



Llywodraeth Cymru
Welsh Government

Special Procedures Mandatory Licensing Scheme

Guidance for Applicants for a Premises or Vehicle Approval Certificate, and Approval Certificate Holders

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Guidance

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Chapter 1

How to use this guidance

1.1 Purpose of this guidance

This Welsh Government Special Procedures Mandatory Licensing Scheme Guidance provides information on:

- the requirements of the licensing scheme,
- the application process for an approval or temporary approval certificate for a premises or vehicle,
- how to comply with the approval conditions, and
- explains the enforcement powers available to local authorities.

A premises/vehicle which is not exempt will need to be approved to enable any of the 4 designated special procedures (defined below) to be performed within them in the course of a business:

- **Acupuncture** – the insertion of needles into an individual’s tissue for remedial or therapeutic purposes but excluding the insertion of needles into tissue for the purpose of injecting any substance. The definition for acupuncture includes dry needling.
- **Body piercing** – the perforation of an individual’s skin or mucous membrane, with a view to enabling (a) jewellery, or (b) an object of a description prescribed in or under regulations, to be attached to, implanted in, or removed from the individual’s body. The reference to perforating an individual’s skin or mucous membrane in any way, includes (among other things) by way of puncture or incision.
- **Electrolysis** – the removal of an individual’s body hair by passing an electric current through the root by means of an inserted needle or probe.
- **Tattooing** – the insertion into punctures made in an individual’s skin, or mucous membrane, of any colouring material designed to leave a semi-permanent or permanent mark (including micropigmentation). The definition of tattooing includes all forms of semi-permanent make-up, including microblading.

This guidance is intended for use by:

- Persons wishing to apply for an approval certificate.
- Persons wishing to apply for a temporary approval certificate.
- Approval certificate holders and temporary approval certificate holders.
- Local authority officers.

The aim of this guidance is to support compliance with the following legislation:

- **Part 4** and **Schedule 3** of the **Public Health (Wales) Act 2017**.
- **The Special Procedures Approved Premises and Vehicles (Wales) Regulations 2024**.

Public Health Wales has produced a useful document to support compliance of the licensing scheme in Wales from an infection prevention and control perspective which should be read in conjunction with this guidance. The **Public Health Wales Infection Prevention and Control (IP&C) Guidance for Special Procedures in Wales** provides technical information on infection prevention and control and practical advice on how these measures can be applied to special procedures and the premises/vehicles within which those procedures are performed.

Chapter 2

Background

The Public Health (Wales) Act 2017 (“the Act”) received Royal Assent in July 2017. Part 4 and Schedule 3 of the Act (which came into force on 29 November 2024) sets out the legal framework for the introduction of a special procedures mandatory licensing scheme in Wales.

“Special procedures” are non-surgical aesthetic or therapeutic procedures, involving perforation of tissue, skin, or mucous membrane and insertion of needles, jewellery, objects or permanent/semi-permanent ink or pigments, are capable of causing harm to human health and are defined in the Act as: acupuncture (which includes dry needling), body piercing, electrolysis, and tattooing (which includes semi-permanent make-up).

Adverse health effects associated with special procedures are well documented and continue to be reported. Poor hygiene practices result in bloodborne viral infection and bacterial skin infections, some of which result in sepsis and allergic reactions. These human health impacts were exacerbated by an inadequate regulatory framework.

Previous legislative controls, via a registration scheme with local authorities, proved to be ineffective in ensuring a consistent approach by special procedure practitioners in Wales to operating safe working practises and applying infection, prevention and control measures. Additionally, local authority enforcement across Wales was inconsistent. Therefore, the need for a national mandatory licensing scheme that applies common national approval and licensing criteria and conditions to ensure a common enforcement approach throughout Wales, and which ensures that good standards of hygiene and infection control are applied to all licence holders was abundantly clear.

On 29 November 2024, the following regulations came into force to enable the implementation of the licensing scheme under Part 4 and Schedule 3 of the Act:

- **The Special Procedure Licences (Wales) Regulations 2024.**
- **The Special Procedures Approved Premises and Vehicles (Wales) Regulations 2024.**
- **The Special Procedures Exempted Individuals (Wales) Regulations 2024.**
- **The Special Procedures Licensing Committees (Wales) Regulations 2024.**
- **The Prescribed Objects for Body Piercing (Special Procedures) (Wales) Regulations 2024.**

At the same time **statutory guidance** was issued under section 66 of the Act in relation to:

- The assessment of a person’s fitness to perform a special procedure in Wales.

This non-statutory guidance helps to support approval and temporary approval certificate holders in complying with the requirements of the licensing scheme and enables local authority officers to adopt a consistent approach to the operation and enforcement of this legislation.

Chapter 3

How to obtain a premises/ vehicle approval certificate

The application and appeals process outlined below applies to both an approval certificate and a temporary approval certificate. At the end of this chapter there is a section specifically on additional information for temporary approval certificates.

3.1 Do I need a premises/vehicle approval certificate?

If you are responsible for or have control of a premises or vehicle in which any of the four designated special procedures:

- acupuncture (including dry needling),
- body piercing (including ear piercing),
- electrolysis and
- tattooing (including semi-permanent make-up)

are performed on someone else in the course of a business and your premises or vehicle is **not** exempt, you will need an approval certificate for that premises or vehicle.

You can apply for either:

- An approval certificate which is valid for 3 years, or
- A temporary approval certificate which is valid for not more than 7 days.

Here are some examples of circumstances when you will be required to apply for an approval certificate for the premises or vehicle in question:

- If you own, part own or have a business interest in an activity or business that carries out one or more of the four special procedures.
- If you own, part own or have a business interest in a building, structure, vehicle, premises or tent which is used to perform one or more of the four special procedures.
- If you manage a premises, building, vehicle, tent or structure that is used either occasionally or routinely for one or more of the four special procedures.
- If you operate from self-contained, purpose-built accommodation within domestic premises as an owner/occupier or tenant where one or more of the four special procedures are carried out.

- You are the person who organises the exhibition, entertainment or event at which one or more of the four special procedures are to be performed in the course of that business.

If you are applying for an approval certificate on behalf of a business/organisation the application form requires two names:

- The name of the person required to be named in the application form is an individual such as the owner, manager, company director, operational director of the business/organisation.
- An individual who will be the contact for the application as well as the contact for the duration of the intended approval certificate. This individual can be the regional manager, area manager, site manager for the premises/vehicle and be part of the operational/day to day management of the premises/vehicle. This individual may be the same person identified above but they will be required to provide identity documents and must hold a valid regulated Level 2 Award in Infection Prevention and Control for Special Procedures.

Your approval certificate or temporary approval certificate will identify the special procedures, and the maximum number of workstations authorised to operate at the premises or vehicle.

3.2 Before applying

- Complete and pass the regulated Level 2 Infection Prevention and Control Award for special procedure practitioners.
- Get a copy of documents that verify your identity and date of birth e.g. passport or driving licence.
- Decide how many workstations can be located in the special procedures work area. Each workstation should have sufficient space to enable the licence holder to perform the special procedure safely and hygienically. There should be at least one metre space between the perimeter of the workstation and (a) another workstation and (b) other fixtures and fittings.
- Prepare a plan of the premises or vehicle to which the application relates. The plan **must** include:
 - (a) the points of entry and exit to the premises or vehicle,
 - (b) the measurements and a description of the shape of the areas (such as rooms) (if any) within the premises or vehicle,
 - (c) the points of entry and exit to the areas (such as rooms) (if any) within the premises or vehicle,
 - (d) the location of the following (if any) –
 - (i) equipment sinks,
 - (ii) sharps bins,
 - (iii) staff rooms,
 - (iv) storage areas, facilities or rooms for products and/or equipment,

- (v) toilets,
 - (vi) waiting areas or rooms,
 - (vii) wash hand basins,
 - (viii) waste bins,
 - (ix) windows, and
 - (x) workstations.
- Ensure that you have sufficient funds to pay for the application fee, and
 - Familiarise yourself with the application form, it contains detailed guidance notes on how to complete the application.

