



Artificial nail treatments - Code of practice 1A

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.

Scope

This COP details specific requirements for artificial nail treatments in addition to those laid down in the regulations prescribing standard conditions applicable to all special treatment premises.

Definitions

Artificial Nails

Defined as any, or all of the following:

- acrylic nails
- gel nails
- silk wraps
- fibreglass extensions
- tips
- overlays
- any other treatment that is applied to change the shape, length or appearance of the nails of the hands and/or feet

This code of practice does not refer to the application of nail polish to the natural nail or nail art.

Cleaning

This is a physical process which removes soil e.g. slime, 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 also essential prior to disinfection and sterilisation of instruments and equipment.

Disinfectant

For the purposes of these treatments, 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.

Sterilisation

Refers to treatment that renders equipment free from viable micro-organisms, i.e. capable of killing bacteria, fungi, viruses and bacterial spores.

Chemical usage

All substances held on the premises and used in the special treatments must be held in properly labelled containers.

Dispensed nail liquids shall be kept in covered containers at all times when not in use.

The use of products containing methyl methacrylate (MMA) is prohibited.

You should also avoid stocking nail lacquers that contain formaldehyde (a colourless, flammable gas), DBP (the chemical dibutyl phthalate) or toluene (water-insoluble liquid), as these chemicals can be harmful when inhaled

Material safety data sheets (MSDS) must be available for all hazardous chemicals held and/or used at the premises including those used in the treatments and for any other purpose.

<http://www.hse.gov.uk/coshh/basics/datasheets.htm>

- A risk assessment on the storage, use and disposal of chemicals must be carried out in accordance with the requirement of the Control of Substances Hazardous to Health Regulations 2002 (COSHH).

Electric drills/files

- The use of electric drills/files on a client's natural nail is prohibited.
- Electric drills/files may only be used on the surface of the artificial nail and must not be used to blend the artificial nail to the natural nail.
- Only persons with specific training in the use of electric drills/files, and who are competent in their use, are permitted to use them.

Client consultation

- A full client consultation must be carried out at the time of a first visit.
- This should establish any contra-indications to treatment including any known allergies to acrylics or plastics, and include a medical history and an assessment of the condition of the hands and nails or feet and toe nails as appropriate.
- Any reactions to treatment and advice should be noted.
- A record of subsequent treatments must be kept.
- Adequate aftercare/homecare advice appropriate to treatment must be given.
- Consultation records must be held at the premises and available for inspection by an authorised officer.
- Signed parental consent must be obtained for all clients under 16 years of age.

Infection control

- All reusable metal equipment such as cuticle clippers and cuticle knives must be washed and scrubbed in general purpose detergent (e.g. washing up liquid) and water. The equipment must be dried and subjected to sterilisation. Best practice is to sterilise equipment in an autoclave. [GN 5 - Guidance Notes on the Use of Bench Top Steam Sterilisers](#)
- Where an autoclave is not available chemical sterilisation is acceptable, this must be carried out in accordance with the manufacturer's instructions with regard to dilution of any solution and contact time. The equipment should be stored in a clean dry airtight container until use.
- Drill bits covered in emery paper should be considered disposable and a new bit used for each hand. Under no circumstances should a drill bit be used on more than one client.
- Metal drill bits must be washed and immersed in high level disinfectant before use.
- Any equipment that cannot be either sterilised or disinfected is considered for single use only and must be disposed of after each client.
- Used equipment must be stored separate to clean sterilised equipment. [clean sterilised equipment](#).
- All work surfaces must be cleaned after each client with a suitable general purpose detergent or disinfectant.
- Towels or couch roll must be changed between clients. Towels must be washed at 64 Celsius or above.

- Nail technicians must [wash their hands](#) thoroughly using liquid soap before each client is treated and must either sanitise the clients hands prior to treatment with a suitable skin sanitising product or request them to wash their hands using liquid soap. Disposable, non-sterile gloves may be worn.
- Whilst hand washing is vital to maintaining hygiene and infection control the therapist must have due regard to the risk of dermatitis and use appropriate products.

