

# Code of Practice 1a: Manicure and pedicure

## 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 eg 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 and 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. ie 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 premise 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).

## 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.
- This should be written advice in the first instance after which time verbal advice is sufficient.
- 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 (eg 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 is considered single use and must be disposed of after each client.

- 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 clients hands prior to treatment with a suitable skin sanitising product or request them to wash their hands using liquid soap.
- 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

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 premise.

## 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 3NVQ 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 and 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)**

Oxford House, Sixth Avenue,  
Sky Business Park, Robin Hood Airport  
Doncaster DN9 3GG

 [habia.org](http://habia.org)

 08452 306080

 [info@habia.org](mailto:info@habia.org)

The following Hillingdon Council Guidance Notes should be consulted in conjunction with this code of practice:

- Hand washing
- Decontamination
- Bench Top Steam Sterilisers