3.3 The application

- You must apply to the local authority where the premises is located.
- In the case of a vehicle, if the vehicle is considered to be, or is likely to be, driven, used or kept in the area of a particular local authority, an application is to be made to that local authority.
- You can apply online via your local authority website or complete a paper copy.
- Complete all the application form using the guidance notes and checklist in the form.
- Include copies of all documents identified in Part 6 of the application form.
- Submit the application form, relevant documents, and fee to the relevant local authority.
- Your local authority will send an acknowledgement of your application. You should then wait to receive further instructions.

3.4 While the application is being reviewed

- Your local authority may ask for more information on certain aspects of your application. It is recommended that you provide this information as soon as possible.
- A local authority officer will then contact you to make an appointment to visit you at your premises or vehicle to undertake an application interview and an inspection of the premises or vehicle.
- Before the interview and inspection, make sure you have read the section below **‘Preparing for an application interview and premises/vehicle inspection’**.
- At the end of the interview and inspection the officer will discuss any further actions that may be required to be rectified before your application can be approved.
- The local authority officer will advise you what happens next.

3.5 Preparing for an application interview and premises/vehicle inspection

As part of the application process, the applicant is required to pass an interview, and the premises and vehicle must be inspected. The purpose of the inspection is to ensure that:

- The information provided in the application form reflects the observations made in the inspection.
- The specifications of the plan submitted with the application reflect the arrangements and standards found during the inspection.
- The premises/vehicle is in good repair and enables special procedures to be performed safely and hygienically.

The purpose of the interview is to demonstrate your knowledge on the following matters:

- duties imposed, under or by virtue of Part 4 of the Act, on a certificate holder,
- the mandatory approval conditions, and
- the implications of non-compliance with the mandatory approval conditions.

An officer from the local authority will undertake the interview and inspection at your premises/vehicle. For more information on the types of questions that you may be asked, you can refer to **Annex 2** 'Preparing for an application interview and inspection'.

You may also find it useful to refer to the [Public Health Wales IP&C Guidance](#) document which gives more detailed information on infection prevention and control and the principles behind these measures.

3.6 If your application is granted

You will be sent an approval certificate.

- This will have an approval certificate number unique to you and it will name the special procedures authorised to be performed at your premises/vehicle and confirm the maximum number of workstations permitted to be used there.
- You will also be sent approval conditions to which you are expected to comply.
- Details of your approval certificate will be published on the [National Special Procedures Register for Wales](#).
- Your approval certificate will be valid for 3 years from the date of issue and your temporary approval certificate will be valid for no more than 7 days from the date of issue.
- Ensure that you display the approval certificate in a place in your premises/vehicle where clients can see it.

If you want to add another special procedure or increase the number of workstations to your approval certificate, you have to submit an application to vary your approval certificate. More information on applying for a variation can be found below.

3.7 If you are told your application cannot proceed

- The local authority will advise you of what you need to do to continue with the application.
- Once you have completed the local authority requirements, they will proceed with granting your approval certificate.
- If you are unable to complete the requirements asked by the local authority or you disagree with what they are asking you to do, the local authority will tell you what options are available to you.

3.8 If your application is refused

The local authority may refuse your application if they are not satisfied that you have met all of the approval criteria, that is:

- you must be 18 years of age or over,
- provide evidence that you have passed a regulated Level 2 award,
- submit a plan of the premises or vehicle,
- undertake and pass an application interview, and
- your premises/vehicle has passed the inspection.

The local authority is required to tell you the reasons why they are going to refuse your application, and they have to give you time to make representation to them regarding their intention for that refusal. You can take advice from your own legal representatives to assist you with this process.

You have to tell the local authority if you want to make a representation to them. This can be either orally or in writing. In the case of oral representation, you have the right to represent yourself or have someone represent you.

The local authority will review all the evidence submitted as part of your representation and make a final decision on your application. If the local authority agrees that your approval certificate should be granted, your application will be approved, and you will be granted an approval certificate.

If the local authority reviews the evidence and agrees that the approval certificate should be refused, they have to tell you the reasons why they are going to refuse your application.

If you think the local authority's decision is wrong, you have further appeal routes available to you (set out below). The local authority must tell you how you can appeal its decision.

3.9 Appeals process (through the courts)

If you make representations to the local authority (as above) and are unsuccessful, you can appeal to the magistrates' court if you think the local authority's decision to refuse your application is wrong. The magistrates' court will make a decision as to whether the appeal can proceed or not.

If you wish to proceed with an appeal you may wish to seek legal representation to advise you on making an appeal, documents to be submitted and paying the court fee.

Attend the magistrates' court hearing of the appeal.

If you win the appeal, the local authority will continue with your application where it was left off. Winning an appeal at an early stage of the application process does not exempt you from following the rest of the application process.

If the magistrates' court decides that the refusal should stand and you lose the appeal, they will tell you why.

If you disagree with their decision, you may have grounds to make a final appeal to the Crown Court, but this will involve making a further application for an appeal, submitting documents and paying a fee to the court.

If you win a Crown Court appeal, your application will resume at the point in the application process that it was refused. If you lose a Crown Court appeal, the refusal decision will stand as there is no further appeals route available unless the circumstances that led to the refusal change.

Chapter 4

How to vary or renew your premises/vehicle approval certificate

4.1 How to vary your approval certificate

- A certificate holder may wish to vary the details of their approval certificate. This can be done by applying to the local authority who issued your current approval certificate.
- Details of how to apply for a variation to your approval certificate will be available on your local authority's website.
- You will need to complete an application form which will ask for details of the changes you are requesting, and you will need to submit the completed application form with a fee for that variation.
- While reviewing the application for variation the local authority may ask for more information on certain aspects of the variation, it is recommended that you provide this information as soon as possible.

Variations could include:

- Adding or removing a special procedure to the approval certificate.
- Increasing or decreasing the number of workstations.
- Significant changes to the structure or design of the premises.
- A change to the certificate holder's name e.g. a change of name after marriage.

Where the variation relates to structural or design changes to the premises or vehicle:

- the application should include full details of those changes,
- an updated plan to reflect the intended changes, and
- the certificate holder will need to satisfy the local authority at an inspection that the variations reflect the proposed variations made in the application.

Variations do not include:

- Transferring the approval certificate from the certificate holder to another individual.
- Extending or shortening the period of the approval certificate.
- Terminating the approval certificate.

Part 7 of the Special Procedures Approved Premises and Vehicles (Wales) Regulations 2024 outlines the information that local authorities can require in relation to a variation application.

The granting and refusal of a variation application and the appeals process for a variation application follow the same process outlined above for a premises/vehicle approval certificate.

4.2 How to renew your approval certificate

An approval certificate holder is required to renew their certificate every 3 years.

- Renewals must be made at least 28 working days prior to the expiry of the approval date listed on the approval certificate.
- You are required to apply for renewal to the local authority who issued your current approval certificate.
- Details of how to apply for your approval certificate to be renewed will be available on the local authority's website. The application form for renewal is the same template that was used for your original application.
- You can apply online via your local authority website or complete a paper copy.
- Complete all the application form using the guidance notes and checklist in the form.
- Include copies of all documents identified in Part 6 of the application form.
- You will then need to submit the application form with the renewal fee.

If your approval certificate expires while you are waiting for the local authority to make a decision to renew your approval certificate, your current approval certificate will not be considered expired, and it will remain valid until the local authority makes a final decision and notifies you of that decision.

The granting and refusal of a renewal application and the appeals process for a renewal application follow the same process outlined above for an approval certificate.

Chapter 5

Temporary approval certificate for premises and vehicles

A temporary approval certificate can last up to a maximum of seven days if it relates to procedures carried out on a temporary basis (i.e. in the course of an entertainment, exhibition or other event). Therefore, where the performance of a special procedure(s) in a premises or vehicle is time limited to no more than 7 days, applicants should apply for a temporary approval certificate.

Examples may include:

- A temporary event such as an exhibition, convention, trade show or open-air festival where an event organiser is responsible for the organisation, operation and management of that temporary event.
- A temporary event where an individual wishes to hire space/accommodation, use their vehicle or set up a temporary structure at a festival or event to perform a special procedure(s).

A temporary approval certificate will be valid for up to seven days. In the case of a temporary event like a convention or exhibition the event organiser is:

- considered (under the Act) as the person carrying on a special procedures business for the duration of the event, and
- responsible for ensuring that the premises/vehicle is approved by the local authority and that the premises/vehicle can comply with the mandatory approval conditions.

