

# **Code of Practice 3**

## **U V Light Treatments including Sunbeds**

### **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. This particular code of practice is concerned with U V light facilities and Sunbeds.

#### **2.0 Scope**

This COP details specific requirements for U V light treatments and Sunbeds in addition to those laid down in the Regulations prescribing standard conditions applicable to all special treatment licensed premises.

#### **3.0 Definitions**

##### **3.1 Ultra Violet Light**

Defined as three different wavelengths of ultraviolet radiation. UVA, UVB and UVC. UVC waves should not be present in sun tanning equipment.

##### **3.2 Sun Tanning Equipment (Sunbeds)**

The use of ultraviolet light emitted from tubes to reproduce the effect of ultraviolet radiation from the sun on the skin in order to tan the skin. Includes sunbeds and upright tanning booths and face tanning equipment.

3.3 Electrically powered devices that may produce the appearance of tanning but that do not emit UV radiation (e.g. chemical spray tans) are not caught by the definition.

##### **3.4 Tanning accelerants and or amplifiers**

Defined as any cream, lotion or other substance which increases or purports to increase the amount of U V light absorbed by the production of melanin within the skin.

##### **3.5 Remote facilities**

All facilities shall be considered to be operated remotely where the therapist/operator is out of the audible range of the treatment room and the client would be unable to summon help.

##### **3.6 Cleaning**

This is a physical process which removes soil e.g. dust, dirt and organic matter, along with a large proportion of germs. Cleaning with hot water and detergent breaks up grease and dirt on floors and surfaces. Cleaning is essential prior to disinfection.

##### **3.7 Disinfectant**

For the purposes of cleaning a high level disinfectant relates to disinfectants capable of reducing the number of viable bacteria and blood borne viruses including Hepatitis B & C and HIV but which may not necessarily inactivate some viruses and bacterial spores. Where the disinfectant requires dilution this must be carried out in accordance with the manufacturer's instructions using clean potable water. Once diluted the disinfectant must be used in accordance with the manufacturer's instructions.

#### **4.0 Qualifications**

Staff advising clients on use of the tanning equipment must have successfully completed one of the following training courses.

- a.) NVQ unit BT30 Provide UV Tanning Treatments
- b.) Sports management U V light training (ISRM)

- c.) Specific manufacturer training for the facility offered in the premises
- d.) Membership to the Sunbed Association and receipt of their training package

Appropriate trained staff must be on duty at all times the premises are open to the Public.

### **5.0 UV Risk assessment**

Operators must carry out an assessment of the risks associated with exposure to UV radiation and take measures to control these risks as far as is reasonably practicable.

### **6.0 Health and Safety Procedures**

6.1 The sunbed must be sited in a separate room or area such that the light emitting from it does not shine into any other part of the establishment; thereby ensuring that staff and other clients are not exposed to radiation. Areas defined as a 'Restricted Zone' in the Sunbed regulation Act 2010 shouldn't be normally accessible by anyone under 18 and appropriate signage advising no entry to under 18's should be displayed in an appropriate location.

6.2 Ventilation must be provided to treatment rooms and cubicles to ensure their temperature is no more than 5°C above ambient room temperature.

6.3 Access to adequate shower or sink facilities with non-sensitising liquid soap must be provided to allow skin preparations and make-up to be washed off. (These can increase the skin's sensitivity to Ultra Violet light).

6.4 An automatic timer shall be fitted to the equipment and shall be of good quality with an accuracy of plus or minus 10% and shall be such that the user is unable to increase the duration of the treatment.

6.5 Emergency devices shall be fitted within easy reach of a person using the equipment. These devices when operated shall switch off the Ultra Violet lamps and audibly summon assistance (in the case of the lay down beds it must also raise the upper canopy, or panel unit). The device shall be connected to a staffed area.

6.6 All equipment shall be of sound mechanical construction. The electrical safety, including adequate earthing and insulation of all equipment, should be examined annually by a qualified engineer who should report in writing the result of his inspection in accordance with the latest Institute of Electrical Engineers (IEE) requirements. Equipment must also be regularly serviced in accordance with the manufacturer's instructions and a record of such services and copies of the electrical engineers report must be kept on the premises for inspection by an authorised officer if required.

6.7 Staff must be aware of the need to reduce the session times when new tubes have been fitted and a sign advising clients must be affixed within the relevant treatment room(for how long??).

6.8 Fans should be adequately guarded.

6.9 The maximum permissible output for all new UV tubes is 0.3w/m<sup>2</sup>. Existing premises shall change all UV tubes to comply with this standard as and when the tubes are due to be changed as part of the routine maintenance schedule.

