



## **DRAFT BAHAMAS NATIONAL STANDARD**

### **Code of Hygienic Practice for Beauty & Wellness Part 4 – Particular Requirements for Hairdressing and Barbershop Establishments**

**DBNS SLCP 13-4:2017**

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## BBSQ Foreword

This draft national standard is a modified version of the St. Lucia National Standard **SLCP 13-4:2017 Code of Hygienic Practice for Beauty and Wellness Part 4: Particular Requirements for Hairdressing and Barbershop Establishments**. The national committee responsible for reviewing this draft standard is Technical Committee 16 *Beauty Trades and Industry*. This draft standard contains requirements that are relevant for The Bahamas.

## BBSQ Committee Representation

This St. Lucia National Standard will be adopted as a National Standard under the supervision of the National Technical Committee for the Beauty Trades and Industry (NTC 16) hosted by the Bahamas Bureau of Standards and Quality, which at the time comprised the following members:

**Member**

**Representing**

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## 1 Scope

This code of practice establishes guidelines for hygienic operations of hairdressing and barbershop facilities.

This code provides best practice requirements for the provision of hair related services in a safe and hygienic environment.

## 2 Normative references

The following referenced documents are indispensable for the application of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

*BNS SLCP 13-1 Code of practice for beauty and wellness facilities – Part 1: General requirements*

## 3 Terms and definitions

For the purposes of this document the following terms and definitions shall apply.

### 3.1

#### **barber**

person whose occupation is to cut and chemically enhance the hair of customers and to shave or trim facial hair

#### 3.1.1

#### **barber-stylist**

person who operates as a barber and also chemically treats or otherwise modifies hair as an occupation

### 3.2

#### **competent authority**

Minister, Ministry, Department of government, statutory body or any authorised person administering any law regulating the barber shops and hairdressing salons

### 3.3

#### **hair salon**

#### **barbershop**

shop, business, or department of a store operated by any person for the purpose of offering or conducting hairdressing, barbering and related services as specified to the area of qualification by competent authority

### 3.4

#### **hairstylist**

person who cuts, styles, chemically treats, adds extensions or otherwise modifies hair as an occupation

### 3.5

#### **practitioner**

professional who has attained the relevant national/international vocational qualifications in respective fields of hairstyling or barbering

### 3.6

#### **proprietor**

a person engaged in the business of hairstyling or barbering

### 3.7

#### **supervisor**

a certified individual with at least five (5) years of experience in barbering, hairstyling or hairstyling and who satisfies the criteria of 15 hours of Continued Professional Development annually which allows them to be registered with the competent authority

## **4 General requirements**

### **4.1 Legal**

**4.1.1** All hairstyling and barbering facilities shall comply with national regulations for public health required for operating a barbershop or hair dressing salon.

In addition to the requirements of *BNS SLCP 13-1 Code of hygienic practice for beauty and wellness – Part 1: General requirements* the following specific requirements outlined in this standard shall apply to barbershops and hair dressing salons.

The requirements of this part of BNS SLCP 13 supplement those in *BNS SLCP 13-1* and should not be considered as the only applicable requirements for the hairstyling and barbering establishments.

### **4.2 Training and competency**

**4.2.1** Practitioners shall be able to demonstrate appropriate training for the procedure they are carrying out in accordance with the legal age of employment.

**4.2.2** Public health license shall be clearly displayed.

**4.2.3** Full records shall be kept on the premises of all qualifications and courses attended, and available for inspection by the competent authority at all times. These should include:

- a) first aid;

- b) hand hygiene;
- c) skin disinfection; and
- d) decontamination of equipment and use of autoclaves.

**4.2.4** Practitioners shall attend the national course on infection prevention and control, and a refresher course at least every year with a minimum of 15 credit hours.

**4.2.5** Health and safety training shall include procedures on dealing with:

- a) safe work practices;
- b) hazards and risks in the salon;
- c) control measures in place to minimize risks;
- d) task-specific training;
- e) safe operation of machinery and equipment;
- f) use and maintenance of personal protective equipment (PPE); and
- g) accident and emergency procedures, including cleaning up spills safely.

**4.2.6** New entrants shall be carefully supervised during the first year of practice by a supervisor.

**4.2.7** Records of supervision shall be kept on the premises.

**4.2.8** Practitioners shall be able to demonstrate competency and knowledge on diseases and disorders and infection control procedures.