Important points for temporary approval certificate applicants

Anyone applying for a temporary approval certificate must apply to the local authority where the event is due to be held at least 28 working days before the intended approval date.

It is recommended that early contact is made with the local authority for an informal discussion on the details of the event, in particular information on the size and proposed venue.

Where event organisers live outside Wales, local authorities may arrange to undertake the application interview via a communications platform or telephone.

Regular engagement with the local authority is encouraged.

Chapter 6

Mandatory Approval Conditions: Approval Certificates

As an approval certificate holder, you are required to comply with the “Mandatory approval conditions: approval certificate”.

The following section outlines each approval condition as written in the Special Procedures Approved Premises and Vehicles (Wales) Regulations 2024 and provides a short explanation on how you can comply with each condition.

Certificate holders may also find it useful to refer to the [Public Health Wales IP&C Guidance](#) document which gives more detailed information on infection prevention and control and the principles behind these measures.

Reference: Regulation 11(2) of The Special Procedures Approved Premises and Vehicles (Wales) Regulations 2024 (as set out in Schedule 3)

1. General Conditions

Condition 1 comprises of 7 general requirements for the Certificate Holder (CH):

(1) The certificate holder must not permit any licence holders to perform a special procedure where the approved premises or vehicle, or any part thereof, presents, or is likely to present, a significant risk of harm to human health.

How to comply – It is the responsibility of the certificate holder (CH) to ensure that the licence holder (LH) does not perform a special procedure in any part of their approved premises/vehicle if there is or is likely to be a significant risk of harm to human health. Examples may include:

- The approved premises/vehicle is in a poor standard of cleanliness or disrepair.
- The premises is in danger of collapse.
- Services within the approved premises/vehicle are not working, for example the water supply, heating or lighting.
- The premises is flooded.
- Blocked drainage has resulted in possible sewage contamination.
- Disrepair to the special procedures work area is likely to prevent effective cleaning of the workstation(s).

(2) The certificate holder must ensure that the approved premises or vehicle is used in such a way that minimises the risk of harm to human health.

How to comply – The CH is responsible for ensuring that the approved premises/vehicle and rooms, fixtures, fittings and equipment contained therein are used for the purpose for which they were intended and that special procedures performed in their approved premises/vehicle are undertaken hygienically and safely with minimum risk of harm to human health.

(3) The certificate holder must not compromise the safety, health or well-being of clients, licence holders, staff or members of the public using their premises or vehicle.

How to comply – By strictly complying with the approval conditions and enabling LHs to comply with the conditions of their licence, the CH will assure the safety, health and well-being of clients, LHs, staff and members of the public.

(4) The certificate holder must keep and maintain an up-to-date record of all licence holders operating from the approved premises or vehicle, including each special procedure the licence holder is licensed to perform.

How to comply – The approval certificate identifies the maximum number of workstations that the CH can use at their premises/vehicle.

In many circumstances the number of LHs approved to operate at the CH's premises will exceed the number of workstations. The CH must therefore keep a record (electronic or hard copy) of the names of each of the LHs who operate from their approved premises/vehicle, their licence number and the special procedure(s) they are licensed to perform at their premises/vehicle.

(5) The certificate holder must only permit licence holders to operate from the approved premises or vehicle where the premises or vehicle are identified in their special procedure licence.

How to comply – The CH must ensure their approved premises/vehicle is named on the LH's licence. If it is not, that LH cannot operate from CH's approved premises/vehicle.

(6) The maximum number of workstations approved for use at the approved premises or vehicle and stated on the approval certificate must not be exceeded.

How to comply – A workstation contains:

- (a) a bed, chair or similar for the client while the procedure is being performed,
- (b) a chair or stool for the LH to perform the special procedure if needed, and
- (c) a work surface for the placement and storage of instruments and products used by the LH to perform the special procedure.

The number of workstations approved for use at the premises or vehicle is dependent on the size and shape of the premises or vehicle. There must be sufficient space between each workstation to enable the safe and hygienic performance of the special procedure(s). There should be at least 1 metre space between the perimeter of the workstation and (a) another workstation and (b) other fixtures and fittings.

All workstations must be located in the special procedures work area. Should the CH wish to increase the number of workstations used, they would need to apply for a variation to their approval certificate.

CHs may find it helpful to refer to section 9.2 of the **Public Health Wales IP&C Guidance** for further information.

(7) The certificate holder must ensure that all licence holders operating from the approved premises or vehicle act in a way that does not contradict the special procedure licence issued in relation to the special procedures identified in the special procedure licence (including the mandatory licensing conditions).

How to comply – The CH has a responsibility to ensure that the LHs operating from their premises/vehicle comply with the conditions attached to their licence.

The CH may find it useful to refer to the **Special Procedure Licence Holders Guidance documents** which contain details of the mandatory licensing conditions.

2. Matters Relating to the Approval Certificate

Condition 2 relates to the approval certificate itself and some specific action required by the CH:

(1) A copy of the applicable mandatory approval conditions must be readily available for inspection upon request by an authorised officer or a client.

How to comply – This copy can either be an electronic or a hard copy. The authorised officer or client should be able to easily read electronic copies of the conditions.

(2) The approval certificate must not be altered in any way and must remain legible.

How to comply – The approval certificate must not be changed in any way, either by the CH or a third party. The CH must also ensure that the certificate remains easy to read and does not become illegible.

(3) In the event of the approval certificate becoming mislaid, stolen or damaged, the certificate holder must apply, within a reasonable period, to obtain a replacement from the issuing local authority.

How to comply – As soon as the CH becomes aware that the approval certificate is lost, stolen or damaged they should apply for a replacement from the local authority.

A reasonable period would be determined by the circumstances the certificate became lost, mislaid or damaged. This time period may vary but it would be considered reasonable for the CH to request a replacement once they become aware that the licence has been mislaid, stolen or damaged.

(4) On the expiry of the approval certificate, the expired certificate must be returned to the issuing local authority in accordance with the instructions provided by that authority.

How to comply – This can be returned by post, be hand delivered or given directly to the local authority officer. You are advised to keep a copy of this correspondence.

(5) The certificate holder must have in place insurance cover at all times during the approval certificate period. Evidence of valid insurance cover must be readily available for inspection by any authorised officer.

How to comply – Valid policy cover must be issued by an authorised insurer to insure the CH in respect of any liability which may be incurred by them for the duration that the approval certificate remains valid.

The CH should expect to show the insurance cover to an authorised officer upon request.

3. Matters Relating to Displaying of Notices and Restricted Access

Condition 3 comprises of 7 requirements and relates to displaying notices and restricted access:

(1) The approval certificate must be displayed at or near the customer entrance of the approved premises or vehicle, or part thereof which is the subject of the approval certificate, and in a position that enables it to be easily read by clients and members of the public.

How to comply – The CH must display the approval certificate in a part of the premises/vehicle which forms part of the approval. Suitable locations include the reception or waiting area where clients and members of the public are permitted access. If the approved premises forms part of a shop front, the approval certificate can be displayed on the window facing outwards at a height that individuals can read.

A copy of the approval certificate or the approval certificate number can also (but not instead of) be displayed on the CH's social media platforms.

(2) The certificate holder must display a notice stating that special procedures will not be performed on any person who is or appears to be intoxicated, whether by virtue of drink, drugs or other means. This notice must be in a location that enables it to be easily read by clients and members of the public.

How to comply – This notice should be clearly legible and must be displayed in a location such as reception or waiting area of the approved premises/vehicle that clients and members of the public are likely to see and can easily read.

Where the business operates by appointment only or does not have a waiting area, the notice should be displayed at the nearest suitable location to the entrance to the special procedures work area or the entrance to the approved premises/vehicle.

(3) The certificate holder must not allow animals into the approved premises or vehicle other than registered assistance dogs accompanying a client.

How to comply – The CH must only permit registered assistance dogs into the approved premises/vehicle. An assistance dog has undergone specific training and is defined under section 173 of **The Equality Act 2010**.

(4) A notice containing hand washing instructions must be clearly displayed at every wash hand basin within the approved premises or vehicle.

