

## **Code of Practice 2**

### **Laser/Intense Pulse Light (IPL)**

#### **Special Treatment Premises**

##### **1.0 Purpose**

The purpose of this Code of Practice (COP) is to support the policy decisions and conditions of licence adopted by the Council in respect of Special Treatments Establishments.

##### **2.0 Scope**

This COP details specific requirements for Class 3B and 4 lasers and Intense Light Systems in addition to those laid down in the Regulations prescribing standard conditions applicable to all special treatment premises.

##### **3.0 Definitions**

###### **3.1 Laser**

This is an acronym of Light Amplification by Stimulated Emission of Radiation. In the beauty industry lasers are generally used for non-invasive cosmetic treatments, such as removal of; hair, tattoos, birthmarks, acne scarring, and other blemishes, from the skin. The mode of emission of the radiation can be continuous, wave, or pulsed.

###### **3.2 Class 3B lasers**

Radiation in this class is likely to be dangerous, maximum output into the eye must not exceed 500mW. The radiation can be hazardous to the eye or skin, but viewing of diffuse reflection is safe.

###### **3.3 Class 4 laser**

Highest class of laser radiation, diffuse reflection is also hazardous. If used incorrectly it can cause serious skin and eye injuries and is capable of setting fire to material.

###### **3.4 Intense Light Systems (ILS)**

Intense light systems are generally treated as class 4 lasers. Intense Pulsed light (IPL) systems fall into this category and are the intense light system generally used for non-invasive cosmetic treatments found in the beauty industry. IPL is pulsed or shuttered emission which gives tissues time to cool between pulses.

###### **3.5 Laser Protection Advisor - LPA**

The LPA is the person providing expert advice on laser/ILS safety and must be certificated as an LPA by RPA2000, ALSP or Public Health England. The LPA will assist in the production of the 'Local Rules' and laser/ILS risk assessment documents that are specific to the establishment, to include. These documents shall be specific to each laser or ILS device and its clinical application. **For licensing purposes an initial visit is required by an LPA prior to operation.**

###### **3.6 Local Rules**

The Local Rules are produced by the LPA and are a set of rules specific to each installation, detailing safe working practices and day-to-day safety management.

###### **3.7 The Expert Medical Practitioner- EMP**

The EMP shall be a qualified medical practitioner with verifiable clinical expertise in using laser/ILS to treat patients/clients. The EMP is employed by the Licence holder and their role is to produce a 'treatment protocol' document that is specific that is specific to the treatment,

lasers and ILS. A separate treatment protocol shall be in place for each laser or ILS treatment.

### **3.8 Laser Protection Supervisor – LPS**

The LPS is usually an employee of the business and is responsible for; supervising the work of all laser/ILS authorised users, the safety and security of all laser/ILS, ensuring all users are appropriately trained to operate the laser/ILS, and that the Local Rules document is followed on a day to day basis.

### **3.9 Authorised User**

The Authorised user is the individual who operates the laser/ILS equipment to treat clients.

### **4.0 Access to expert advice**

**4.1** The Licence holder shall initially employ the services of a certificated Laser Protection Advisor (LPA) to produce local rules.

**4.2** After the initial inspection if there are no significant changes to the premises i.e. change of room, change of Laser/IPL equipment, treatments etc., then the initial assessments will stand and therefore no further action is required.

**4.3** Changes in relation to the laser user(s) would not require a new assessment just an update in your user register with copies of their qualifications and training.

**4.4** Both the Local Rules and the Treatment Protocol must be available for reference, next to each machine.

**4.5** All lasers used at the premises shall be chosen and used in accordance with the standards laid down in the current publication of the Medicines and Healthcare Products Regulatory Agency Device Bulletin 2008(03)- Guidance on the safe use of lasers, IPL systems and LED's

### **5.0 Local Rules**

**5.1** A Local Rules document must be produced by a certified LPA in relation to the licence holder's equipment/premise.

**5.2** The Local Rules should be issued, signed and dated by both the employer and the LPA. They must be retained on site.