### **4.3 Staff**

**4.3.1** The proprietor of a business shall take reasonable steps to ensure that all hairdressers and barbers engaged for the business comply with this code.

### **4.4 Customer service requirements**

**4.4.1** The hairdresser and barber shall consistently provide quality, prompt, courteous and reliable service to its clients.

**4.4.2** The hairdresser and barber shall promptly respond to all guest complaints and resolve them in a timely and efficient manner.

NOTE A procedure shall be in place to handle guest complaints.

**4.4.3** The organization should have a code of ethics to guide customer or client practitioner relationship.

#### **4.5 Requirements for general guest (customer) relations**

**4.5.1** The organization shall promptly respond to customer complaints and resolve them in a timely and efficiently manner as possible. It is recommended that the organization seek to resolve customer complaints, brought to its attention by the authorities, within 30 days.

**4.5.2** Customers shall be able to express their concerns and suggestions regarding facilities, staff and programming through a documented feedback system designed to encourage consumer feedback.

#### **4.6 Initial consultation with the client or customer**

**4.6.1** Customers shall be provided with a consultation and chemical service forms for procedures that will cause permanent changes in the hair to guide their choice of barbering and/or hairdressing related services.

NOTE See Annex B for further details.

**4.6.2** The outcome of the consultation, with the elements of the related services chosen by the customer, should be documented in a work description or standard operating procedures.

**4.6.3** The hairdresser and barber shall disclose or display the price to clients before related services are rendered.

**4.6.4** The customer should be assigned to a stylist, where applicable.

**4.6.5** A valid copy of the hairdresser and barber stylist training certificate within the specific modality shall be available on the premises.

**4.6.6** Adequate records shall be kept and maintained of all customers including details of their treatment.

### **5 Facility requirements**

#### **5.1 Premises**

**5.1.1** The following requirements apply to the hair salon and barbering facilities or premises where the business is conducted:

- a) there should be one or more hand basins at least 0.3 m x 0.2 m (1.0 ft x 0.7 ft) at the basin throat opening, with a minimum capacity of ten litres (2.2 gallons);



- b) there shall be at least two separate sinks, one used for client service and the other for cleaning equipment where applicable;
- c) the basin shall be fitted with effective waste pipes suitably trapped and vented;
- d) there shall be enough clean hot and cold water under pressure;
- e) there shall be enough paper towels and liquid soap;
- f) the walls, floors and ceilings should be covered with a smooth, durable material that is impervious to water;
- g) fittings, furniture and appliances shall be clean and in good repair;
- h) lighting not less than 530 lux shall be provided in all working areas where customers are attended to and where equipment is cleaned. overall light intensity shall not be less than 300 lux and 0.8 m (2.6 ft) above the floor;
- i) ventilation shall be sufficient to prevent condensation, excessive moisture on walls and removal of objectionable odours and fumes. if sufficient natural ventilation is not available, adequate mechanical ventilation is required;
- j) hair clippings and other trade waste shall be placed in a watertight bin with a close-fitting lid after attending to a customer;
- k) the premises shall be routinely cleaned to reduce the level of contamination;
- l) an appliance no longer used in the course of the business shall be not be kept on the premises;
- m) there shall be at least one mirror, or more for each barber stylist or hairdresser chair. the mirror shall be not less than 0.762 m (2.5 ft) in length.
- n) a regular pest control program shall be carried out.

## **5.2 Space**

**5.2.1** The floor area where customers are attended to shall be of at least 2.3 m<sup>2</sup> (25 ft<sup>2</sup>) per customer.

**5.2.2** Service chairs used for hair cutting shall be at least 1.5 m (5 ft) apart measured from centre to centre.

**5.2.3** The chairs shall be placed centre to centre, and each chair shall occupy at least 3.25 m<sup>2</sup> (35 ft<sup>2</sup>) of floor space.

**5.2.4** Where separate waiting rooms or reception rooms are provided, the floor area shall not be less than 0.9 m<sup>2</sup> (10 ft<sup>2</sup>) for every person for whom seating accommodation is available, but in no case shall the floor area be less than 4.6 m<sup>2</sup> (50 ft<sup>2</sup>).