A cleaning schedule must be developed to identify the products used and frequency of cleaning for all equipment and the working environment.

Compressors (air brush)

- Compressors used at the premises and which operate at a pressure in excess of 0.5 bar above atmospheric pressure must be subjected to an annual inspection carried out by a competent person. Documentation relating to the inspection must be submitted with the licence application or be available at the premises.

Ventilation

- Where nail extensions are carried out suitable air filtering and extraction must be provided to remove dust and chemicals from the air and preferably fitted at work top level. Suitable dust and chemical filters should be fitted and the equipment operated and maintained in good working order in accordance with manufacturer's instructions.

Qualifications

Nail Extensions

Nail technicians must hold a National Occupational Standards (NOS) qualification in the artificial nail treatment they offer. The following qualifications will be considered as meeting the qualification requirement:

- NVQ Level 2 nail technology
- NVQ Level 3 nail technology
- VTCT Level 2 nail treatments
- VTCT Level 3 nail treatments
- ITEC Level 3 nail technology
- CIBTAC nail technician.

The following qualifications are part of a beauty therapy course which may include an optional or additional unit in artificial nail structures and will be considered as meeting the qualifications requirement if the artificial nail extension unit is satisfactorily completed:

- BTEC National Award, Certificate or Diploma in the Beauty Therapy Sciences
- NVQ Beauty Therapy level 3
- Cidesco Diploma (Needs artificial nail structures qualification from different examining body)
- CIBTAC Aesthetic Treatments Diploma (needs artificial nail structures qualification either from CIBTAC or another examining body)

Nail technicians who hold qualifications not listed above or obtained abroad will need either to undertake a suitable course as listed above or apply for UK comparison through an organisation such as UK NARIC.

Accredited Acquired Prior Learning Centres

Experienced nail technicians and therapists offering nail extensions treatments may be able to obtain a suitable qualification through a process of assessed acquired prior learning at NVQ and VTCT approved and accredited training centres. Practical skills, knowledge of health and safety legislation, anatomy and physiology, contra-indications, infection control & hygiene will be assessed and a course of study set to improve knowledge in areas where you fail to meet the NVQ and VTCT standard for that qualification.

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.

Up to date copies are available by contacting our Regulatory Services.

Further information

- [HABIA](#) (Hairdressing & Beauty Industry Association)

Registered Office

1 Top Farm Court

Top Street

Bawtry

Doncaster

DN10 6TF

08452 306080

info@habia.org

The following London Borough of Redbridge guidance notes should be consulted in conjunction with this code of practice:

- [GN1 - Hand washing](#)
- [GN2 - Decontamination](#)
- [GN5 - Guidance Notes on the Use of Bench Top Steam Sterilisers](#)

Manicure and Pedicure Code of Practice 1B

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.

Scope

This COP details specific requirements for nail treatments in addition to those laid down in the regulations prescribing standard conditions applicable to all special treatment premises.

Definitions

Nail Treatments

Defined as any, or all of the following:

- manicure
- pedicure
- any other treatment of the hands
- feet
- finger nails
- toenails
- scrubbing
- massage
- cutting
- filing
- varnishing
- cuticle removal

For the purposes of this COP nail treatments do not include any form of artificial nail treatments.

Cleaning

- This is a physical process which removes soil e.g. slime, 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 also essential prior to disinfection and sterilisation of instruments and equipment.

Disinfectant

- For the purposes of these treatments, 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.

Sterilisation

- Refers to treatment that renders equipment free from viable micro-organisms. i.e. capable of killing bacteria, fungi, viruses and bacterial spores.

