

NOTTINGHAMSHIRE COUNTY COUNCIL ACT 1985 (PART IV)

**GUIDANCE NOTES FOR ESTABLISHMENTS THAT UNDERTAKE
LASER AND INTENSE PULSED LIGHT TREATMENTS**

There are a number of treatments licensed under the Nottinghamshire County Council Act. The term 'establishment for massage or special treatment' means any premises used for or represented as being intended to be used for the reception or treatment of persons requiring:

- i. massage; or
- ii. electric treatment of radiant heat, light, electric vapour or sauna or other baths for therapeutic treatment; or
- iii. other similar treatment.

The term "light" includes the use of lasers and intense pulsed light.

In the past the Care Standards Act controlled all premises carrying out laser treatment including beauty salons. However, since October 2010 this has all changed. The Use of lasers and intense pulse light in beauty salons or tattoo studios (and other similar premises) is now enforced by Local Authorities. These guidance notes have been produced to cover Class 3B and 4 lasers and intense pulse light treatments. These are to help any business apply for a licence under the Nottinghamshire County Council Act 1985 (Part IV).

LASERS AND INTENSE PULSED LIGHT.

Class 3B lasers are concentrated energy sources used in physiotherapy, acupuncture, for wound healing and softening scar tissue.

Class 4 lasers and intense pulsed light sources can be used for dental treatment and in the removal of hair, tattoos, birthmarks or other blemishes on the skin.

These type of lasers and intense pulsed light sources are powerful devices, which if faulty or incorrectly used can have the potential to cause serious injury to those operating them and the recipients of the treatment.

When using these devices for treatments you need to:

- have clear lines of responsibility,
- clear policies and procedures on the use and maintenance of the devices, including effective record keeping,
- undergo specialised training and learning including maintaining and updating an effective core of knowledge¹ about the use and impact of lasers and intense pulsed lights,
- have a safe working environment.

DOCUMENTATION

All records of laser use must be in a hard copy format. Even though the business may keep electronic records, there still needs to be a hard copy kept. This should be bound and the pages should be sequentially numbered. The serial number and laser/IPL details should be recorded at the front of the record.

A treatment protocol document produced (or approved) and signed by an Expert Registered Healthcare Professional (ERHP) must be followed in accordance with the licence conditions.

You need to draw up a set of local rules for the use of the Laser. These need to be written by either the Laser Protection Supervisor (LPS) or Laser Protection Advisor (LPA). Where local rules are written by the LPS they must be approved by the LPA.

LASER PROTECTION ADVISER

A Laser Protection Advisor and a Laser Protection Supervisor needs to be appointed. The Laser Protection Advisor needs to hold a valid certificate of competence from a recognised assessing body (these include RPA 2000, Association of Laser Safety Professionals and the Public Health England).

LASER PROTECTION SUPERVISOR

The Laser Protection Supervisor may be the practitioner responsible for the use of the laser or intense pulsed light equipment or a member of staff closely involved in the work.

PREMISES

Within the premises appropriately assessed and implemented fire safety procedures should be in place. This should include readily accessible fire extinguishers in date and sealed. These need to be appropriate for the equipment used. No reflective surfaces in the room where the laser/IPL is to be used or if there are, these need to be suitably covered. Approved blinds will need to be placed at the windows in the treatment room.

Protective eyewear must be worn in the laser treatment room and the minimum specification must be referred to in the local rules.

WHAT TO DO NOW

Once you have implemented the above requirements you must complete the application form for the premises and each practitioner (authorised user) involved in providing treatments and return it to the enforcing authority. You will also need to submit copies of the Treatment Protocol(s); Local Rules; a register of authorised users; Certificates and photographs for each authorised user; a plan of the premises showing the location of the Laser/IPL equipment and detailed room plan; and a copy of your public liability insurance.

This will generate an inspection of the premises where all policies and procedures including training and your local rules will be reviewed.

Your licence certificate will be granted once the inspecting officer is satisfied that the requirements of the conditions are met and will state what treatments are allowed at the premises. The licence and the conditions should be available to view at all times.

