

Pre-registration audit for applicants undertaking one or more of the following treatments:

- Tattooing
- Body piercing
- Acupuncture
- Electrolysis
- Semi-permanent make up

Requirement	✓
The treatment room/area	
The treatment room/area is solely used for giving treatments	
There is a designated hand wash basin in the treatment room/area supplied with hot and cold water, soap and a hygienic means for hand drying e.g. paper towels	
The walls, doors, windows, partitions and floor are smooth, impervious and washable	
There is no bare wood or untreated surfaces	
All tables, couches, seats, arm rests etc used by clients in the treatment area have a smooth impervious surface that can be adequately cleaned. All furniture and fittings are kept clean and in good condition	
There is a suitable waste bin and liner which is washable and leak proof	
There is a suitably located sharps box for disposing of used needles and razor blades	
A 'No Smoking, drinking or eating' sign is displayed in the treatment area/on the premises	
There are an adequate number of electrical sockets/gas points available	

The premises	
There is another sink/water outlet available in the premises where water for cleaning the treatment room/area can be sourced. There is running hot and cold water available.	
There is a WC available for use by operators. The WC has its own designated hand wash basin supplied with hot and cold water, soap and a hygienic means for hand drying	
There is a first aid kit available	

The treatment process	
There is disposable paper roll/cling film/cord covers available for covering seats/couches/arm rests /machine and machine cords	
Needles are sterile, single use and kept in a sterile condition until used	
Needle cartridges have backflow membranes and this information is available in writing	
Containers used for dyes, pigments and inks are single use or autoclaved	
Other equipment used in the treatment is single use or autoclaved/sterilised	
Equipment used in the treatment is stored in a safe, hygienic way until it is used	
Towels, gowns, wraps and other protective coverings are single use for each client	

Disposable gloves are used which are CE marked. Non-latex gloves are available	
There is an adequate supply of cleaning chemicals available including anti-bacterial disinfectant and/or sterilising solutions.	
COSHH sheets are available for the cleaning chemicals used (Manufacturer instructions)	
There is an adequate supply of disposable cleaning cloths available	
There is an effective stock rotation procedure for inks/dyes/ pigments	

The operator undertaking treatments	
The operator keeps their hands clean and nails short	
The operator wears clean clothing or a disposable protective apron for each client	
The operator covers any open boils, cuts, wounds with an impermeable dressing	
The operator does not smoke or consume food/drink	

Other legal requirements	
Risk assessments are undertaken for each client for every treatment e.g. client consent and medical forms. Aftercare advice is given and is available in writing.	
The information gathered about clients is secured safely in line with Data Protection law.	
The operator is aware of any age restrictions for the treatments they undertake	
There is a business trade waste contract set up with a licensed waste contractor for the disposal of sharps and clinical waste. <i>Note: Sharps waste cannot be taken to local pharmacies for disposal</i>	
The operator has suitable employer/employee/public liability insurance	
The operator is aware of any accidents/incidents they must report under RIDDOR Reporting of Injuries, Diseases & Dangerous Occurrences RIDDOR (hse.gov.uk)	
<u>Autoclave use</u> : there is an up to date pressure test certificate and maintenance records for the machine. Evidence that the machine is sterilising sufficiently must be available	
<u>Numbing creams</u> : Please be aware that operators should not be supplying or applying these to clients.	

Recommendations	
Operators should consider having up to date tetanus and any relevant hepatitis vaccinations e.g. Hep B	