**5.3** Local Rules must identify the named person authorised to operate the laser/ILS.

**5.4** The laser must only be used in accordance with these rules.

**5.5** Authorised users must sign to indicate they accept, understand and agree to work to the local rules procedure.

**5.6** Local Rules must be available for each installation even if they are being used on a trial basis and must include the following:

- Potential hazards associated with lasers and ILS
- Details of the controlled area and safe access to the laser or ILS device
- Register of Authorised users and their associated responsibilities including any restrictions of use
- Methods of safe working including layout of equipment
- Description of devices
- Equipment safety checks

- Normal operating procedures
- Training requirements of authorised users or persons assisting in the procedures
- Name and contact details of the LPA, LPS and if applicable Deputy LPS.
- Personal protective equipment including specifications of eyewear
- Prevention of use by unauthorised persons
- Adverse incident procedure
- Procedure to ensure that unauthorised persons do not operate the laser or ILS when the machine is left unattended by an authorised user.

## **6.0 Client Consultation/Treatment Protocol**

**6.1** The licence holder must ensure that a “treatment protocol” document is produced and signed by an Expert Medical Practitioner (EMP) in relation to the licence holder’s equipment/premises.

**6.2** 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. The treatment protocol must be retained onsite.

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

**6.4** 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 - including checking skin type and pigmentation
- cleanliness and infection control within the treatment area
- details of pre-treatment tests and pre-treatment instructions to clients
- post-treatment care
- recognition of treatment-related problems
- list of photo sensitisers
- emergency procedures
- permitted variation on machine variables
- procedure in the event of equipment failure
- written aftercare advice must be provided after the first treatment

## **7.0 Laser Protection Supervisor**

**7.1** A person with onsite, overall responsibility for lasers/ILS must be appointed. This will be the Laser Protection Supervisor (LPS).

**7.2** The LPS will ensure the following:

- local rules are followed and kept
- have day-to-day responsibility for laser safety
- review risk assessments on an annual basis or whenever there is a change in relation to the Laser/IPL operations at the premises
- ensure all staff read and understand the risk assessment and undertake to adhere to the steps identified in the assessment
- notify the LPA if there are any significant changes in relation to the Laser/IPL operations at the premises, i.e. change of room, change of Laser/IPL equipment, or change in any additional treatments offered
- inform the Health and Safety Team of Southend Borough Council in the event of an incident occurring

- ensure all laser/ILS Authorised Operators are appropriately trained and that the training is documented.
- ensure a register of Authorised Operators is maintained
- ensure lasers are used only for treatments for which authorised users have been trained and are competent.

If there are any changes to the laser user, then the register must be updated with copies of their qualifications and training.

## **8.0 Operator Responsibility**

While the equipment is being operated the Authorised User must be responsible for the safety of all persons in the controlled area, including the client.

The Authorised User must ensure removal of reflective jewellery from self and client.

## **9.0 Treatment Register**

**9.1.** A treatment register in the form of a hardcopy spine glued book must be maintained and completed every time the laser/ILS is operated and must include:

- The name and date of birth of the person treated
- The date and time of the treatment
- The name and signature of the laser/ILS operator
- The nature of the Laser/ILS treatment given
- The treatment parameters
- Any accidents or adverse effects

**9.2** The treatment register may be combined with the client consultation/treatment protocol document.

## **10.0 Controlled Treatment area**

**10.1** The area around working lasers and intense light systems must be controlled to protect other persons while treatment is in progress.

**10.2** The controlled area must be clearly defined and the laser may only be used in this room.

**10.3** The controlled area must not be an access to other areas when laser/ILS treatments are being carried out.

**10.4** No other laser or ILS should be in use in the same controlled area at the same time.

**10.5** Suitable warning signs which comply with current British Standards must be displayed on the outside of doors to the controlled area. These should be removed at the end of the procedure.

**10.6** The door to the controlled area shall be fitted with a suitable device which can be operated from the outside in an emergency. This device should be in use to control access to the area when the laser or ILS is switched on.

