

# HEALTH PREMISES INSPECTION REPORT

<b>Trading name:</b>	<b>Given name:</b>
<b>Registration No:</b>	<b>Family name:</b>
<b>Property address:</b>	<b>Proprietor:</b>
<b>Inspection type:</b>	<b>ABN:</b>
<b>Date:</b>	<b>Postal address:</b>
<b>Time in:</b>	<b>Time out:</b>
	<b>Mobile number:</b>

Hair Salons and Beauty Salons		Y	N
1	Premises are structurally suitable for the carrying out of hairdressing/provision of beauty treatment		
2	Premises are clean and in good repair		
3	Premises are provided with adequate, designated facilities for keeping hairdressing/beauty treatment appliances and utensils clean		
4	Premises are provided with washing, drainage, ventilation and lighting facilities that are adequate for the carrying out of hairdressing/provision of beauty treatment		
5	Premises are provided with adequate, designated facilities for storing hairdressing/beauty treatment appliances and utensils in a hygienic manner		
6	Premises are provided with floor coverings, shelves, fittings and furniture that are suitable for the carrying out of hairdressing/provision of beauty treatment		
7	Adequate washing facilities are provided for the carrying out of hairdressing/provision of beauty treatment. All wash basins are fitted with common spouts for the supply of hot and cold running water. Walls situated against any wash basins are constructed of/covered with material that is durable, smooth, impervious to moisture and capable of being easily cleaned from floor level to 450mm above the top, and to 150mm beyond each side, of the wash basin		
8	Shelves, fittings and furniture are suitable for the carrying out of hairdressing/provision of beauty treatment and constructed of/covered with material that is durable, smooth, impervious to moisture and capable of being easily cleaned		

Skin Penetration Premises		Y	N
9	Occupier has notified carrying out skin penetration procedures to the local government authority. Any changes to particulars provided are notified within 7 days		
10	Premises are clean and hygienic		
11	Hand wash basin is provided with a supply of clean, warm, potable water, liquid soap/alcohol-based hand cleanser and single-use towels/automatic hand dryer		
12	Separate sink is provided with a supply of clean, warm water for cleaning equipment		
13	Separate, designated toilets for use only by clients undertaking colonic lavage procedures are provided in close proximity to the treatment room if procedure uses a closed system, or in the room's immediate vicinity if procedure uses an open system		
14	Appropriate waste disposal bin facilities are provided (clinical waste is double-bagged and durable bins, able to be easily cleaned and adequately contain all waste, are provided in each treatment area)		
15	Appropriate sharps container provided on site compliant with AS 4261-1994 (reusable sharps container), or AS 4031-1992 (non-reusable sharps container)		

Skin Penetration Articles, Equipment & Instruments		Y	N
16	Equipment is in good working order, cleaned and dried after use and kept in a clean and dry condition		
17	Disposable gloves, clean linen and gowns/aprons are available and appropriate for skin penetration procedures carried out		
18	All instruments used to apply wax are single-use. All wax and instruments are immediately disposed of after completing the procedure		
19	Adequate supply of clean, sterile, single-use disposable needles are kept onsite in a sterile environment if used in skin penetration procedures		
20	Ink, pigment and other liquids used in skin penetration procedures are decanted into single-use containers. Single-use applicators are used		
21	Topical anaesthetic products appropriately acquired by customer from a pharmacy are only used for that patron. Schedule 4 prescription only medicines (injections) only supplied and administered by an AHPRA-registered medical practitioner		

Skin Penetration Procedures		Y	N
22	New, unused gloves and clean gowns/aprons are worn during skin penetration procedures (except for waxing hair removal procedures). Clean, impermeable gowns are worn during colonic lavage procedures. Gloves are appropriately disposed of immediately after completing the procedure		
23	Single-use articles used in skin penetration procedures are immediately disposed of after completing the procedure		
24	All needles and single-use sharps used in skin penetration procedures are disposed of in a sharps container compliant with AS 4031-1992 immediately after completing the procedure		
25	Articles previously used in skin penetration procedures that have not penetrated a person's skin have been cleaned and kept in a clean condition before being reused		

