

Tattoo Hygiene Rating Scheme

Guidance for Local Authorities



Chartered Institute of
Environmental
Health

Sefydliad Siartredig
Iechyd yr
Amgylchedd

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1. Introduction

The Tattoo Hygiene Rating Scheme (THRS) is a voluntary scheme, and is supported by the, The Tattoo and Piercing Industry Union and the Chartered Institute of Environmental Health and delivered by local authorities.

Participation in the scheme is by application. Premises participating in the scheme do so on a voluntary basis and may withdraw from it at any time. Participating premises and local authorities will be bound by the rules of the scheme.

Participating premises will be given allocated a rating following its programmed inspection, which rating can be displayed in the premises in certificate form and on the window of the premises in the form of a window sticker. The premises will be re-rated on a programmed basis, but may be re-rated before the programmed inspection visit at the request of the operator of the premises and the discretion of the relevant local authority.

A comprehensive list of current THRs for all premises participating in the scheme will be displayed on the CIEH Cymru Wales web site www.cieh-cymruwales.org, local authorities may at their discretion display ratings for tattoo premises within their own areas on their local authority website and may, at their discretion, carry a link to the CIEH Cymru Wales web site from their own web sites. There will also be a Twitter feed for the scheme when it is operational.

2. Objectives of the scheme

The objectives of the THRS are:

- i. Inform the public about the hygiene standards in the premises at the time of the most recent inspection,
- ii. Drive up standards and adoption of Best Practice across the industry
- iii. Reduce the risk of incidents of infection and of transmission of infectious disease from tattooing procedures.

3. Operation of the Scheme

This scheme compliments the registration scheme under the Local Government (Miscellaneous Provisions) Act 1982 and in all cases the requirements of the Local Government (Miscellaneous Provisions) Act 1982 take precedence over the requirements of the THRS.

Premises offering tattooing may apply to join the THRS. It is a voluntary scheme; however the Rules of the Scheme are binding on participants once they have joined. It is suggested that local authorities talk to their studio operators about the scheme and invite them to join. Local authorities may use whatever form of application they wish – using an application form prepared for the purpose, email requesting to join etc. Applications should be capable of being saved by the local authority for subsequent reference.

Local authorities should also advise studio operators as to how they may withdraw from the scheme – it is suggested that a letter or email advising of intention to withdraw should be required. On withdrawal from the scheme authorities should require return of Certificates that remain current and window cling stickers.

a. Rating of premises

Local authorities should rate tattoo premises within their areas on the premises opening for business and thereafter in accordance with the risk rated programme of inspections. The rating to be awarded on the basis of conditions found during the initial or any subsequent programmed inspection.

The rating awarded should be allocated in accordance with the table of ratings – Appendix 1.

Where premises offer services in addition to tattooing, e.g. branding, beading etc the additional services fall outside the THRS and officers should not take account of equipment etc provided exclusively for the delivery of the other services. Where equipment, furniture or fittings are dual use they should be considered as part of the THRS inspection.

Where conditions found in the premises are such that all the requirements of Level 2 are not met the premises should be rated a 1 Rating.

The rating scheme is inclusive, i.e. to progress from a Rating 2 to a Rating 3 the premises must satisfy **ALL** of the requirements of Rating 2 and **ALL** of the requirements of Rating 3. It is important for the integrity of the scheme and public confidence in it and to ensure consistency of approach that local slippage does not occur.

If at the initial inspection the inspecting officer requires remedial works or action to be carried out it is acceptable for the premises to be rated once the works or action has been carried out. The purpose of the scheme is to drive up standards; therefore premises should be encouraged to carry out works of improvement to push up their rating and in doing so potentially protect public health. Once the THR has been awarded it will remain current until the next inspection carried out the local authority.