### **5.2.5 Storage**

There shall be sufficient cupboards and shelves for storage of materials or equipment.

## **6 Sanitation**

### **6.1 Hairdressers and barbers shall:**

- a) thoroughly wash their hands with liquid soap and clean water before attending to a customer;
- b) be clean and wear clean salon aprons when attending to a customer;
- c) ensure that sufficient clean cloth towels and capes are available for each customer;
- d) dispose of all contaminated paper towels after each use;
- e) use clean water to shave a customer;
- f) only use appropriate, approved, industry standard shaving products to shave a customer;
- g) dispose of single-use razors and blades in a 'sharps' container as stipulated by the competent authority;
- h) only use a re-usable face towel, neck protector or neck cloth that has been washed prior to use.

### **6.2 Hairdressers with transmissible conditions**

A hairdresser or barber who has a condition that may be transmitted to someone else as a result of hairdressing including ringworm, scabies, lice and impetigo shall not be permitted to work until fully recovered.

## **7 Appliances**

### **7.1 Cleaning and disinfection**

A hairdresser or barber shall follow the procedures required for the cleaning and decontamination of appliances.

**7.2** Appliances shall be cleaned and disinfected after each use:

- a) using the immersion cleaning method;

EXAMPLE Scissors, hooks, brushes and combs.

NOTE See Annex A.

- b) using the non-immersion cleaning method;

EXAMPLE Electric razors and clippers.

NOTE See Annex A.

- c) using the decontamination cleaning method once contaminated with blood or body fluids during that use.

NOTE See Annex A.

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## **Annex A** **(normative)**

### **Methods of cleaning appliances**

#### **A.1 Immersion cleaning method**

The immersion cleaning method for an appliance that may be completely immersed in water is as follows:

- a) rinse in warm water;
- b) wash in warm water;
- c) rinse in hot water (minimum 75 °C/167 °F);
- d) dry thoroughly in keeping with best hygienic practice;
- e) store dry in a sanitary air tight container.

#### **A.2 Non-immersion cleaning method**

The non-immersion cleaning method for an appliance that may not be completely immersed in water is as follows:

- a) remove hair and other contaminants with a brush and disposal towel;
- b) remove any part of the appliance that may be completely immersed in water and clean using the immersion cleaning method;

EXAMPLE      The cutting head of an electric razor.

- c) ensure that appliance is disconnected from its power supply (if necessary) and wipe the part of the appliance that may not be completely immersed in water with a 70% alcohol solution;
- d) store the appliance dry (either assembled or disassembled).

#### **A.3 Decontamination cleaning method**

The decontamination cleaning method for an appliance that may be completely immersed in water:

- a) rinse in warm water;
- b) wash in warm water;

- c) rinse in hot water (minimum 75 °C/167 °F);
- d) first dry, then disinfect the appliance;
- e) dry thoroughly in keeping with best hygienic practice;
- f) store dry in a sanitary air tight container.

NOTE The use of hospital grade decontaminating solutions or aerosols may be used.

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## Annex B (informative)

### Examples of client consultation form

#### B.1 Sample of client consultation form

<b>Name:</b>		
<b>Phone:</b>	<b>Work:</b>	<b>Mobile:</b>
<b>Email Address:</b>		
<b>Date of Birth</b>		
<b>Occupation:</b>		
<b>Sex:</b> <input type="checkbox"/> Male <input type="checkbox"/> Female		
<b>If you were referred, who referred you?</b>		
<b>Health/Medical History</b> <i>(Please answer the following questions.)</i>		
<p><b>Are you experiencing any of the following?</b></p> <p><input type="checkbox"/> Fever</p> <p><input type="checkbox"/> Skin Infections</p> <p><input type="checkbox"/> Contagious Conditions</p> <p><input type="checkbox"/> Cuts/Bruises</p> <p><input type="checkbox"/> Other _____</p> <p><b>Have you ever been diagnosed with or been advised to seek treatment for any of the following:</b></p> <p><input type="checkbox"/> Diabetes/ Low or high blood pressure</p> <p><input type="checkbox"/> Allergies</p> <p><input type="checkbox"/> Haemophilia</p> <p><input type="checkbox"/> Asthma</p> <p><b>Are you currently on medication?</b>        <input type="checkbox"/> Yes        <input type="checkbox"/> No</p>		
<b>Services &amp; Treatments</b>		
<p><b>When was your last service?</b></p>  <p><b>How often do you require this service?</b></p>		