How to comply – All wash hand basins should have a notice or poster showing how to wash hands correctly. This notice should be located in close proximity to the wash hand basin, ideally attached to the wall.

CHs may find it helpful to refer to sections 4 and 14.4 of the **Public Health Wales IP&C Guidance** which provides information on hand washing.

(5) The certificate holder must ensure that the licence holder adheres to their obligation to only permit a client to be accompanied by an individual if their presence during the special procedure does not present an increased risk of infection.

How to comply – The presence of additional individuals in the special procedures work area can impede the LH from performing that special procedure safely and hygienically. As the special procedures work area will be restricted in terms of space, any additional person can increase the risk of infection. It is therefore the responsibility of the CH to ensure that the LH adheres to their licence conditions.

The LH can allow an individual to accompany the client where there is deemed to be sufficient free space in the special procedures work area that the individual will not present an increased risk of infection.

Individuals can include parents, guardians and care workers.

(6) Access to the special procedures work area must be restricted to the licence holder, the certificate holder, persons authorised by the certificate holder or licence holder (which includes the client and an individual accompanying the client) and registered assistance dogs (if applicable). Any other individuals will only be permitted to access a part of the approved premises or vehicle where it does not present an increased risk of infection.

How to comply – The special procedures work area is designated specifically for the purpose of performing special procedures and as such should not be used for any other purpose whilst being used for the performance of special procedures. The CH should assure themselves that there is restricted access to this area or room.

Individuals accompanying the client would be permitted in the waiting or reception area if available.

(7) Areas within the approved premises or vehicle where public access is prohibited must be clearly identified and members of the public must be restricted from accessing:

- (a) workstations (unless they are authorised by the certificate holder or licence holder (to include a client and an individual accompanying a client)),
- (b) areas and rooms where refuse arising from the special procedure is collected and stored, and
- (c) any areas where equipment and products relating to special procedures are stored.

How to comply – these areas can be identified by ‘no access’ or ‘authorised access only’ display notices or suitably secured so as to only permit authorised individuals.

4. Design, Structure and Physical Environment

Condition 4 comprises of 17 requirements and relates to the design, structure and physical environment:

(1) A special procedure must only be performed at a workstation within the approved premises or vehicle.

How to comply – The workstation is located in the special procedures work area and contains:

- (a) a bed, chair or similar for the client while the procedure is being performed,
- (b) a chair or stool for the LH to perform the special procedure if needed, and
- (c) a work surface for the placement and storage of instruments and products used by the LH to perform the special procedure.

CHs may find it helpful to refer to section 9.2 of the **Public Health Wales IP&C Guidance** for more detailed information.

(2) The certificate holder must ensure that the design, size, structure and repair of the premises or vehicle enables effective cleaning and disinfection.

How to comply – The premises/vehicle should be designed to facilitate a ‘clean’ to ‘dirty’ workflow while performing special procedures. This will enable effective cleaning and disinfection. The premises/vehicle should be of sufficient size to minimise clutter and enable effective cleaning and disinfection to be undertaken easily and at regular intervals throughout the day.

The structure of the premises/vehicle includes the fixed parts. For example, the walls, floors, ceilings, doorways, windows, pipework, staircase, guttering. These should be able to be cleaned and disinfected effectively.

Disrepair to the design or structure of the premises/vehicle could prevent effective cleaning and disinfection. It is the CH’s responsibility to ensure that a good standard of repair is maintained, thus enabling effective cleaning.

CHs may find it helpful to refer to sections 8 and 9 of the **Public Health Wales IP&C Guidance** which provides more detailed information on environmental cleaning and design, structure and physical environment.

(3) All internal surfaces, fixtures, fittings and facilities within the special procedures work area must be of such material and design and be kept in good order and repair to enable effective cleaning and disinfection where contamination from blood or bodily fluids is likely.

How to comply – The CH should ensure that, where contamination from blood or bodily fluids is likely, internal surfaces, fixtures, fittings and facilities in the special procedures work area are in good condition and where appropriate, working correctly to enable effective cleaning and disinfection.

Internal surfaces, fixtures, fittings and facilities must also be made of materials and designed to enable effective cleaning and disinfection.

(4) Where a waiting area is provided, it must be physically segregated from the special procedures work area.

How to comply – The waiting area must be physically separated from the special procedures work area in such a way that it restricts individuals moving from the waiting area to the special procedures work area without authorisation. This is required to minimise the risk of infection in the special procedures work area.

(5) The approved premises or vehicle must have ready access to toilet facilities for use by licence holders, staff and clients.

How to comply – Where the approved premises/vehicle does not contain toilet facilities, the CH should make arrangements for LHs, staff and clients to have access to toilet facilities in close proximity to the approved premises/vehicle.

(6) Where toilet facilities are provided at the approved premises or vehicle, they must be ventilated and contain a wash hand basin with an adequate supply of running water (hot and cold or mixed), liquid soap and paper towels stored in an enclosed dispenser.

How to comply – Ventilation can either be natural or mechanical. A portable wash hand basin unit can be provided but only when suitable plumbing is not available. Portable wash hand basins require a strict maintenance regime to be followed and are therefore not recommended.

(7) The workstation must have sufficient space to enable the safe and hygienic performance of the special procedure.

How to comply – The workstation contains:

- (a) a bed, chair or similar for the client while the procedure is being performed,
- (b) a chair or stool for the LH to perform the special procedure if needed, and
- (c) a work surface for the placement and storage of instruments and products used by the LH to perform the special procedure.

“Sufficient space” means enough space to accommodate the client and enable the LH to move freely between performing the special procedure and accessing instruments and products from the work surface.

CHs may find it helpful to refer to section 9.2 of the [Public Health Wales IP&C Guidance](#) which provides more information on workstations.

(8) The special procedures work area must accommodate all workstations and facilities for the clean storage of equipment, instruments and products used for or in conjunction with special procedures to prevent the risk of contamination.

How to comply – The special procedures work area is a designated area or room used for performing a special procedure. It must include at least:

- 1 workstation,
- 1 wash hand basin,
- 1 waste bin, and
- a sharps bin (if required).

It can also include facilities and equipment to support the performance of a special procedure, such as storage.

“Designated” area or room means that it is selected specifically for the purpose of performing a special procedure and as such should not be used for any other purpose whilst being used for the performance of special procedures.

The CH should assure themselves that there is restricted access to this area or room.

CHs may find it helpful to refer to section 9.2 of the [Public Health Wales IP&C Guidance](#) which provides more information on the special procedures work area.

(9) Suitable facilities must be provided for the hygienic storage of equipment, instruments and products used for or in conjunction with special procedures to avoid the risk of contamination.

How to comply – Storage facilities should be of sufficient size to enable appropriate segregation of products and equipment. Storage facilities should be enclosed to minimise the risk of contamination, and they should be made of materials that enable cleaning.

(10) Suitable arrangements must be provided for the secure storage, management and retrieval of clients’ records relating to the special procedures that are offered and performed.

How to comply – Client records can either be stored electronically or physically. The storage should be secure so that it prevents unauthorised access.

This condition is most likely to apply where the CH employs LHs. Where the CH rents chairs to self-employed LHs, this condition may not apply if the LH directly manages their client records.

(11) The certificate holder must ensure that there is a suitably stocked, readily accessible first aid kit at the approved premises or vehicle which meets the first aid needs of the special procedures being performed there.

How to comply – The CH is required to ensure that they and LHs have access to a first aid kit, that it is suitably stocked and meets the needs of the special procedure(s) performed at the approved premises/vehicle.

CHs may find it helpful to refer to the [Health and Safety Executive](#) (HSE) website which provides more advice on first aid.

(12) Lighting must be suitable and sufficient to ensure the safe operation of the premises or vehicle and to facilitate effective cleaning and disinfection. Where necessary, local lighting must be provided at each workstation to ensure the safe and hygienic performance of the special procedure.

How to comply – Lighting includes natural and artificial light. The levels of light required will be dependent on the activity undertaken in a particular area. In the special procedures work area where a special procedure is performed 750 LUX may be required.

CHs may find it useful to refer to the [HSE website](#) and section 9.1 of the [Public Health Wales IP&C Guidance](#) which provides more information on lighting.

(13) Adequate ventilation must be provided to the special procedures work area within the approved premises or vehicle.

