (recorded as the month and year)
- 21) The proprietor may display the certificate and window sticker within the premises to which the rating relates and cite this rating within any advertising material.
- 22) The Local Authority may display the rating achieved by the business and the date at which this rating was achieved within their webpages. Only premises within the Local Authority boundary who have applied to participate in the scheme shall be displayed.

- 23) The certificate and window sticker remain the property of the Local Authority and must be returned upon demand.
- 24) Once the Local Authority has confirmed the rating achieved in writing to the proprietor of the business, the rating achieved shall remain valid for the period defined within the inspection frequency for that rating band (see “Inspection Frequency and Fee”) unless the proprietor applies for a re-inspection (see “re-rating”) or withdraws from the scheme (see “Withdrawal”).
- 25) Where a rating is no longer considered valid or is, in the opinion of the Local Authority misused or misrepresented, the Local Authority may at its discretion either re-rate the premises and issue a new certificate and/or window sticker or, if it deems it appropriate, remove the premises from participating in the scheme. This is in addition to any enforcement action which the Local Authority may feel appropriate to take under any other legislation.
- 26) Where enforcement action has been taken against a business, the Local Authority may, at its discretion, prohibit the business from further participation in the scheme.
- 27) Where complaints or allegations are received about hygiene or safety practices at a business who is participating in the scheme, the Local Authority reserves the right to visit unannounced and investigate.

As part of this intervention, the Local Authority may re-rate the premises and take appropriate action where the rating previously achieved, no longer applies. This may involve altering or removing the rating. If the rating changes in this instance, the business shall not be charged for this re-rating.

Where the business is dissatisfied with the amended rating, the business shall request a re-rating and pay the appropriate fee (see below).

- 28) The Local Authority reserves the right to visit any premises which participates in the scheme, at any reasonable time to ensure the standards achieved are being maintained. The Local Authority may visit unannounced. The business shall not be charged for this visit.
- 29) Failure to re-apply or notify the Local Authority of their intention to remain or withdraw from the scheme within a reasonable timescale will result in the business being removed from the scheme.

## Inspection Frequency and Fee

- 30) The following inspection frequency will apply for the respective rating bands determined following the initial inspection:

Rating	Inspection Frequency
0 & 1	6 months
2 & 3	12 months
4 & 5	12 months

31) The rating shall apply for one year from the date at which the rating is granted by the Inspecting Officer of the Local Authority. This will be confirmed by the Local Authority in writing.

32) The following fees shall apply:

Intervention	Fee
Application and Initial Inspection	£140 (inc VAT)
Request for Re-inspection and re-rating	£80 (inc VAT)
Renewal Fee	£140 (inc VAT)

33) Where the business wishes to continue within the scheme, the proprietor shall re-apply using the application form and pay the renewal fee one year from the rating being granted.

34) Once the fee has been received and the inspecting officer has undertaken a visit and the rating has been awarded, the fee is no longer refundable.

35) The fees required to register under the Local Government (Miscellaneous Provisions) Act 1982 are mandatory and do not automatically qualify you to have membership to the Hygiene Accreditation Scheme (HAS).

## Re-rating

36) Where the proprietor considers the achieved rating no longer applies, the proprietor may apply to the Local Authority to be re-rated using the application form on Nottingham City Council's website.

37) Upon receipt of the re-rating application, the Local Authority shall confirm receipt of the form by telephone or email directly with the proprietor within 14 days.

38) The Local Authority shall process the application for a re-rating, take the fee and arrange to inspect the premises to determine the most appropriate rating for the premises. Following the inspection, the inspection findings and rating shall be communicated to the proprietor in writing.

39) This rating achieved during the re-visit shall apply until the next inspection is due as determined by the inspection frequency for that rating band unless the proprietor withdraws from the scheme (see "Withdrawal").

40) Only one application for a re-rating shall be accepted within any 12 month period.

41) Where the Local Authority is unable to carry out a re-rating inspection within a reasonable time for any reason, this shall be communicated to the proprietor.

## Withdrawal

- 42) Where a business no longer wishes to participate in the scheme, the proprietor shall write to the Local Authority informing them of their wish to withdraw from the scheme enclosing the certificate and window sticker issued by the Local Authority.
- 43) The proprietor shall ensure that any advertising material identifying the rating and membership of the scheme is amended or withdrawn from the date that it notifies the Local Authority of its wish to withdraw from the scheme.
- 44) If the business wishes to withdraw but the Local Authority has already undertaken an inspection of the premises for the purposes of participation in the scheme and the rating has been confirmed, the fee is not refundable.

## Scheme Review

- 45) The scheme shall be reviewed by the Local Authority on a periodic basis to ensure the aims of the scheme are fulfilled and the scheme is fit for purpose.

