Skin Piercing Inspection Proforma

Name of Officer		Date of Visit	
Employer / Duty Holder Name			
Name & Address of Premises			
Treatment Offered			
Person(s) Seen			
Names of Registered Operator(s)			

	Requirements:	**Yes**	**No**	**Comments**
	CLEANLINESS OF PREMISES & FITTINGS			
1	Internal walls, doors, windows, floor, ceiling kept clean & in good repair	Yes	No	
2	Waste bin with pedal / refuse collection / correct disposal arrangements	Yes	No	
3	Needles, razors or other sharp items used in treatment disposed of in a sharps container	Yes	No	
4	All furniture and waste receptacles are kept clean	Yes	No	
5	Any table, couch or item which may become contaminated with blood or bodily fluids and any surface which a needle, instrument or equipment is placed on immediately prior to treatment, has a clean and impervious surface which is cleaned and disinfected immediately after use and at the end of each working day	Yes	No	
6	Any table or couch in contact with clients skin is covered by use of a disposable paper sheet or plastic film wrap or similar which is changed for every client	Yes	No	
7	Eating or drinking is prohibited in the treatment area (except water during the tattoo process for the client) and prominent notice(s) are displayed	Yes	No	
8	Animals are prohibited from the treatment area (except guide dogs)	Yes	No	
	TREATMENT AREA			
9	Clinical areas physically distinct from non-clinical areas and all treatments conducted solely in the treatment area	Yes	No	
10	Floor of the treatment area is smooth and impervious to water	Yes	No	

	CLEANSING & STERILIZATION OF NEEDLES, INSTRUMENTS, MATERIALS & EQUIPMENT			
11	Any gown, wrap or other protective clothing, paper or other covering used in treatment is clean and in good repair and has not been used on previous client, unless it consists of a material which can be and has been adequately cleansed &, so far as is reasonably practicable, sterilised	Yes	No	
12	All needles / razors / other sharp instruments are single use and disposable	Yes	No	
13	Any single-use instrument, or equipment or parts of an instrument that touches a client are sterile	Yes	No	
14	If petroleum jelly or lubricating gel is placed on a client's skin, it is removed with a clean spatula which is disposed of following treatment, or cleaned & sterilised before re-use	Yes	No	
15	Tattoo machines and clip cords are covered with plastic which is renewed between clients and disposed of appropriately	Yes	No	
16	Elastic bands or needle runners used on tattoo machines are changed between clients and disposed of appropriately	Yes	No	
17	Tattoo stencils and marker pens are single-use and are disposed of appropriately	Yes	No	
18	Only ink that is dispensed into single-use pots or pre-packed single-use containers is used	Yes	No	
19	Ink containers are single-use and unused ink is disposed of after each treatment	Yes	No	
20	Plastic film wrap used to cover tattoos is clean and used straight from the pack and is secured by use of hypo allergenic tape	Yes	No	
21	A sink which is separate to the WHB is available for general purpose use, with a constant supply of hot and cold running water (and located out of the treatment area wherever possible)	Yes	No	
22	Sterilisation equipment is available (unless only pre-sterilised items are used) and is serviced / tested / maintained in accordance with manufacturer instructions, and records are retained. [*Note:* Vacuum autoclaves are needed for hollow tubes, tips and grips]	Yes	No	
23	There are sufficient and safe gas points & electrical socket outlets	Yes	No	
24	Clean and suitable storage is provided for articles, needles, instruments and equipment	Yes	No	
	RECORD KEEPING			
25	For the purpose of controlling the spread of infection records are retained of all clients treated (including name, address, DOB, nature of treatment, medical history, health assessment, name of operator and signed consent form)	Yes	No	

	CLEANLINESS & PERSONAL HYGIENE OF OPERATORS			
26	Operators are aware of appropriate hand hygiene procedures and wash hands immediately before and after each treatment	Yes	No	
27	Operators are instructed in the correct use of PPE	Yes	No	
28	Hands and nails are kept clean and nails kept short and free from nail varnish, nail decoration or any form of nail covering	Yes	No	
29	No wrist watches, stoned rings or other jewellery worn during treatment	Yes	No	
30	Open lesions on exposed parts of the body are covered by waterproof dressing	Yes	No	
31	Operators wear disposable, well fitted, powder-free surgical gloves that conform to EC standards, are free from rips and tears and have not previously been used on another client	Yes	No	
32	Operators do not wear natural rubber latex (NRL) gloves for treatment involving petroleum based lubricants	Yes	No	
33	Operators wear a gown, wrap or protective clothing that is clean / washable and sterile or wears a single-use apron that is disposed of appropriately after use	Yes	No	
34	Operators do not smoke or consume food in the treatment area	Yes	No	
35	All operatives practising are maintaining high standards of personal hygiene at all times	Yes	No	
36	Suitable and sufficient WHB's with non-hand operated taps provided and appropriately located for the sole use of operators, equipped with an adequate supply of hot and cold water, liquid soap and paper towels stored in a wall mounted dispenser next to the WHB. Hand washing instructions clearly displayed at the WHB	Yes	No	
37	Sanitary accommodation for operators is adequate, clean and maintained in a hygienic condition	Yes	No	

Administration:				
	RECORDS, ID CHECKS AND CLIENT INFORMATION			
38	ID checks are carried out to verify date of birth (DOB) and details of type of ID seen is recorded in the client records	Yes	No	
39	A record of the brand and batch numbers of inks used in the treatment are recorded in the client record	Yes	No	
40	Client aftercare advice is provided following treatment, in writing, that the client can retain and take away with them	Yes	No	

Recommendations:				
41	The proprietor of the business and all artists operating from the premises are members of a trade or professional body that promotes safe and hygienic tattooing	Yes	No	
42	Arrangements are in place to immunise operators against Hepatitis B. Records of operators who have declined vaccinations are retained. Where operators have been vaccinated, evidence is available	Yes	No	
43	Training arrangements are in place to ensure CPD or similar, tailored appropriately to ensure competence of all operators. Staff training records are available	Yes	No	

ADDITIONAL CONSIDERATIONS **(NOT integral to rating criteria)**				
A	Adequately stocked first-aid kit available	Yes	No	
B	Operator's first-aid trained	Yes	No	
C	Operators aware of needle stick injury procedure	Yes	No	
D	Operators aware of procedure for dealing with body fluid spillages	Yes	No	
E	Registration certificates correct and on display	Yes	No	
F	Copy of Local Authority byelaws available on the premises	Yes	No	
G	Autoclave pressure tested in accordance with Pressure Systems Safety Regulations 2000	Yes	No	

OFFICER NOTES / COMMENTS