How to comply – Ventilation can either be from natural or mechanical means. Natural ventilation relies on doors, windows, vents, air bricks or grilles to provide air. Mechanical ventilation uses fans and ducts to move air into and out of rooms or to blow clean air into rooms and/or extract stale air.

CHs may find it useful to refer to the [HSE website](#) and section 9.1 of the [Public Health Wales IP&C Guidance](#) which provides more information on ventilation.

(14) A suitable number of readily accessible wash hand basins must be provided in each special procedures work area. The wash hand basins must be in good working order and repair.

How to comply – The number of wash hand basins will be dependent on the number of workstations in a special procedures work area and the location of the wash hand basin in relation to each workstation. Each LH operating from a workstation should have easy and direct access to a wash hand basin.

It is possible if appropriately located that one wash hand basin could serve three workstations. “Good working order and repair” means that the wash hand basin is in good condition and working properly to enable hands to be washed.

Wash hand basins can either have hand operated taps or have non hand operated taps. The latter is considered ‘best practice’ as it minimises the risk of contamination and onward transmission of microorganisms.

A portable wash hand basin unit can be provided but only when suitable plumbing is not available. Portable wash hand basins require a strict maintenance regime to be followed and are therefore not recommended.

CHs may find it helpful to refer to section 4.3 of the [Public Health Wales IP&C Guidance](#) for more information on wash hand basins.

(15) All wash hand basins in a special procedures work area must include an adequate supply of running water (hot and cold or mixed), liquid soap and paper towels stored in an enclosed dispenser in close proximity to the wash hand basin.

How to comply – This requirement applies whether the wash hand basin is plumbed in or is mobile. Ideally the enclosed dispenser should be wall mounted either above or to the side of the wash hand basin.

CHs may find it helpful to refer to section 4.4 of the [Public Health Wales IP&C Guidance](#) which provides more information on mobile wash hand basins.

(16) The certificate holder must ensure that all wash hand basins for the licence holders' use are fully stocked with liquid soap and paper towels.

How to comply – Liquid soap and disposable paper towels should be available at all times at the wash hand basins.

(17) Wash hand basins must only be used for the purposes of washing hands and forearms.

How to comply – Equipment or instruments should never be washed or placed in the wash hand basin.

5. Decontamination, Cleaning, Disinfection and Sterilisation

Condition 5 comprises of 4 requirements relating to decontamination, cleaning, disinfection and sterilisation:

(1) All parts of the approved premises or vehicle must be kept clean and tidy.

How to comply – The CH can maintain a 'clean and tidy' environment by adopting a 'clean as you go' policy and keep the premises/vehicle free from clutter. Operating appropriate cleaning schedules and maintaining good housekeeping will ensure that the premises/vehicle is visually clean and arranged neatly and in order.

(2) A suitable and sufficient cleaning schedule for the premises, fixtures, fittings, furniture, equipment and instruments must be in operation.

How to comply – A “Suitable and sufficient” cleaning schedule will be determined by the size of the business. If the approved premises/vehicle is operated by one or two persons, it is unlikely that the cleaning schedule will need to be written down as long as it is evident that good standards of cleaning are employed and the CH is fully aware of cleaning and disinfection practices and the products used for these activities. A larger business with multiple LHs and staff may find it easier to have a written schedule with clearly allocated roles, frequency of cleaning and disinfecting and products to be used.

The cleaning schedule should apply to all parts of the approved premises/vehicle.

The CH may find it useful to refer to section 8 of the [**Public Health Wales IP&C Guidance**](#) for more detailed information on environmental cleaning.

(3) Equipment, facilities and arrangements must be provided for the decontamination, cleaning, disinfecting and, where required, sterilisation of work tools, instruments and other items. This provision must be segregated from all workstations, and it must reflect the procedures performed at the approved premises or vehicle.

How to comply – The CH must provide equipment for the cleaning, disinfection and where necessary the sterilisation of all non-disposable tools, instruments and items associated with performing a special procedure.

Facilities include the provision of a room or segregated area away from the workstations and arrangements may include the provision of equipment and maintenance and servicing contracts.

This requirement should reflect the special procedure and the way it is performed. For example, a LH who adopts a fully single use disposable policy will not require sterilisation equipment.

The CH may find it useful to refer to section 12 of the [**Public Health Wales IP&C Guidance**](#) for more detailed information on decontamination.

(4) All equipment used for the purpose of cleaning, disinfecting or sterilising must be used, maintained and serviced in accordance with the manufacturer’s instructions and be accompanied by documented records to demonstrate that the appropriate quality tests have been carried out to validate the use of that equipment.

How to comply – The maintenance and servicing of equipment is critical to ensuring effective decontamination. Hard or electronic copies of records are acceptable.

The CH may find it useful to refer to section 12 of the [**Public Health Wales IP&C Guidance**](#) for more detailed information on decontamination.

6. Waste Including Sharps

Condition 6 comprises of 6 requirements and relates to waste including sharps.

The CH may find it helpful to refer to section 23 of the Public Health Wales IP&C Guidance which provides more information on the management of waste.

(1) Suitable provision must be made for the collection, storage and disposal of waste and other refuse.

How to comply – When making provision for the collection, storage and disposal of waste, the CH must consider all waste generated at the approved premises/vehicle, the special procedures performed, the products and disposable items used by LHs and the number of LHs and staff working at the premises/in the vehicle.

Waste should be stored in a dedicated secure area while awaiting collection.

The CH may find it useful to refer to section 10 of the **Public Health Wales IP&C Guidance** for more detailed information on waste management.

(2) An adequate number of easy to clean, non-hand-operated waste bins must be provided in the special procedures work area. The waste bins must be appropriately constructed and kept in a sound and clean condition.

How to comply – Only non-hand-operated waste bins should be used, and they should be made of a rigid non-porous material. Waste bins should be easily accessible to all LHs working in the special procedures work area.

(3) The certificate holder must provide a suitable number of sharps bins and ensure they are safely located in close proximity to all workstations.

How to comply – The “sharps bin” means a rigid, specialised container that complies with the EWC code 20 01 99 designed to safely dispose of sharps associated with the performance of special procedures.

Sharps bins should be easily and directly accessible from each workstation and should not be located on the floor of the special procedures work area.

The number of sharps bins will be determined by the number of workstations and the number of LHs operating at that premises. A busy premises/vehicle would require more sharps bins than a quieter premises/vehicle.

The CH may find it useful to refer to section 10.4 of the **Public Health Wales IP&C Guidance** for more detailed information on sharps waste.

(4) The certificate holder must ensure that suitable provision has been made for the disposal and segregated storage of domestic waste and clinical, non-hazardous waste.

How to comply – While stored at the approved premises/vehicle the CH is required to ensure that waste is appropriately segregated.

Provision for the collection and disposal of waste should be through the use of a licensed waste carrier.

The CH may find it useful to refer to section 10 of the [Public Health Wales IP&C Guidance](#) for more detailed information on waste management.

(5) All clinical, non-hazardous waste (yellow waste bags and sharps bins) must have their point of origin (name and address of business) marked on them prior to disposal.

How to comply – The “point of origin” is the name and address of the business operating from the approved premises or vehicle.

(6) The certificate holder must ensure that the clinical, non-hazardous waste (yellow waste bags and sharps bins) is collected regularly by a licensed waste carrier. A record of consigned controlled waste must be retained at the premises or vehicle and available for inspection by an authorised officer.

How to comply – Waste records can either be retained as electronic or hard copies.

The CH may find it useful to refer to section 10 of the [Public Health Wales IP&C Guidance](#) for more detailed information on waste management.

Chapter 7

Mandatory Approval Conditions: Temporary Approval Certificate

As a temporary approval certificate holder, you are required to comply with the “Mandatory approval conditions: temporary approval certificate”.

The following section outlines each approval condition as written in the Special Procedures Approved Premises and Vehicles (Wales) Regulations 2024 and provides a short explanation on how you can comply with each condition.

Certificate holders may also find it useful to refer to the [Public Health Wales IP&C Guidance](#) document which gives more detailed information on infection prevention and control and the principles behind these measures.

Reference: Regulation 11(3) of The Special Procedures Approved Premises and Vehicles (Wales) Regulations 2024 (as set out in Schedule 4)

1. General Conditions

Condition 1 comprises of 7 general requirements for the Certificate Holder (CH).