**For Practitioner's Use Only****Date:****Service(s) provided:****Comments/Recommendations:****Practitioner Signature:**\_\_\_\_\_**Client Signature:**\_\_\_\_\_

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**B.2 Sample of chemical texture service record**

<b>Client Name:</b>				
<b>Select Description of Hair</b>				
<b>Length</b>	<b>Texture</b>	<b>Type</b>	<b>Porosity</b>	<b>Condition</b>
<input type="checkbox"/> Short <input type="checkbox"/> Medium <input type="checkbox"/> Long	<input type="checkbox"/> Coarse <input type="checkbox"/> Medium <input type="checkbox"/> Fine	<input type="checkbox"/> Normal <input type="checkbox"/> Resistant <input type="checkbox"/> Tint <input type="checkbox"/> Highlighted <input type="checkbox"/> Bleached	<input type="checkbox"/> Very Porous <input type="checkbox"/> Moderately Porous <input type="checkbox"/> Normal <input type="checkbox"/> Resistant	<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor <input type="checkbox"/> Dry <input type="checkbox"/> Oily
<b>Product previously used</b> _____				
<b>Type of Product</b> <input type="checkbox"/> Alkaline <input type="checkbox"/> Acid <input type="checkbox"/> Sodium Hydroxide <input type="checkbox"/> Lithium Hydroxide <input type="checkbox"/> Potassium Hydroxide <input type="checkbox"/> Guanidine Hydroxide <input type="checkbox"/> Ammonium Hydroxide <input type="checkbox"/> Ammonium Sulfite/Bisulfate <input type="checkbox"/> Other _____				
<b>Results:</b> <input type="checkbox"/> Good <input type="checkbox"/> Poor <input type="checkbox"/> Scalp Damage <input type="checkbox"/> Scalp Irritation <input type="checkbox"/> Under Processed <input type="checkbox"/> Over Processed				
<b>Date</b>	<b>Service Provided</b>	<b>Product Used</b>	<b>Service Provider</b>	



### B.3 Hair colour record

<b>Client Name:</b>					
<b>Patch Test:</b> <input type="checkbox"/> Negative <input type="checkbox"/> Positive					
<b>Select Description of Hair</b>					
<b>Form</b>	<b>Length</b>	<b>Texture</b>	<b>Density</b>	<b>Porosity</b>	<b>Condition</b>
<input type="checkbox"/> Straight <input type="checkbox"/> Wavy <input type="checkbox"/> Curly	<input type="checkbox"/> Short <input type="checkbox"/> Medium <input type="checkbox"/> Long	<input type="checkbox"/> Coarse <input type="checkbox"/> Medium <input type="checkbox"/> Fine	<input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High	<input type="checkbox"/> Very Porous <input type="checkbox"/> Moderately <input type="checkbox"/> Normal <input type="checkbox"/> Resistant	<input type="checkbox"/> Normal <input type="checkbox"/> Dry <input type="checkbox"/> Oily <input type="checkbox"/> Faded
<b>Natural hair colour:</b> <b>Intensity:</b> <b>Tone:</b> <b>Distribution of unpigmented:</b> <b>Percentage (%) unpigmented:</b>			<b>Scalp Condition:</b> <input type="checkbox"/> Normal <input type="checkbox"/> Dry <input type="checkbox"/> Oily		
<b>Product previously used:</b> <b>Colour Process:</b> <input type="checkbox"/> Temporary <input type="checkbox"/> Semi-permanent <input type="checkbox"/> Permanent <input type="checkbox"/> Retouch <input type="checkbox"/> Special Effects <b>Formula:</b> <input type="checkbox"/> Colour <input type="checkbox"/> Lightener <b>Application Technique:</b> <b>Results:</b> <input type="checkbox"/> Good <input type="checkbox"/> Poor <input type="checkbox"/> Scalp Damage <input type="checkbox"/> Too Light <input type="checkbox"/> Too Dark <input type="checkbox"/> Uneven					
<b>Corrective Treatments:</b>  <b>Comments:</b>					
<b>Date</b>	<b>Service Provided</b>	<b>Product Used</b>	<b>Service Provider</b>		

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