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| 粃ⶪ | **CIVIC GOVERNMENT (SCOTLAND) ACT 1982**  **MASSAGE AND REFLEXOLOGY CONDITIONS** |

1. The licence holder shall ensure that every operator is capable of demonstrating that they have sufficient knowledge, skill, training and experience commensurate with the activities they carry out. Qualifications must be accredited, nationally recognised or of an equivalent standard. The licence holder shall retain a record of the information provided.
2. The licence holder shall ensure that all surfaces that come into contact with clients during a treatment must be appropriately cleaned and disinfected between each use. An appropriate cleaning and disinfection agent shall be used in accordance with the manufacturer’s instructions and dilution rate.
3. The licence holder shall ensure that a wash hand basin is provided in the treatment area which must have running hot and cold water, preferably via mixer taps and be connected to suitable drainage. It is best practice to have a hands free (infra-red, knee operated, elbow operated or foot operated) mixer tap installed at the wash hand basin which is capable of delivering constant warm running water.

Portable wash hand basins are not permitted. There must also be an adequate supply of soap and paper towels provided at the wash hand basin.

4. The licence holder shall ensure a clean and laundered towel/robe/gown is used for each client. All persons present in any part of the establishment shall be decently and properly clothed at all times with the exception of those persons receiving a treatment in accordance with the conditions of the licence. Clients required to move around the premises in a state of undress shall be provided with robes or towels to preserve modesty.

5. The licence holder shall ensure before any treatment is administered to another person, the person giving the treatment or another competent person, shall interview the person to be treated and record the following details. The interview shall be conducted in a language that is understood by the person to be treated. Where this is not possible, no treatment shall be given. If records are written in a language other than English, then the licence holder shall provide a written translation into English, of each record within 2 days of a request by an authorised officer:

a) the full name and address of the person to be treated

b) the treatment to be given

c) the dates on which the treatment is given

d) the name of the person giving the treatment

e) the client’s relevant medical history, including any contraindications to the treatments to be given

f) the location on the body the treatment is being carried out

g) the client’s consent to receive the treatment (see “informed consent” below)

h) every treatment (and repeat treatments, or continuation treatments) shall be recorded.

6. The licence holder shall ensure that treatment is not carried out on any child under the age of 16 unless accompanied by a person who has parental rights and responsibilities in respect of that child and who has also given their consent in writing to the nail treatment.

7. Where written consent has been provided, the person having the parental rights and responsibilities shall include in their written consent:

* Their relationship to the client
* The name, address and age of the person receiving the treatment
* The type of treatment
* Consent must be signed and dated by them

8. Appropriate aftercare advice must be provided following each treatment. This must include information on actions to take if any adverse conditions occur. Where possible this should be given orally and in a written form for the client to take away.