# Appendix 1 – Rating Schedules

## Definitions

For the purpose of this rating schedule, the following definitions shall apply:

“The Act”	means the Local Government (Miscellaneous Provisions) Act 1982;
“client”	means any person undergoing treatment;
“operator”	means any person giving treatment, including a proprietor;
“premises”	means any premises registered under section 15(2) of the Act;
“proprietor”	means any person registered under section 15(1) of the Act and the person in overall control of the treatments undertaken at the premises;
“treatment”	means any operation of tattooing, semi-permanent skin colouring or cosmetic piercing;
“the treatment area”	means any part of the premises where treatment is given to clients;



## **Rating Level “0” – “URGENT IMPROVEMENT REQUIRED”**

Any premises not achieving all of the requirements of Rating Level 1 shall be rated as Level 0.

## **Rating Level “1” – “MAJOR IMPROVEMENT REQUIRED”**

To achieve a rating of Level 1, the premises must achieve **all** of the following requirements:

### **Cleanliness of Premises and Fittings**

1. For the purpose of securing the cleanliness of premises and fittings therein, the proprietor shall ensure that:-
  - (a) any internal wall, door, window, partition, floor, floor covering or ceiling is kept clean and in such good repair as to enable it to be cleaned effectively;
  - (b) any waste material, or other litter arising from treatment is handled and disposed of in accordance with relevant legislation and guidance as advised by the Local Authority;
  - (c) any furniture or fitting in premises is kept clean and in such good repair as to enable it to be cleaned effectively;
  - (d) any table, couch or seat used by a client in the treatment area which may become contaminated with blood or other body fluids, and any surface on which a needle, instrument or equipment is placed immediately prior to treatment has a smooth impervious surface which is disinfected—
    - i. immediately after use; and
    - ii. at the beginning of each working day.
  - (e) Where any table, couch, or other item of furniture used in treatment is not capable of being cleaned effectively, it shall be covered by a disposable paper sheet or other suitable disposable material which is changed for each client;
  - (f) No eating or drinking shall be permitted in the treatment area with the exception of drinks in a disposable receptacle.
2. The proprietor shall ensure that treatment is given in an area(s) used solely for giving treatment.
3. The proprietor shall ensure that the floor of the treatment area is provided with a smooth impervious surface.

### **Cleansing and so far as is appropriate, the sterilisation of needles, instruments, jewellery, materials and equipment**

4. For the purpose of securing the cleansing and, so far as is appropriate, the sterilisation of instruments, jewellery, materials and equipment used in connection with the treatment, an operator shall ensure that—
  - (a) any gown, wrap or other protective clothing, paper or other covering, towel, cloth or other such article used in treatment—



- i. is clean and in good repair;
  - ii. has not previously been used in connection with another client unless it consists of a material which can be and has been adequately cleansed.
- (b) any needle or other instrument used to break the skin, in contact with a break in skin or mucous membrane is sterile;
  - (c) any instrument used to hold any needle or other piercing instrument is sterile;
  - (d) any instrument which comes into contact with a break in skin or mucous membrane is sterile
  - (e) any jewellery used for cosmetic piercing is sterile;
  - (f) any dye used for tattooing or semi-permanent skin-colouring is sterile and inert at first use and used within the shelf life of the product;
  - (g) any container used to hold dye for tattooing or semi-permanent skin-colouring is either disposed of at the end of each treatment or is cleaned and sterilised before re-use.
  - (h) any needle, instrument used to hold a needle or any instrument which comes into contact with a break in the skin or mucous membrane is suitably stored after treatment;
  - (i) any needle, instrument used to hold a needle or any instrument which comes into contact with a break in the skin or mucous membrane is disposed of in accordance with relevant legislation and guidance as advised by the Local Authority unless it is to be sterilised;
5. For the purpose of securing the cleansing and, so far as is appropriate, the sterilisation of instruments, materials and equipment used in connection with the treatment, a proprietor shall provide—
- (a) adequate facilities and equipment for—
    - i. cleansing; and
    - ii. sterilisation unless only pre-sterilised, disposable items are used.
  - (b) an adequate and constant supply of clean hot and cold water on the premises;
  - (c) clean and suitable storage which avoids contamination of the articles, needles, instruments and equipment.

### **Cleanliness, Personal Hygiene and Safety of Operators**

6. For the purposes of securing the cleanliness of operators, the proprietor shall ensure that an operator—
- (a) keeps their hands and nails clean and nails short;
  - (b) keeps any open lesion on an exposed part of the body effectively covered by an impermeable dressing;
  - (c) wears well fitting, powder free disposable gloves that have not previously been used with another client;
  - (d) wears a gown, wrap or protective clothing that is clean and washable, or a disposable covering that has not previously been used in connection with another client;
  - (e) cover or tie back hair that naturally falls across the face.