**10.7** All lasers and ILS must comply with current standards (BS EN 60825- 1:2014)

**10.8** Lasers must be clearly labelled on the front of the machine with the following information:

- Identification of the machine

- The wavelength or range of wavelength
- Maximum output power of the radiation emitted.

**10.9** For all laser and intense light sources with a key switch, formal arrangements must exist for the safe custody of the key, separate from the equipment.

**10.10** Only Authorised Users may have access to the key.

**10.11** The operating key must not be left unattended with the laser/ILS equipment.

**10.12** Equivalent arrangements must exist for equipment protected by password instead of key.

**10.13** There shall be no mirrors in the treatment room and other reflective surfaces must be avoided. Any reflective equipment in the treatment room shall be assessed and approved by the LPA.

**10.14** All windows in the controlled area should be supplied with non-reflective window coverings such as blinds.

**10.15** Walls and ceilings in the treatment room shall be decorated in a matt or eggshell finish. Floors in the treatment room shall be of a non-reflective finish.

## **11.0 Protective Eyewear**

**11.1** Protective eyewear shall be provided and clearly marked for the laser.

**11.2** All protective eyewear must be marked with the wavelength range and protection offered.

**11.3** The specification of the required eyewear must be indicated in the Local Rules.

**11.4** The Authorised User shall instruct all personnel in the Controlled Area to wear goggles suitable for the laser being used.

**11.5** Effective eyewear must be worn by everyone within the controlled area whenever there is a risk of exposure to hazardous levels of laser or ILS radiation.

**11.6** Protective eyewear must be adequately cleaned and disinfected between treatments.

## **12.0 Qualifications**

**12.1** All Authorised Users must hold a qualification that meets National Occupational Standards (NOS) at level 3 in a relevant subject. In exceptional circumstances, where NOS qualifications are not available, an assessment will be carried out on an individual basis and further training required as appropriate.

**12.2** All Authorised Users and the LPS must be trained to at least the laser/ILS Core of Knowledge safety training. Records of training must be kept at the premise and available at all times by inspecting officers. Records must include the training curriculum.

**12.3** All Authorised Users and the LPS must receive further training on the specific laser/IPL in use with evidence of training for each of the treatment handpieces in respect of platform systems. Records of this training must be kept on site and available at all times for inspecting officers. Records must include the training curriculum.

**12.4** Records of training must be kept with the local rules.

**12.5** All training must be refreshed every 3-5 years.

### **13.0 Maintenance**

**13.1** The laser and ILS must be serviced and maintained according to the manufacturers' instructions to ensure they are operating within their design specification.

**13.2** A record of all inspections, tests and maintenance/repairs performed on laser and ILS systems must be kept on site and available for inspecting Council Officers.

**13.3** Lasers and ILS must have an electrical safety test carried out annually.

### **14.0 Review**

This Code of Practice will be reviewed regularly and updated in light of current industry guidance and legal opinion. Any changes will be notified to licensees and will be attached as conditions to your licence with effect from the date of the next renewal of your licence.

### **15.0 Further information**

#### **Independent Healthcare Advisory Service (IHAS)**

Centre Point  
103 New Oxford Street  
London WC1A 1DU  
02073798598  
[www.independenthealthcare.org.uk](http://www.independenthealthcare.org.uk)

#### **Association of Laser Protection Healthcare Advisors (ALPHA)**

88 Noahs Ark Lane  
Lindfield  
Haywards Heath  
West Sussex RH16 2LT  
535153 125102

#### **Medicines and Healthcare Products Regulatory Agency (MHRA)**

Market Towers  
1 Nine Elms Lane  
London  
SW8 5NQ  
020 7084 2000  
[www.mhra.gov.uk](http://www.mhra.gov.uk)  
Device bulletin MHRA DB 2008(03)

#### **Hair and Beauty Industry Authority (HABIA)**

Oxford House  
Sixth Avenue  
Sky business Park  
Robin Hood Airport  
Doncaster DN9 3GG  
0845 2306080  
[www.habia.org.uk](http://www.habia.org.uk)