Chemical usage

- All substances held on the premises and used in the special treatments must be held in properly labelled containers.
- Material safety data sheets (MSDS) must be available for all hazardous chemicals held and/or used at the premises including those used in treatments and for any other purpose.
- A risk assessment on the storage, use and disposal of chemicals must be carried out in accordance with the requirement of the Control of Substances Hazardous to Health Regulations 2002 (COSHH).
- You should also avoid stocking nail lacquers that contain formaldehyde (a colourless, flammable gas), DBP (the chemical dibutyl phthalate) or toluene (water-insoluble liquid), as these chemicals can be harmful when inhaled

Client consultation

- A full client consultation must be carried out at the time of a first visit. This should establish any contra-indications to treatment and include a medical history and an assessment of the condition of the hands and nails or feet and toe nails as appropriate.
- Any reactions to treatment and advice should be noted. A record of subsequent treatments must be kept.

- Adequate aftercare/homecare advice appropriate to treatment must be given.
- Consultation records must be held at the premises and available for inspection by an authorised officer; copies of aftercare advice must be available for inspection.
- Signed parental consent should be obtained for all clients under 16 years of age.

Infection control

- All reusable metal equipment such as cuticle clippers and cuticle knives must be washed and scrubbed in general purpose detergent (e.g. washing up liquid) and water.
- The equipment must be dried and subjected to sterilisation.
- Best practice is to sterilise equipment in an autoclave.
- Where an autoclave is not available chemical sterilisation is acceptable, this must be carried out in accordance with the manufacturer's instructions with regard to dilution of any solution and contact time.
- The equipment should be stored in a clean dry airtight container until use.
- Any equipment that cannot be either sterilised or disinfected such as pedicure blades, abrasive files, toe separators, buffers and other porous equipment are considered single use and must be disposed of after each client. Pedicure blades shall be disposed of in a dedicated clinical waste sharps container and as clinical waste. The containers shall comply with relevant standards. A waste transfer note shall be available on site for each container collected.
- Used equipment must be stored separate to [clean sterilised equipment](#).
- All work surfaces must be cleaned after each client with a suitable general-purpose detergent or disinfectant.
- Towels or couch roll must be changed between clients and they must be washed at 64 Celsius or above.
- Nail technicians must [wash their hands](#) thoroughly using liquid soap before each client is treated and must either sanitise the client's hands prior to treatment with a suitable skin sanitising product or request them to wash their hands using liquid soap. Disposable non-sterile gloves may be worn.

- Whilst hand washing is vital to maintaining hygiene and infection control the therapist must have due regard to the risk of dermatitis and use appropriate products.

Compressors (air brush)

Compressors used at the premises and which operate at a pressure in excess of 0.5 Bar above atmospheric pressure must be subjected to an annual inspection carried out by a competent person. Documentation relating to the inspection must be submitted with the licence application or be available at the premises.

Qualifications

Manicure and Pedicure

Therapists must hold a National Occupational Standards (NOS) qualification for manicure and pedicure. The following qualifications will be considered as meeting the qualification requirement:

- NVQ level 2 or 3 NVQ level 2 (manicure)
- NVQ level 2 (pedicure)
- BTEC national diploma, beauty therapy
- ITEC certificate in manicure and pedicure
- VTCT level 2 manicure and pedicure
- CIBTAC nail treatments diploma or aesthetics treatments diploma

Therapists and nail technicians offering manicure and pedicure who hold qualifications not listed above or obtained abroad will need either to undertake a suitable course as listed above or apply for UK comparison through an organisation such as UK NARIC.

Accredited Acquired Prior Learning Centres

Experienced therapists offering nail manicure and pedicure treatments may be able to obtain a suitable qualification through a process of assessing acquired prior learning at NVQ and VTCT approved and accredited training centres. Practical skills, knowledge of health and safety legislation, anatomy and physiology, contra-indications, infection control & hygiene will be assessed and a course of study set to improve knowledge in areas where you fail to meet the NVQ and VTCT standard for that qualification.

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.

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Further information

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Doncaster
DN10 6TF

08452 306080
email info@habia.org

The following London Borough of Redbridge Guidance Notes should be consulted in conjunction with this code of practice:

- [GN1- Hand washing](#)
- [GN2- Decontamination](#)
- [GN4 – Sharps Injuries](#)
- [GN5 - Bench Top Steam Sterilisers](#)