Sterilisation Skin Penetration Articles & Instruments		Y	N
26	Reusable skin penetration instruments/articles are sterilised and kept in a sterile environment		
27	Records are kept onsite for at least 12 months of each reusable skin penetration article's sterilisation with time and date when sterilised, autoclave temp & pressure levels, and length of time autoclaved; or date when sent offsite & name & address of person undertaking sterilisation if sterilised offsite		
28	Onsite sterilisation is undertaken in accordance with AS 2815-2006. Reusable skin penetration articles and instruments are thoroughly cleaned, dried, placed open & appropriately packaged in correctly labelled bags (cycle #, date, operator & steriliser code)		
29	Onsite steriliser is listed on the Australian Register of Therapeutic Goods, maintained in accordance with AS 2182-1998 and annual validation certificate is available onsite		
30	At least one person that is adequately trained in the autoclave's operation is present at the time the autoclave is used for onsite sterilisation		

Public Health (COVID-19 Restrictions on Gathering and Movement) Order (No 3) 2020

Critical requirement	Description	Compliance Y / N	
1 COVID-19 safety plan	Occupier or operator of the premises has developed a safety plan for the premises that addresses the matters required by the COVID-19 safety checklist - Clause 5(3)		
2 Physical distancing	The owner or occupier of the premises complies with the maximum permissible number of patrons for the premises: The number of customers that may be present on the premises is the lesser of the following number of customers— (a) 10 customers (excluding hairdressing salons), or (b) the total number of customers calculated by: allowing 4 square metres of space for each customer (excluding staff members) on the premises. - Clause 5(1) (a) and (b)		
3 Hygiene and cleaning	The owner or operator of the premises excludes staff and customers who are unwell from the premises. - Clause 5(3) (a)		
4 Hygiene and cleaning	The owner or operator of the premises adopts good hand hygiene practices. - Clause 5(3) (a)		
5 Record keeping	The owner or occupier of the premises must keep a record of name, mobile number or email address for staff, customers and contractors for at least a period of 4 weeks - Clause 12		

**Comments**

**Inspection outcome**      Satisfactory      Unsatisfactory

**Enforcement action**    Owner/operator provided with:

- Advice/guidance
- Warning letter
- Improvement notice
- PIN

**Re-inspection required**      Yes      No

**Referral to another agency?**      Yes      If Yes, which agency  
NA

**Inspector name:**

**Proprietor name:**

**Signature:**

**Signature:**

**Additional comments**

## **Local Government Act 1993 and Local Government (General) Regulation 2005; Public Health Act 2010 and Public Health Regulation 2012**

This assessment report is based on guidance provided by NSW Health and the requirements and standards outlined in the above legislation. The assessment is set up as a checklist. It might not be possible to observe all the areas in a single inspection. Despite the presence of a list, each item may refer to multiple issues of compliance. The assessment focuses on the indirect and direct contact, and skin penetration illness risk factors identified by the Australian and US Centre for Disease Control. The key targets for inspection are: unsafe and unsuitable hair, beauty salon and skin penetration premises; unsafe and unsuitable skin penetration articles, equipment and instruments; unsafe and unsuitable skin penetration procedures; and inadequate sterilisation of skin penetration articles and instruments.

