

**Leicestershire Act 1985**

**Bylaws under Public Health Act 1961**

**Registration of a person for carrying on the business of a Hairdressers or Barbers**

The Leicestershire Act requires any person carrying on the business of a hairdresser or barber within the Borough of Oadby & Wigston to be registered with the council, along with any premises from which the business is operated from.

1. **Applicant details**

Name of Applicant: .………………………………………………..………………….

Premises Address: …………………………………………………………………….

…………………………………………………………………….

………………………………………Post Code…………….

Landline: .……………………………….…………………………………..

Mobile Number: .……………………………….…………………………………..

Email Address: .……………………………….…………………………………..

(Your registration document will be emailed to this address.)

Please indicate whether you are applying for a:

(Tick ALL that apply)

Fixed Premises Registration: £200.00

Mobile Hairdressing Registration: £200.00

Individual Stylist Registration: £120.00 per stylist

Please state number of individual stylists here: …… x £120.00 =….

1. **Duty of Care**

We are currently trying to support small businesses in the district with regards to commercial waste collection.

Do you have arrangements in place for waste collection? If so, please provide the following information:

Name: ………………………………………………………….

Licence Number:………………………………………….

If you do not have arrangements in place, please tick this box

We will contact you to offer information about a simple and cost-effective way to dispose of your waste with no contracts, no bins and no collection fees.

**Condition of your Registration**

Please read carefully and complete the section in red, and sign the declaration.

**Cleanliness of Premises**

· All internal walls, partitions and ceilings are capable of being kept cleaned and are maintained in a clean condition and good repair.

· The floor and any covering are kept in good repair and are cleaned at least once a day and swept as necessary to prevent the accumulation of hair clippings, neck wool or other litter

· All sweepings and other litter are placed in suitable covered receptacles and are emptied as necessary and at least once a day and kept clean.

· Every chair or seat is kept clean.

· Every shelf, table, cabinet, wash basin and other fittings are kept clean. Cleanliness of Instruments, Towels, Materials and Equipment Requirements You must ensure that immediately before use in connection with any customer

What cleaning products do you use? ………………………………………………………………………………………….

· Any gown, wrap or other protective clothing is clean , Any paper or other covering placed on the back of a chair is clean.

· Any towel, cloth, neck wool or article which is applied to the face, head or neck is clean and has not previously been used in connection with any other customer unless it has been adequately cleaned.

· Any metal instrument likely to come into contact with a customer should be adequately disinfected. Disposable blades should be used where possible and disposed immediately in a ‘sharps’ box or appropriate blade container. All sharp implements should be cleaned with an appropriate disinfectant (i.e. one approved for killing bacteria, viruses and fungi) after each use. The disinfectant should be changed daily.

Do you use reuse any blade? If so how cleaned?

Disposal blades do you have a shapes box and arrangement for collection?

· Any soap in solid form should be adequately rinsed A fresh supply of water must be used for shaving, shampooing or washing each customer. All articles used for the purpose of shaving must be cleaned immediately before and after use.

· Hands and clothes must be clean before attending any customer.

· Suitable and sufficient washing facilities must be provided and maintained (including hot and cold water, hand wash and means of drying hands).

· Any overalls (clothing or uniform) worn must be clean

· Any open boil or sore on an exposed part of the body must be effectively covered by an impermeable dressing while attending a customer

· Disposable gloves (nitrile/vinyl type) must be worn if operator’s hands have a skin condition or the client has a scalp condition/infection Treatment of Wounds In the event of a hairdresser suffering injury to the skin, the injury should be treated with a pre-packed spirit swab and then covered with a waterproof dressing/plaster. In the event of a customer’s skin being accidentally cut / damaged in any way, the wound should be treated with a pre-packed spirit swab and then left to dry. If wound does not stop bleeding then seek medical attention.

· Wear non-latex disposable gloves when using products or wet working

ALL accidents / incidents should be recorded in an accident book. Hairdressing Products and Chemicals The use of some products/ chemicals and wet hand work in hairdressing can cause eye, skin or breathing irritation or allergy to customers and operators. To minimise the risk of this happening you should:

Do you have an accident book?

· Follow supplier’s instructions on use and storage

· Operators must check customers for history of allergy to products and any damage to scalp

· Carry out skin allergy tests as per manufacturer’s instructions 48 hours before treatment

· Ensure the Salon and stockroom are well ventilated

· Clients are well protected with gowns, towels, etc.

· Regular staff health surveillance – if a product states causes “sensitisation” or “allergic reactions” i.e. asthma or dermatitis. For dermatitis, this involves checking hands for signs of dryness, redness, blisters, etc. For asthma this involves checking if staff experience breathing difficulties or wheezing. General Health and Safety Requirements To comply with health and safety law, all businesses are also required to ensure the following:-

· Carry out a suitable and sufficient risk assessment (Refer to HSE sample risk assessment for a hairdressing salon).

· Provision of adequate ventilation, lighting, working temperature, work space etc.

· Provision of suitable and sufficient sanitary facilities for operators.

· Provision of adequate first aid materials.

· Provision of accident recording and reporting procedures.

· Maintenance of electrical and gas installation and equipment in a safe condition.

· Provision of fully adjustable client chairs, children’s seats and wheeled stools What do I need to do if I have a mobile business? You must take the same precautions when visiting client's homes. You must have suitable facilities for disinfecting equipment. What else do I need to do? There are a number of other things you need to do:-

· When you receive your registration certificate/s they must be displayed in a conspicuous position at the premises.

· You must have employer's liability insurance and it is recommended you also have public liability insurance.

DO you have your public liability insurance on public display?

\* NB. The premises will be registered to the applicant. The registration will continue indefinitely

whilst the applicant remains the legal occupier of the stated premises.

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**Declaration**

To the best of my knowledge and belief, the particulars of this form are correct and complete.

Signature of Applicant(s) …………………………………………………..

Print name of applicant ……………………………………………………

Date ……………………………………………………