(1) The certificate holder must not permit any licence holders to perform a special procedure where the approved premises or vehicle, or any part thereof, presents, or is likely to present, a significant risk of harm to human health.

How to comply – It is the responsibility of the CH to ensure that the licence holder (LH) does not perform a special procedure in any part of their approved premises/vehicle if there is or is likely to be a significant risk of harm to human health. Examples may include:

- The approved premises/vehicle is in a poor standard of cleanliness or disrepair.
- The premises is in danger of collapse.
- Services within the approved premises/vehicle are not working, for example the water supply, heating or lighting.
- The premises is flooded.
- Blocked drainage has resulted in possible sewage contamination.
- Disrepair to the special procedures work area is likely to prevent effective cleaning of the workstation(s).

(2) The certificate holder must ensure that the approved premises or vehicle is used in such a way that minimises the risk of harm to human health.

How to comply – The CH is responsible for ensuring that the approved premises/vehicle and rooms, fixtures, fittings and equipment contained therein are used for the purpose for which they were intended and that special procedures performed in their approved premises/vehicle are undertaken hygienically and safely with minimum risk of harm to human health.

Event organisers managing large events should assure themselves that the public are effectively restricted from entering the special procedures work area(s) to minimise the risk of harm to human health.

(3) The certificate holder must not compromise the safety, health or well-being of clients, licence holders, staff or members of the public using their premises or vehicle.

How to comply – By strictly complying with the approval conditions and enabling LHs to comply with the conditions of their licence, the CH will assure the safety, health and well-being of clients, LHs, staff and members of the public.

(4) The certificate holder must keep and maintain an up-to-date record of all licence holders operating from the approved premises or vehicle, including each special procedure the licence holder is licensed to perform.

How to comply – The approval certificate identifies the maximum number of workstations that the CH can use at their premises/vehicle. In some events, LHs may share a workstation and therefore the number of LHs approved to operate at the CH's premises will exceed the number of workstations. The CH should therefore keep a record (electronic or hard copy) of the names of each of the LHs who are operating at their event, their licence number and the special procedure(s) they are licensed to perform at their premises/vehicle.

(5) The certificate holder must only permit licence holders to operate from the approved premises or vehicle where the premises or vehicle are specified in their special procedure licence.

How to comply – The CH must ensure their approved premises/vehicle is named on the LH's licence. If it does not, that LH cannot operate from the CH's approved premises/vehicle.

(6) The maximum number of workstations approved for use at the approved premises or vehicle and stated on the approval certificate must not be exceeded.

How to comply – A workstation contains:

- (a) a bed, chair or similar for the client while the procedure is being performed,
- (b) a chair or stool for the LH to perform the special procedure if needed, and
- (c) a work surface for the placement and storage of instruments and products used by the LH to perform the special procedure.

The number of workstations approved for use at the premises or vehicle is dependent on the size and shape of the premises or vehicle. There must be sufficient space between each workstation to enable the safe and hygienic performance of the special procedure(s). There should be at least 1 metre space between the perimeter of the workstation and (a) another workstation and (b) other fixtures and fittings.

All workstations must be located in the special procedures work area.

The CH may find it useful to refer to section 9.2 of the [Public Health Wales IP&C Guidance](#) for more detailed information.

(7) The certificate holder must ensure that all licence holders operating from the approved premises or vehicle act in a way that does not contradict the special procedure licence issued in relation to the special procedures identified in the special procedure licence (including the mandatory licensing conditions).

How to comply – The CH has a responsibility to ensure that the LHs operating from their premises/vehicle comply with the conditions attached to their licence. This is particularly important for event organisers where licence holders from outside Wales are not familiar with the detail of their licence conditions.

The CH may find it useful to refer to relevant Special Procedures Guidance which contains details of the mandatory licensing conditions.

2. Matters Relating to the Temporary Approval Certificate

Condition 2 relates to the temporary approval certificate itself and some specific action required by the CH.

(1) A copy of the applicable mandatory approval conditions must be readily available for inspection upon request by an authorised officer or a client.

How to comply – This copy can either be an electronic or a hard copy. The authorised officer or client should be able to easily read electronic copies of the conditions.

(2) The approval certificate must not be altered in any way and must remain legible.

How to comply – The approval certificate must not be changed in any way either by the CH or a third party. The CH must also ensure that the certificate remains easy to read and does not become illegible.

(3) In the event of the approval certificate becoming mislaid, stolen or damaged, the certificate holder must apply, within a reasonable period, to obtain a replacement from the issuing local authority.

How to comply – As soon as the CH becomes aware that the approval certificate is lost, stolen or damaged they should apply for a replacement from the local authority. A reasonable period would be determined by the circumstances the certificate became lost, mislaid or damaged. This time period may vary but it would be considered reasonable for the CH to request a replacement immediately they become aware that the licence has been mislaid, stolen or damaged.

(4) On the expiry of the approval certificate, the expired certificate must be returned to the issuing local authority in accordance with the instructions provided by that authority.

How to comply – This can be returned by post, be hand delivered or given directly to the local authority officer. You are advised to keep a copy of this correspondence.

(5) The certificate holder must have in place insurance cover at all times during the approval certificate period when the special procedures are being performed from the approved premises or vehicle. Evidence of valid insurance cover must be readily available for inspection by any authorised officer.

How to comply – Valid policy cover must be issued by an authorised insurer to insure the CH in respect of any liability which may be incurred by them for the duration that the approval certificate remains valid.

The CH should expect to show the insurance cover to an authorised officer upon request.

3. Matters Relating to Displaying of Notices and Restricted Access

Condition 3 comprises of 6 requirements and relates to displaying notices and restricted access.

(1) The approval certificate must be displayed at or near the customer entrance of the approved premises or vehicle, or part thereof which is the subject of the approval certificate, and in a position that enables it to be easily read by clients and members of the public.

How to comply – The CH must display the approval certificate in a part of the premises/vehicle which forms part of the approval. Suitable locations include the reception or waiting area where clients and members of the public are permitted access. If the approval certificate relates to a temporary event the approval certificate should be displayed at the entrance or reception of the event rather than the general entrance to the building which is hosting the event.

Where the approved premises forms part of a shop front, the approval certificate can be displayed on the window facing outwards at a height that individuals can read.

A copy of the approval certificate or the approval certificate number can also (but not instead of) be displayed on the CH's or the event's social media platforms.

(2) The certificate holder must display a notice stating that special procedures will not be performed on any person who is or appears to be intoxicated, whether by virtue of drink, drugs or other means. This notice must be in a location that enables it to be easily read by clients and members of the public.

How to comply – This notice should be clearly legible and must be displayed in a location such as in the reception or waiting area of the approved premises/vehicle that clients and members of the public are likely to see and can easily read.

In the case of a temporary event the notice should be displayed at the entrance or reception of the event rather than the general entrance to the building which is hosting the event.

Where the business or event operates by appointment only or does not have a waiting area, the notice should be displayed at the nearest suitable location to the entrance to the special procedures work area.

In large-scale events, the event organiser may wish to display several copies of the approval certificate within various parts of the approved premises/vehicle.

(3) The certificate holder must not allow animals into the approved premises or vehicle other than registered assistance dogs accompanying a client.

How to comply – The CH must only permit registered assistance dogs into the approved premises/vehicle. An assistance dog has undergone specific training and is defined under section 173 of **The Equality Act 2010**.

(4) Access to a special procedures work area must be restricted to the licence holder, the event manager (as certificate holder), persons authorised by the certificate holder or licence holder (which includes the client and an individual accompanying the client) and registered assistance dogs (if applicable).

How to comply – The special procedures work area is designated specifically for the purpose of performing special procedures and as such should not be used for any other purpose whilst being used for the performance of special procedures. The CH should assure themselves that there is restricted access to this area or room.

The CH may find it useful to refer to section 9.2 of the **Public Health Wales IP&C Guidance** for more detailed information.

(5) A notice containing hand washing instructions must be clearly displayed at every wash hand basin being solely used by licence holders.

How to comply – All wash hand basins should have a notice or poster showing how to wash hands correctly. This notice should be located in close proximity to the wash hand basin, ideally attached to the wall.