7. For the purposes of securing the cleanliness of operators, the proprietor shall provide—
  - (a) suitable and sufficient washing facilities appropriately located for the sole use of operators, including an adequate and constant supply of clean hot and cold water, soap or detergent; and
  - (b) suitable and sufficient sanitary accommodation for operators.
8. The proprietor shall draft and maintain a register of all operators working at the premises which shall include a photograph of the operator and their date of birth.

### **Rating Level “2” – “IMPROVEMENT REQUIRED”**

To achieve a rating of Level 2, the premises must achieve **all** of the requirements within Rating Level 1 and all of the following requirements:

#### **Cleanliness of Premises and Fittings**

9. For the purpose of securing the cleanliness of premises and fittings therein a proprietor shall ensure that:-
  - (a) Animals, except for assistance animals are prohibited from the treatment area;
  - (b) a suitable system is implemented to prevent cross contamination by cleaning equipment such as mops and cloths;

#### **Cleansing and so far as is appropriate, the sterilization of needles, instruments, jewellery, materials and equipment**

10. For the purpose of securing the cleansing and, so far as is appropriate, the sterilisation of instruments, jewellery, materials and equipment used in connection with the treatment, an operator shall ensure that—
  - (a) Petroleum jelly, creams or similar products which are applied to the clients skin are applied from single-use sachets, or are dispensed in a manner which will prevent contamination;
  - (b) Single use razors are used (where razors are required);
  - (c) The client’s skin is prepared using a 70% alcohol impregnated single use swab;
  - (d) Tattoo machines/motors and clip cords are covered with plastic which is renewed between clients and is disposed of appropriately;
  - (e) Elastic bands or needle runners are changed between clients and are disposed of appropriately;
  - (f) Tattoo stencils and marker pens are single-use and are appropriately disposed of after use;
  - (g) Plastic film wrap (or a suitable equivalent) used to cover tattoos is clean and used straight from the pack.

## **Cleanliness, Personal Hygiene and Safety of Operators**

11. For the purposes of securing the cleanliness of operators, the proprietor shall ensure:-
  - (a) operators do not wear wrist watches, stoned rings or other wrist jewellery whilst undertaking treatments;
  - (b) non-hand operated lidded bins are utilised as waste receptacles in treatment areas;
  - (c) paper towel is accessible from a wall mounted dispenser adjacent to the wash hand basin(s);
  - (d) wash hand basin(s) are fitted with a waterproof splash back;
12. The proprietor shall ensure that:-
  - (a) operators wear disposable, well fitting, powder free gloves that conform to EN374-1:2003 or EN374-2 which display a 'CE Mark';
  - (b) operators have access to one or more alternative glove where Natural Rubber Latex (NRL) is used;
  - (c) operators do not wear Natural Rubber Latex (NRL) gloves for procedures involving petroleum based lubricants;
13. The proprietor shall ensure that waste receptacles for sharps, conforming to UN3291 and BS7320 are available for use at all times by all operators.

## **Documentation**

14. The proprietor shall ensure that all clients having treatments sign a consent form which shall include:-
  - (a) The full name, date of birth and address of the person having treatment;
  - (b) An assessment of medical history of the person having treatment;
  - (c) The name and signature of the operator carrying out the treatment;
  - (d) A description of the treatment given including area of the body;
  - (e) A declaration that the risks and complications of the treatment have been explained to the client.

The completed consent forms shall be retained by the proprietor and be made available to the Local Authority upon request.

## **Equipment Safety**

15. Where used, the proprietor shall ensure that all sterilisation and cleaning equipment (such as autoclaves and ultrasonic cleaners) are operated in accordance with the manufacturer's instructions.
16. Where sterilisation and cleaning equipment is used, the proprietor shall ensure:-

- (a) All sterilisation equipment is serviced in accordance with manufacturer's instructions and maintained at manufacturer specified intervals and periodically tested by the operator to ensure its efficient operation;
- (b) A valid certificate of insurance for all steam sterilisers as required by the Pressure Systems Safety Regulations 2000 shall be available upon request by the Local Authority;
- (c) The manufacturer's instructions for all sterilisation and cleaning equipment shall be at the premises at all times and available to the Local Authority upon request.

### **Competence of Operators**

17. All operators shall be able to demonstrate their competence in their undertakings, namely:
- (a) Hand washing procedures;
  - (b) Decontamination procedures;
  - (c) Management of waste and sharps;
  - (d) Use of personal protective equipment (PPE);
  - (e) Procedures in the event of a needle stick injury;
  - (f) Procedures in the event of a blood or bodily fluid spillage.