6.10 A poster that provides accurate information on the health risks from exposure to Ultra Violet light must be clearly displayed near each sunbed.

6.11 Unattended or coin operated tanning devices are not permitted.

6.12 Persons under the age of 18 must not be permitted to have access to or use UV tanning equipment, in accordance with the Sunbeds (Regulation) Act 2010. Tanning unit operators must take appropriate steps as part of the client consultation process to ensure under 18s are not offered use of the UV tanning equipment. Where necessary, suitable photographic proof of identification should be requested as proof of age and the information noted on the client record card.

6.13 Clients must not be permitted to be accompanied by any persons within the sunbed room/cubicle whilst the device is in operation.

6.13 Persons under the age of 18 must not have access to restricted zones.

## **7.0 Client Consultation Procedures**

7.1 All clients must be screened prior to first sunbed use and any contra-indications identified. Clients whose skin is prone to UV damage must be advised not to use tanning equipment. Those most at risk will include:

- a.) People who have fair sensitive skin that burns easily.
- b.) People with a history of sunburn, especially in childhood.
- c.) People with a large number of freckles or red hair.
- d.) People with a significant number of moles.
- e.) People taking a medicine or using a cream which may sensitise the skin to sunlight, including some antibiotics, tranquillisers, some birth control pills, high blood pressure tablets, diuretics, certain analgesics for arthritis & rheumatism.
- f.) People who have, or have had, skin cancer or who have a history of skin cancer in their immediate family.
- g.) Anybody under the age of 18.
- h.) Women who are pregnant.
- i.) People prone to frequent cold sores.
- j.) People with a heart or circulatory condition, low or high blood pressure.
- k.) Some forms of Diabetics.

Where a sunbed operator is unsure as to whether UV tanning treatment is suitable for a client, treatment should be refused or the client referred to their GP for medical advice.

7.2 Suitable tanning advice must be given to all clients relative to their skin type. Early sessions should be more restricted. The following matters shall be discussed before an appropriate regime is recommended.

- a.) What is your normal reaction to sunlight, remembering that you may be exposing parts of your body not normally exposed to sunlight?
- b.) Certain medical conditions may affect reactions to UV light. If this were the case, then the Doctor would normally have advised you. However, if you have any doubts then obtain medical advice before the first treatment session.
- c.) Many medical preparations such as medicines, drugs, pills, lotions, creams etc. can increase your sensitivity to UV light. Please check the manufacturers leaflets if you are using any such preparations or obtain medical advice before the first treatment session.
- d.) Many skin preparations, including some cosmetics, deodorants, anti-perspirants, soaps and other substances applied to the skin may increase your sensitivity to UV light. These should be avoided on the day intended for tanning unless the supplier or manufacturer is able to give specific advice that the preparation does not influence UV sensitivity.
- e.) Showering or washing before tanning is recommended. However, this will not necessarily remove all the effects of some skin preparations.
- f.) Please note the poster on display that gives further safety advice.

7.3 Client record cards must be kept detailing each and every sunbed exposure including duration of exposure.

7.4 Client record cards must contain the information needed for the client to determine their skin type (I to VI) and list the contra-indications to sunbed use as listed in section 7.1 and 7.2.

7.5 Clients must sign and date the record card at the time of their first visit.

7.6 After 20 sessions in any 12-month period clients should be advised in writing of the situation and reminded of the risks related to UV exposure. This is in line with HSE guidance.

7.7 Suitable goggles for the protection of the eyes of users of the equipment must be provided. Each user must be advised of the possible damage of failing to properly protect their eyes and that contact lenses should be removed.

## **8.0 Tanning Accelerators**

8.1 Licence holders must hold product information for any tanning accelerators they sell.

8.2 Tanning accelerators must comply with the appropriate legislation for the cosmetic products.

## **9.0 Control of Infection**

9.1 The surface of the sunbed must be disinfected after each use in accordance with manufacturer's instructions and with cleaning materials specified by the manufacturer.

9.2 All goggles must be disinfected between clients or single use disposable goggles provided.

## **10.0 Record Keeping**

10.1 Records must be kept of the hours of use of each machine.

10.2 Records of all maintenance and details of when tubes are replaced must be kept and be available for inspection. Tubes must be replaced at intervals recommended by the manufacturer, together with the Ultra Violet transmitting plastic sheet if fitted. Replacement tubes shall be compatible with those supplied by the manufacturer.

10.3 Consultation records must be held in a secure storage area at the premises and be available for inspection by an authorised officer.

## **11.0 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.