After inspection and rating the local authority shall provide the premises owner with the THRS certificate (Appendix 2) showing the name and address of the premises to which it relates and date on which the rating was awarded, and a THRS window sticker (Appendix 3) appropriate for the rating awarded. The owner should be advised in an accompanying letter that both remain the property of the local authority and can be withdrawn at any time. In the same letter the operator should be advised of the right to appeal against the awarded rating and the mechanism for doing so. The suggested text of the accompanying letter is shown as Appendix 4.

Premises owners should be advised about the works that would be necessary for them to improve their rating and encouraged to undertake them.

b. Publicising the THRS

In order for the THRS to be as effective as possible the public must be able to check the current THR of premises. In addition to the THRS Certificate and Window Sticker THRs will be publicised on the CIEH Cymru Wales web site, www.cieh-cymruwales.org and may be displayed on the relevant local authority web site.

When a tattoo premises has been allocated a rating the rating local authority should send details of the premises and the rating awarded to wales@cieh.org for upload to the web list and to the Twitter feed

Local authorities may display a link to the THR of premises on the CIEH Cymru Wales web site from their own web sites should they wish to do so.

c. Requests for re-rating

The purpose of the THRS is to raise standards within the tattoo sector. Operators may therefore wish to improve their THR by carrying out such works as may be necessary to progress up the ratings. Local authorities should encourage progression. Requests for re-ratings should not be accepted for 3 months after the programmed Local Government (Miscellaneous Provisions) Act 1982 inspection has been carried out – in effect operators should have to ‘live with’ the rating they are awarded for a period of time before they can be re-rated.

Operators will not be keen to carry out such works or demonstrate embedded practises as may be required to progress through the ratings if they will be required to wait until their programmed inspection to be re-rated, therefore where works have been carried out local authorities should accede where possible to requests to re-rate the premises, subject to 3 months having elapsed since the last programmed inspection and rating visit.

Where premises are re-rated a new THRS Certificate and Window sticker should be awarded and the rating displayed on the CIEH Cymru Wales web site should be amended.

Where a premises has been re-rated the ‘new’ rating will last only until the next programmed inspection at which point the rating will be reviewed in accordance with the scheme.

If a request for re-rating is made and the local authority does not have the capacity or resources to carry out a re-rating visit the operator should be advised accordingly. If, in the view of the local authority the period between the request for re-rating and the next programmed inspection is sufficiently short the request should be denied and the operator advised that the rating will be considered at the time of the next programmed inspection.

Local authorities are asked where possible to accede to request for re-rating to encourage improvements in standards and maintain tattoo premises operators confidence in the scheme.

d. Appeals against ratings

Although the THRS is voluntary and it is possible that operators aggrieved by the awarded rating will just refuse to display either rating or certificate the fact that ratings will be displayed on the CIEH Cymru Wales web site may encourage some to appeal against their rating.

In order to ensure fairness and clarity the rules making an appeal and the grounds under which an appeal can be made are contained within the rules of the THRS.

Where an operator of premises is aggrieved by the THRS Rating awarded to his premises he may appeal to the local authority making the award.

- a. That the rating allocated to the premises does not properly reflect conditions existing within it at the time of the rating visit, OR*
- b. that the rating criteria were incorrectly applied.*

The appeal must be made in writing within 28 days of the notification of the THRS rating and must state the grounds upon which the appeal is founded.

As the number of tattoo premises is relatively small as compared to food premises it is not anticipated that there will be a significant number of appeals, however where an operator does wish to appeal the local authority should deal with the appeal by asking an officer of a senior level to the inspecting officer who had no involvement in the original inspection to review the findings of the inspection and the operators comments and to rule on the appeal.

Local authorities may wish to consider working collaboratively with neighbouring authorities to determine their respective appeals,

The operator should be provided with the reasons in writing for acceding to or refusing the appeal.

The rules of the scheme provide that the decision of the appeal is binding on both parties. There is therefore no further appeal, although the premises operator may chose to leave the scheme if he/she remains dissatisfied.