FUTURE ACTION

After your licence has been issued, you need to inform the enforcing authority if you:

- wish to vary the equipment which you are using at the premises,
- have a different Laser Protection Advisor,
- wish to transfer the licence,
- want to vary the local rules which you are using at the premises
- want to treat children under the age of 18 (only allowed in exceptional circumstances)

You also need to ensure that you apply for a renewal of your licence each year

EXEMPTIONS

Please refer to the **Nottinghamshire County Council Act 1985 (Section 17)**

Fees must be paid before the application will be considered and include the laser licence fee plus a massage and special treatment licence fee. In the event of the application being refused, the fees are **not** refundable. The current fees can be found on the Council's website at: www.gedling.gov.uk or by contacting Customer Services on Tel: 0115 9013971

NOTE ¹

MHRA Lasers, intense light source systems and LEDs – guidance for safe use in medical, surgical, dental and aesthetic practices September 2015

Appendix C – Core of Knowledge syllabus

This document details the anticipated minimum competency level for laser protection supervisors, authorised users and assisting staff of laser (class 3R, 3B and 4) and IPL equipment. In order to achieve the minimum competency level and as part of their safety training, staff should attend an initial and refresher 'core of knowledge' courses.

The core of knowledge course should be delivered by persons (e.g. a certified LPA) who have a high level of knowledge and understanding of: different optical radiation devices systems, optical radiation safety and the hazards associated with the equipment.

There is no statutory approvals body for core of knowledge courses but some organisations and bodies 'approve' courses to ensure course consistency. The content and depth covered in core of knowledge courses may be tailored to healthcare professionals who work in a medical setting, and/or general healthcare area, and/or cosmetic environment. The course certificate should clearly indicate which speciality has been covered.

Ideally the core of knowledge course should also include practical exercises on doing risk assessments, administration of safety and equipment management. The aim of the practical or interactive sessions is to aid and re-enforce learning.

Core of knowledge requirements

The core of knowledge syllabus indicates the content that should be covered by training centres. The content depth will depend on the differing needs of the healthcare professionals. Course lectures should generally total between 2 and 3 hours depending on course and content depth.

Example of a core of knowledge syllabus

Fundamentals of optical radiation devices and their interaction with tissue

- Understand how the different types of optical radiation are produced, what types of active media are used, and emission modes and delivery systems.

- Understand the characteristics of optical radiation emitted from different types of equipment.
- Be familiar with the intended purpose of the optical radiation equipment.
- Understand the effects of optical radiation exposure to eyes, skin and other tissue.

Hazards and how to control them

- Understand the principles of risk assessment.
- Be aware of the effects of exposure and health hazards, including eye, skin and tissue, which can arise from the use of laser, IPL or other optical radiation equipment.
- Be aware of the basic principles of the maximum permissible exposure levels and how to keep exposure of unprotected skin and eyes below these levels.
- Understand the hazards from optical radiation equipment, including optical beams, electrical hazards, equipment malfunctions, fire risks and smoke plume effects.
- Understand the hazards to patients and clients and the methods of minimising risks.
- Understand the hazards associated to the different staff groups and methods for minimising risks.
- Understand the hazards from reflections or absorption of the optical radiation beam with respect to instruments, or reflective surfaces, or other equipment.
- Understand the hazard control procedures, including the use of personal protection.
- Be familiar with the additional precautions that may be necessary when undertaking non-routine activities with the equipment.

Safety management

- Be familiar with the basic principles of the administration of safety.
- Be aware of the relevant legislation, standards and hazard classifications relevant to lasers, IPLs and LEDs.
- Understand the safety procedures and policies governing optical radiation equipment use, including the local rules, and controlled area.
- Understand the role of the laser protection adviser, laser protection supervisor, authorised users and assisting staff.
- Be aware of the principles and requirements of equipment quality assurance processes and procedures.
- Be aware of the meaning of the warning labels and signs associated with optical radiation equipment.
- Understand the general principles of emergency action and how to report accidents.