CHs may find it helpful to refer to sections 4 and 14.4 of the **Public Health Wales IP&C Guidance** which provides advice on hand washing.

(6) Public access areas must be clearly identified and members of the public must be restricted from accessing:

- (a) workstations (unless authorised by the certificate holder or licence holder (to include a client and an individual accompanying a client),
- (b) areas and rooms where refuse arising from the special procedure is collected and stored, and
- (c) any areas where equipment and products relating to special procedures are stored.

How to comply – These areas can be identified by ‘no access’ or ‘authorised access only’ display notices or suitably secured so as to only permit authorised individuals.

“An individual accompanying a client” should only be permitted where there is deemed to be sufficient free space in the special procedures work area that the individual will not present an increased risk of infection. Individuals can include parents, guardians and care workers.

Individuals accompanying the client would be permitted in the waiting or reception area if available.

CHs of bigger temporary events should assure themselves that areas with restricted access are clearly identified throughout the duration of the event.

4. Design, Structure and Physical Environment

Condition 4 comprises of 17 requirements and relates to the design, structure and physical environment.

(1) The certificate holder must ensure that the design, size, structure and repair of the premises or vehicle enables effective cleaning and disinfection.

How to comply – The premises/vehicle should be designed to facilitate a ‘clean’ to ‘dirty’ workflow while performing special procedures. This will enable effective cleaning and disinfection. The premises/vehicle should be of sufficient size to minimise clutter and enable effective cleaning and disinfection to be undertaken easily and at regular intervals throughout the day.

The structure of the premises/vehicle includes the fixed parts. For example, the walls, floors, ceilings, doorways, windows, pipework, staircase, guttering. These should be able to be cleaned and disinfected effectively.

Disrepair to the design or structure of the premises/vehicle could prevent effective cleaning and disinfection. It is the CH’s responsibility to ensure that a good standard of repair is maintained, thus enabling effective cleaning.

CHs of events can use temporary partitions and flooring if this enables effective cleaning and disinfection.

CHs may find it helpful to refer to sections 8 and 9 of the **Public Health Wales IP&C Guidance** which provides more detailed information on environmental cleaning and design, structure and physical environment.

(2) A special procedure must only be performed at a workstation within the approved premises or vehicle.

How to comply – The workstation is located in the special procedures work area and contains

- (a) a bed, chair or similar for the client while the procedure is being performed,
- (b) a chair or stool for the LH to perform the special procedure if needed, and
- (c) a work surface for the placement and storage of instruments and products used by the LH to perform the special procedure.

In temporary events a workstation can be located in a special procedures work area with a viewing gallery as long as public access to the workstation and special procedures work area is prevented.

CHs may find it helpful to refer to section 9.2 of the **Public Health Wales IP&C Guidance** which provides more detailed information.

(3) All internal surfaces, fixtures, fittings and facilities within the special procedures work area must be of such material and design and be kept in good order and repair to enable effective cleaning and disinfection where contamination from blood or bodily fluids is likely.

How to comply – The CH should ensure that, where contamination from blood or bodily fluids is likely internal surfaces, fixtures, fittings and facilities in the special procedures work area are in good condition and where appropriate, working correctly to enable effective cleaning and disinfection. Internal surfaces, fixtures, fittings and facilities must also be made of materials and designed to enable effective cleaning and disinfection.

(4) The approved premises or vehicle must have ready access to toilet facilities for use by licence holders, staff and clients.

How to comply – Where the approved premises/vehicle does not contain toilet facilities, the CH should make arrangements for LHs, staff and clients to have access to toilet facilities in close proximity to the approved premises/vehicle.

(5) Where toilet facilities are provided at the approved premises or vehicle, they must be ventilated and contain a wash hand basin with an adequate supply of running water (hot and cold or mixed), liquid soap and paper towels stored in an enclosed dispenser.

How to comply – Ventilation can either be natural or mechanical. A portable wash hand basin unit can be provided but only when suitable plumbing is not available. Portable wash hand basins require a strict maintenance regime to be followed and are therefore not recommended. The use of portable wash hand basins in temporary events is more likely and therefore the application of a strict and regular maintenance regime is critical. CHs may find it helpful to refer to section 4.4 of the [Public Health Wales IP&C Guidance](#) which provides more detailed information on portable wash hand basins.

(6) The workstation must have sufficient space to enable the safe and hygienic performance of the special procedure.

How to comply – The workstation contains:

- (a) a bed, chair or similar for the client while the procedure is being performed,
- (b) a chair or stool for the LH to perform the special procedure if needed, and
- (c) a work surface for the placement and storage of instruments and products used by the LH to perform the special procedure.

“Sufficient space” means enough space to accommodate the client and enable the LH to move freely between performing the special procedure and accessing instruments and products from the work surface.

CHs may find it helpful to refer to section 9.2 of the [Public Health Wales IP&C Guidance](#) which provides more detailed information on workstations.

(7) The special procedures work area must accommodate all workstations and facilities for the clean storage of equipment, instruments and products used for or in conjunction with special procedures to prevent the risk of contamination.

How to comply – The special procedures work area is a designated area or room used for performing a special procedure. It must include at least:

- 1 workstation,
- 1 wash hand basin,
- 1 waste bin, and
- a sharps bin (if required).

It can also include facilities and equipment to support the performance of a special procedure, such as storage.

“Designated” area or room means that it is selected specifically for the purpose of performing a special procedure and as such should not be used for any other purpose.

The CH should assure themselves that there is restricted access to this area or room. In larger temporary events this is likely to require regular monitoring.

CHs may find it helpful to refer to section 9.2 of the [Public Health Wales IP&C Guidance](#) which provides more detailed information on special procedures work areas.

(8) The certificate holder must ensure that there are suitably stocked, readily accessible first aid kits at the approved premises or vehicle which meets the first aid needs of the special procedures being performed there and the number of licence holders operating at the event.

How to comply – The CH is required to ensure that they and LHs have access to a first aid kit, that it is suitably stocked and meets the needs of the special procedure(s) performed at the approved premises/vehicle. CHs may find it helpful to refer to the [HSE website](#) which provides more information on first aid.

The number of first aid kits required will be dependent on the number of workstations and in the case of temporary events the number of clients and members of the public expected.

(9) Lighting must be suitable and sufficient to ensure the safe operation of the premises or vehicle and to facilitate effective cleaning and disinfection. Where necessary, local lighting must be provided at each workstation to ensure the safe and hygienic performance of the special procedure.

How to comply – Lighting includes natural and artificial light. The levels of light required will be dependent on the activity undertaken in a particular area. In the special procedures work area where a special procedure is performed 750 LUX may be required.

In larger events the use of additional local lighting in the area of the workstation is likely to be necessary.

CHs may find it useful to refer to the [HSE website](#) and section 9.1 of the [Public Health Wales IP&C Guidance](#) for more information on lighting.

(10) Adequate ventilation must be provided to the special procedures work area.

How to comply – Ventilation can either be from natural or mechanical means. Natural ventilation relies on doors, windows, vents, air bricks or grilles to provide air. Mechanical ventilation uses fans and ducts to move air into and out of rooms or to blow clean air into rooms and/or extract stale air.

CHs may find it useful to refer to the [HSE website](#) and section 9.1 of the [Public Health Wales IP&C Guidance](#) for more information on ventilation.

(11) A suitable number of readily accessible wash hand basins must be provided in each special procedures work area for use by the licence holders. The wash hand basins must be in good working order and repair.

How to comply – The number of wash hand basins will be dependent on the number of workstations in a special procedures work area and the location of the wash hand basin in relation to each workstation. Each LH operating from a workstation should have easy and direct access to a wash hand basin.

It is possible if appropriately located that one wash hand basin could serve three workstations.

“Good working order and repair” means that the wash hand basin is in good condition and working properly to enable hands to be washed.

Wash hand basins can either have hand operated taps or have non hand operated taps. The latter is considered ‘best practice’ as it minimises the risk of contamination and onward transmission of microorganisms.

A portable wash hand basin unit can be provided but only when suitable plumbing is not available. Portable wash hand basins require a strict maintenance regime to be followed and are therefore not recommended unless used for temporary events.