APPENDICES

Appendix 1 Table of Ratings

Rating	'Title'	
1	Needs Improvement	Standards falling below standards outlined in Schedule 2.
2	Satisfactory	See schedule 2 AND Client record keeping regime in place and maintained
3	Good	Client age verification Signed consent form required Record keeping regime relating to ink batch numbers used on each client in place and maintained After care advice provided
4	Very Good	Tattooists members of recognised trade body Programme of staff training (tattoo related, health and safety, infection control etc) Staff vaccination and health screening programme

Rating progression

Rating 2 – must satisfy **all** of the requirements

Rating 3 - must satisfy **all** of rating 2 and **all** of rating 3

Rating 4 – must satisfy **all** of rating 3 and **all** of rating 4 conditions.

Appendix 2 Tattoo Hygiene Rating Scheme Certificate

Notes to Certificates

1. Certificates are supplied in Word format so that they may be printed on demand by local authorities.
2. Certificates should be A4 and should not be resized or amended.
3. There is space on the certificate for the local authority issuing the certificate to append its own logo.
4. There is space on the certificate for the logos of other partner organisations (if any) logos to be appended.
5. The rules of the scheme provide that the certificate remains the property of the local authority that issued it and may be recovered by them from the premises operator at any time.

Appendix 3 Tattoo Hygiene Rating Scheme – Window Sticker

1. Premises that enter the THRS will receive a window cling sticker showing the rating achieved following each rating inspection. Where the rating achieved remains the same as on the previous rating visit the sticker previously issued shall remain in place.
2. The sticker is to be displayed on a window or door of the premises where it can be clearly seen by potential customers.
3. The rules of the scheme provide that the sticker remains the property of the local authority that issued it and may be recovered by them from the premises operator at any time.
4. Window stickers may be purchased from CIEH Wales Directorate by emailing wales@cieh.org Stickers will be despatched within 2 working days of the request being received.
5. Stickers are supplied in bundles of 5 and local authorities should specify clearly which ratings they require when ordering. Local authorities should also specify whether they require the English language or the Bilingual version of the stickers.

Appendix 4 Suggested accompanying letter – text

Name
Address
Address

Dear Sir/Madam

Tattoo Hygiene Rating Scheme
Premises at xxxxxxxxxxxxxxxxx

Further to my inspection of your premises under the provisions the Local Government (Miscellaneous Provisions) Act 1982 I am now able to advise you that the above premises has been awarded a Tattoo Hygiene Rating Scheme rating of **NUMBER**. This rating will apply to the premises until the next programmed inspection in **MONTH** and **YEAR**.

Please find enclosed your Tattoo Hygiene Rating Scheme Certificate that you may display in the premises and your Tattoo Hygiene Rating Window sticker that should be displayed on a window or door where it can be seen by members of the public from outside the premises. You should note that, in accordance with the terms of the Tattoo Hygiene Rating Scheme both the Certificate and Window sticker remain the property of **NAME** council and may be removed without notice should conditions in the premises fall below that necessary to maintain the rating.

Your awarded rating will be uploaded to the Tattoo Hygiene rating Scheme list of ratings on the CIEH Cymru wales web site – www.cieh-cymruwales.org , a link to which can be found on this councils web site www.thiscouncilswebsite.gov.uk **It will also be displayed on this councils website**

Should you wish to appeal against the Tattoo Hygiene Rating Scheme rating you have been awarded you should do so in writing within 28 days of the date of this letter outlining the grounds of your appeal. Please write to **name and address or email address**. Your appeal will be considered by **details details details**. The appeal decision is final, and binds both you and this council.

If THRS Rating 4 has been achieved:

Congratulations on achieving Tattoo Hygiene Rating Scheme rating 4, **Name** council encourages you to maintain this high standard.

If THRS less than 4 has been achieved:

You have achieved a Tattoo Hygiene Rating Scheme rating **NUMBER**. Should you wish to improve your rating you have been given and need advice please do not hesitate to contact **NAME** who will be able to provide you with detail of the steps you will need to take to progress.

Yours etc