### **Rating Level "3" – "SATISFACTORY"**

To achieve a rating of Level 3, the premises must achieve **all** of the requirements within Rating Levels 1 and 2, and all of the following requirements:

### **Cleanliness, Personal Hygiene and Safety of Operators**

18. The proprietor shall ensure that arrangements are in place to ensure the collection and safe disposal of hazardous and offensive waste (where applicable) from the premises by a licenced waste contractor in accordance with relevant legislation.

### **Documentation**

19. For the purposes of controlling the spread of infection, a proprietor shall maintain a record of all clients treated in the premises in accordance with current data protection legislation, which shall record:-
- (a) Name of the client;
  - (b) Address of the client;
  - (c) Date of birth of the client;
  - (d) Nature of treatment (consultation, initial appointment, follow up appointment etc);
  - (e) Relevant medical history, health related questions and assessment including contraindications to treatment;
  - (f) Name of the operator giving the treatment.

This must be made available at the premises and available to the local authority upon request.

20. The proprietor shall ensure that all clients are provided with verbal and written aftercare advice that can be taken with them following the treatment. The written aftercare advice shall be in accordance with the sample aftercare forms within the CIEH toolkit.

### **Equipment Safety**

21. For the purpose of ensuring the safety of operators, the proprietor shall ensure the following documents are retained and accessible to all operators:-
  - (a) Material safety data sheets for all inks used at the premises;
  - (b) Batch numbers and/or invoice information of inks used at the premises;
  - (c) Batch numbers and/or invoice information of all needles used at the premises.

The information required above shall be made available to the Local Authority upon request.

22. The proprietor shall ensure that any records of maintenance, servicing, testing and operating cycles must be retained at the premises until the date falling six months after the equipment is destroyed or disposed of.
23. The proprietor shall ensure that all jewellery used in treatment is compliant with the current EU Nickel Directive.

### **Rating Level “4” – “VERY GOOD”**

To achieve a rating of Level 4, the premises must achieve **all** of the requirements within Rating Level 1, Level 2, Level 3 and all of the following requirements

### **Cleanliness of Premises and Fittings**

24. For the purpose of securing the cleanliness of premises and fittings, the proprietor shall ensure that a documented cleaning schedule is implemented, maintained and regularly reviewed where there is more than one operator.

### **Cleanliness, Personal Hygiene and Safety of Operators**

25. The proprietor shall ensure that non-hand operated taps are installed at all hand wash basins in the treatment area.

### **Documentation**

26. The proprietor shall ensure that all operators utilise a client record, compliant with the requirements of Level 2 and 3 respectively which also includes the following:-

- (a) A record of the brand and batch number of all inks used in the treatment;
- (b) A record of the brand and batch number of any needle, instruments, jewellery, materials or equipment which are required to be sterile before contact with the client's skin.

**OR**

The proprietor shall implement an equally 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.

- 27. The proprietor shall ensure that all operators verify the date of birth for all clients having a tattoo or body piercing on any genital area including nipples, using an approved identity document e.g. photo card drivers licence, passport or proof of age card bearing the PASS hologram. A copy of the approved identity document shall be attached to the client consent form.

### **Rating Level “5” – “EXCELLENT”**

To achieve a rating of Level 5, the premises must achieve **all** of the requirements within Rating Level 1, Level 2, Level 3, Level 4 and all of the following requirements

#### **Immunisation**

- 28. All operators shall undergo a full course of Hepatitis B vaccine unless the operator has refused. Where the operator has refused, the proprietor shall prepare and require the signature on a disclaimer/waiver form by the operator.
- 29. The proprietor shall ensure that a record of the vaccination status of every operator is retained and available upon request by the Local Authority.

#### **Management System**

- 30. Where there is more than one operator, the proprietor shall produce written procedures, proportionate to the size of their undertaking, which includes:
  - (a) Hand washing procedure;
  - (b) Cleaning policy and rota;
  - (c) Decontamination procedures;
  - (d) Management of waste and sharps;
  - (e) Management of blood and bodily fluid spillages including the provision of spill kits;
  - (f) Emergency Operating procedures for clients undergoing treatment including the provision of first aid;
  - (g) Use of personal protective equipment (PPE);
  - (h) Needle stick injury procedures;
  - (i) Immunisation of all operators.

31. The proprietor shall ensure that evidence to demonstrate that all operators and any other persons involved in the maintenance of hygiene and safety standards associated with the treatment process have been suitably trained in the written procedures required by requirement 30. This shall be retained on site and be available upon request by the Local Authority.

### **Insurance**

32. The proprietor shall ensure that a form of Public Liability Insurance is in place for all treatments provided at the premises.

### **Audit**

33. The proprietor shall 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.