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|  | **CIVIC GOVERNMENT (SCOTLAND) ACT 1982****SUN TANNING ESTABLISHMENT LICENCE****CONDITIONS** |

**SUN TANNING ESTABLISHMENT CONDITIONS**

1. The licence holder shall ensure that they comply with the requirements of The Public Health etc. (Scotland) Act 2008 and (Sunbed) Regulations 2009.

2. 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. The licence holder shall retain a record of the information provided.

3. The premises must have suitable and sufficient ventilation to ensure that heat generated by the sun tanning equipment is effectively dissipated.

4. The licence holder shall ensure that all sun tanning equipment must be screened within a room or cubicle or enclosure of sufficient height and depth to prevent unnecessary exposure of UV radiation to persons not using the equipment.

5. The licence holder shall ensure that any room, cubicle or enclosure containing sun tanning equipment must be capable of being opened from the outside by staff members in case of emergency. Any door to said room or cubicle or enclosure must be fitted in such a way that its opening cannot be impeded.

6. The licence holder shall ensure that all surfaces of sun tanning equipment that come into contact with equipment users must be appropriately cleaned and disinfected between each use. Any appropriate cleaning agent shall be used in accordance with the manufacturer’s instructions and dilution rate.

7. The premises must have at least one wash-hand basin with hot and cold running water for use by equipment users to wash off any skin creams and makeup.

8. The licence holder shall ensure that a supply of wholesome drinking water and, if necessary, disposable drinking vessels must be available for equipment users without charge.

9. The licence holder shall ensure that suitable tanning advice is given to all clients relative to their skin type.

10. The licence holder shall ensure that each new equipment user provides details of any medical or health condition which could be affected by the use of said sun tanning equipment and shall ensure that a pre-screening health questionnaire is completed in this regard prior to commencing any sun tanning treatment. The client record will include the following checks as a minimum:

● Personal details.

● Skin Type – clients whose skin is prone to UV damage must be advised not to use tanning equipment.

● Contraindications.

● Service details and recommendations.

● Medical history (including any medications).

● Aftercare advice and advice on contraindications.

● Client signature and date.

11. The licence holder shall ensure that records are kept of each equipment user detailing: name, address and age, the dates of exposure and number and duration of exposures received. The operator of sun tanning equipment must take all reasonable steps to advise equipment users on the health implications of overexposure.

12. The licence holder shall ensure that persons under the age of 18 are prohibited from using sun tanning equipment. The licence holder must ensure that age verification checks are carried out as follows:

● Always ask young people to produce proof of their age. Acceptable forms of I.D.are: a passport; a European Union photo card driving licence; or a photographic identity card bearing the national Proof of Age Standards Scheme (PASS) hologram.

● Make sure the card matches the person using it and the date of birth shows they are over 18.

If the identification provided raises suspicions or if the person cannot prove they are over 18, then they should be prevented from using the tanning equipment.

13. The licence holder shall ensure that suitable protective eye equipment which meets relevant British and European Standards is provided free of charge, and instruct equipment users in their use. All protective eye equipment must be adequately cleaned and disinfected between clients or single use disposable protective eye equipment be provided.

14. The licence holder shall ensure that any defective tanning equipment is immediately taken out of use until it is effectively repaired.

15. The sun tanning equipment must be serviced, when required, by a competent person as defined in the Electricity at Work Regulations 1989 (as amended). Records of servicing and repair work, including tube replacement and any permitted change to tube output ratings, must be kept for a period of 3 years from the date of service or repair or replacement. The sun tanning equipment must be tested annually and test certification complying with BS7671, and any amendment thereof, issued. For the purposes of testing, repair and certification this must be carried out by a competent person approved by the National Inspection Council for Electrical Installation Contracting (NICEIC) or the Electrical Contractors Association (ECA).

16. The licence holder shall ensure that a readily identifiable, accessible switch/device is provided for use in an emergency to enable an equipment user whilst using the sun tanning equipment to switch off the said equipment. Clients must be informed of this fact before using the sun tanning equipment and this then suitably recorded in the client record.

17. An alarm or sounder audible throughout all necessary parts of the premises must be provided in every room or cubicle or enclosure so as to enable clients to summon assistance in an emergency, from the exposure position.

18. The licence holder shall ensure that an operational telephone is installed, or otherwise be available in the premises at all times.

19. The licence must be displayed at the premises at all times and in such a place and at such a height that it might conveniently be read by any person attending at the premises. Any conditions pertaining to the licence must be available for inspection at all times on the premises by the licensing authority.

20. The licence holder shall ensure that prices of all goods and services provided from the premises are clearly displayed at all times in such a place and at such a height that they might conveniently be read.

21. The licence holder shall ensure that goods and services provided comply with applicable consumer safety legislation.

22. The licence holder shall ensure that records are securely kept for a period of three years from the date of any incident or complaint, giving sufficient detail of any customer complaints or incidents concerning the safe operation of the premises. All incidents or complaints must be notified in writing directly to the Head Community Safety and Protection, 5 City Square, Dundee, DD1 3BA, within fourteen days of their occurrence. Such records must be made available for inspection at all times on the premises by the licensing authority.

23. The licence holder shall ensure they comply with European Commission Standard (EN number 60335-2-27) which specifies that sunbed tubes or lamps shall not emit radiation having a total effective irradiance exceeding 0.3 Watts per square meter (0.3W/m2). The licence holder shall monitor the output of sunbed tubes or lamps with a calibrated device and maintain records of the readings. These records shall be securely kept for a period of three years from the date and must be made available for inspection at all times on the premises by the licensing authority. Devices must be calibrated yearly.