### **Hair and Beauty Salons**

- Premises are structurally suitable for the carrying out of hairdressing/provision of beauty treatment
- Premises are clean and in good repair
- Premises are provided with adequate, designated facilities for keeping hairdressing/beauty treatment appliances and utensils clean
- Premises are provided with washing, drainage, ventilation and lighting facilities that are adequate for the carrying out of hairdressing/provision of beauty treatment
- Premises are provided with adequate, designated facilities for storing hairdressing/beauty treatment appliances and utensils in a hygienic manner
- Premises are provided with floor coverings, shelves, fittings and furniture that are suitable for the carrying out of hairdressing/provision of beauty treatment
- Adequate washing facilities are provided for the carrying out of hairdressing/provision of beauty treatment. All wash basins are fitted with common spouts for the supply of hot and cold running water. Walls situated against any wash basins are constructed of/covered with material that is durable, smooth, impervious to moisture and capable of being easily cleaned from floor level to 450mm above the top, and to 150mm beyond each side, of the wash basin
- Shelves, fittings and furniture are suitable for the carrying out of hairdressing/provision of beauty treatment and constructed of/covered with material that is durable, smooth, impervious to moisture and capable of being easily cleaned.

### **Skin Penetration Premises**

- Occupier has notified carrying out skin penetration procedures to the local government authority. Any changes to particulars provided are notified within 7 days
- Premises are clean and hygienic
- Hand wash basin is provided with a supply of clean, warm, potable water, liquid soap/alcohol-based hand cleanser and single use towels/automatic hand dryer –
- Separate sink is provided with a supply of clean, warm water for cleaning equipment
- Separate, designated toilets for use only by clients undertaking colonic lavage procedures are provided; in close proximity of the treatment room if procedure uses a closed system; or in the room's immediate vicinity if procedure uses an open system
- Appropriate waste disposal bin facilities are provided (clinical waste is double-bagged and durable bins able to be easily cleaned and adequately contain all waste are provided in each treatment area)
- Appropriate sharps container provided on site compliant with AS/NZS 4261:1994 for skin penetration procedures involving reusable sharps, or AS 4031:1992 for skin penetration procedures involving non-reusable sharps.

### **Skin Penetration Articles, Equipment & Instruments**

- Equipment is in good working order, cleaned and dried after use and kept in a clean and dry condition
- Disposable gloves, clean linen and gowns/aprons are available and appropriate for skin penetration procedures carried out
- All instruments used to apply wax are single-use. All wax and instruments are immediately disposed of after completing the procedure
- Adequate supply of clean, unused, sterile, single-use disposable needles are kept onsite in a sterile environment if used in skin penetration procedures. All needles used in skin penetration procedures have not been previously used.
- Ink, pigment and other liquids used in skin penetration procedures are decanted into single-use containers. Single-use applicators are used
- Topical anaesthetic products appropriately acquired by customer from a pharmacy are only used for that patron. Schedule 4 prescription only medicines (injections) only supplied and administered by an AHPRA registered medical practitioner.

### **Skin Penetration Procedures**

- New, unused gloves and clean gowns/aprons are worn during skin penetration procedures (except for waxing hair removal procedures). Clean, impermeable gowns are worn during colonic lavage procedures. Gloves are appropriately disposed of immediately after completing the procedure.
- Single-use articles used in skin penetration procedures are immediately disposed after completing the procedure
- All needles and single-use sharps used in skin penetration procedures are disposed of in a sharps container compliant with AS 4031:1992 immediately after completing the procedure
- Articles previously used in skin penetration procedures that have not penetrated a person's skin have been cleaned and kept in a clean condition before being reused.

### **Sterilisation Skin Penetration Articles & Instruments**

- All skin penetration instruments/articles are clean, sterilised and kept in a sterile environment.
- Records are kept on site for at least 12 months of each reusable skin penetration article's sterilisation with; time and date when sterilised, autoclave temperature and pressure levels and length of time autoclaved if sterilised onsite; or date when sent off-site and name and address of person undertaking sterilisation if sterilised offsite
- Onsite sterilisation is undertaken in accordance with AS/NZS 4815:2006. Reusable skin penetration articles and instruments are thoroughly cleaned, dried, placed open and appropriately packaged in correctly labelled bags (cycle #, date, operator and steriliser code)
- Onsite steriliser is listed on the Australian Register of Therapeutic Goods, maintained in accordance with AS 2182-1998 and annual validation certificate is available onsite
- At least one person that is adequately trained in the autoclave's operation is present at the time the autoclave is used for onsite sterilisation.