CHs may find it helpful to refer to sections 4.3 and 4.4 of the [Public Health Wales IP&C Guidance](#) for more information.

(12) All wash hand basins in a special procedures work area must include an adequate supply of running water (hot and cold or mixed), liquid soap and paper towels stored in an enclosed dispenser in close proximity to the wash hand basin.

How to comply – This requirement applies whether the wash hand basin is plumbed in or is mobile. Ideally the enclosed dispenser should be wall mounted either above or to the side of the wash hand basin.

CHs may find it helpful to refer to section 4.3 of the [Public Health Wales IP&C Guidance](#) for more information.

(13) The certificate holder must ensure that all wash hand basins for the licence holders' use are fully stocked with liquid soap and paper towels for the duration of the exhibition, entertainment or event.

How to comply – Liquid soap and disposable paper towels should be available at all times at the wash hand basins. Particularly in temporary events, the wash hand basins should be regularly monitored to ensure they remain fully stocked.

(14) Wash hand basins must only be used for the purposes of washing hands and forearms.

How to comply – Equipment or instruments should never be washed or placed in the wash hand basin.

5. Decontamination, Cleaning, Disinfection and Sterilisation

Condition 5 comprises of 5 requirements relating to decontamination, cleaning, disinfection and sterilisation.

(1) The CH must ensure that the approved premises or vehicle (or all parts of the premises or vehicle that they are responsible for) are kept clean and tidy at all times.

How to comply – The CH can maintain a 'clean and tidy' environment by adopting a 'clean as you go' policy and keep the premises/vehicle free from clutter. Operating appropriate cleaning schedules and maintaining good housekeeping will ensure that the premises/vehicle is visually clean and arranged neatly and in order.

(2) A suitable and sufficient cleaning schedule for the approved premises or vehicle must be in operation.

How to comply – A "Suitable and sufficient" cleaning schedule will be determined by the size of the business. If the approved premises/vehicle is operated by one or two persons it is unlikely that the cleaning schedule will need to be written down as long as it is evident that good standards of cleaning are employed and the CH is fully aware of cleaning and disinfection practices and the products used for these activities. A larger business or temporary event with multiple LHs and staff may find it easier to have a written schedule with clearly allocated roles, frequency of cleaning and disinfecting and products to be used.

The cleaning schedule should apply to all parts of the approved premises/vehicle.

The CH may find it useful to refer to section 8 of the [**Public Health Wales IP&C Guidance**](#) for more detailed information on environmental cleaning.

(3) Equipment, facilities and arrangements must be provided for the decontamination, cleaning, disinfecting and, where required, sterilisation of work tools, instruments and other items. This provision must be segregated from all workstations, and it must reflect the procedures performed at the approved premises or vehicle.

How to comply – The CH must provide equipment for the cleaning, disinfection and where necessary the sterilisation of all non-disposable tools, instruments and items associated with performing a special procedure.

“Facilities” include the provision of a room or segregated area, away from the workstations and “arrangements” may include the provision of equipment and maintenance and servicing contracts.

This requirement should reflect the special procedure and the way it is performed. For example, a LH who adopts a fully single use disposable policy will not require sterilisation equipment.

The CH may find it useful to refer to section 12 of the **Public Health Wales IP&C Guidance** for more detailed information on decontamination.

(4) Where equipment, facilities and arrangements cannot be provided for the decontamination, cleaning, and disinfecting and where required, sterilisation of work tools, instruments and other items, a single use policy must be operated.

How to comply – The CH of a temporary event should ensure that all their licence holders are aware that a single use policy is in operation at that event. The CH should give clear instructions to the LH on how they expect the single use policy to operate.

As a single use policy is likely to create more waste the CH should ensure that their waste contract can support this approach.

(5) All equipment used for the purpose of cleaning, disinfecting or sterilising must be used, maintained and serviced in accordance with the manufacturer’s instructions and be accompanied by documented records to demonstrate that the appropriate quality tests have been carried out to validate the use of that equipment.

How to comply – The maintenance and servicing of equipment is critical to ensuring effective decontamination. Hard or electronic copies of records are acceptable.

The CH may find it useful to refer to section 12 of the **Public Health Wales IP&C Guidance** for more detailed information on decontamination.

6. Waste Including Sharps

Condition 6 comprises of 6 requirements and relates to waste including sharps.

The CH may find it helpful to refer to section 23 of the Public Health Wales IP&C Guidance document for more information on the management of waste.

(1) Suitable provision must be made for the collection, storage and disposal of waste and other refuse.

How to comply – When making provision for the collection, storage and disposal of waste, the CH must consider all waste generated at the approved premises/vehicle, the special procedures performed, the products and disposable items used by LHs and the number of LHs and staff working at the premises/in the vehicle.

Waste should be stored in a dedicated secure area while awaiting collection.

The CH may find it useful to refer to section 10 of the [Public Health Wales IP&C Guidance](#) for more detailed information on waste management.

(2) The certificate holder must provide a suitable number of sharps bins and ensure they are safely located in close proximity to all workstations.

How to comply – The “sharps bin” means a rigid, specialised container that complies with the EWC code 20 01 99 designed to safely dispose of sharps associated with the performance of special procedures.

Sharps bins should be easily and directly accessible from each workstation and should not be located on the floor of the special procedures work area.

The number of sharps bins will be determined by the number of workstations and the number of LHs operating at that premises/vehicle. A busy premises/vehicle or event would require more sharps bins than a quieter premises/vehicle.

The CH may find it useful to refer to section 10.4 of the [Public Health Wales IP&C Guidance](#) for more detailed information on sharps waste.

(3) An adequate number of easy to clean, non-hand-operated waste bins must be provided in the special procedures work area and be appropriately constructed and kept in a sound and clean condition.

How to comply – Only non-hand operated waste bins should be used and they should be made of a rigid non-porous material. Waste bins should be easily accessible to all LHs working in the special procedures work area.

(4) The certificate holder must ensure that suitable provision has been made for the disposal and segregated storage of domestic waste and clinical, non-hazardous waste.

How to comply – While stored at the approved premises/vehicle the CH is required to ensure that waste is appropriately segregated.

Provision for the collection and disposal of waste should be through the use of a licensed waste carrier.

(5) All clinical, non-hazardous waste (yellow waste bags and sharps bins) must have their point of origin (name and address of business) marked on them prior to disposal.

How to comply – The “point of origin” is the name and address of the business operating from the approved premises or vehicle.

(6) The certificate holder must ensure that the clinical, non-hazardous waste (yellow waste bags and sharps bins) is collected regularly by a licensed waste carrier. A record of consigned controlled waste must be retained at the premises or vehicle and available for inspection by an authorised officer.

How to comply – Waste records can either be retained as electronic or hard copies.

The CH may find it useful to refer to section 10 of the [Public Health Wales IP&C Guidance](#) for more detailed information on waste management.

Chapter 8

Local authority powers, offences and enforcement

8.1 Local authority powers

Sections 83-92 of the Act set out the powers available to local authorities for enforcement purposes, and the terms under which these powers must be exercised.

The powers are applied to any premises at which special procedures have been, are currently, or likely to be carried out at that premises, or any material or equipment intended for use in special procedures is stored or prepared at the premises.

These sections define authorised officers for the purpose of the Act and deal with powers relating to the investigation and enforcement of special procedures, including:

Authorised officers (section 83) – Confirms authorised officers (“AO”) in sections 84 to 92 of the Act are to any person authorised to exercise functions of a local authority (LA), whether or not they are an officer of the local authority.

Powers of entry (section 84) – Enables an AO to enter premises (excluding premises used wholly or mainly as a dwelling) at any reasonable time, if AO has reason to believe the special procedure has been, is being, or is likely to be performed at the premises, or that material equipment relating to a SP is stored or prepared at the premises. The power to enter premises does not enable the AO to enter by force. If required, an AO must before entering the premises, show evidence of their authorisation. The power of entry also applies to a vehicle. AOs must have regard to the PACE (Police and Criminal Evidence Act) Code of Practice B when exercising their enforcement functions.

Warrant to enter dwelling (section 85) – If access to premises which are wholly or mainly used as a dwelling is necessary for enforcement, the LA must make a written application to a justice of the peace (“JP”). A JP can issue a warrant, thereby authorising an AO to enter the dwelling, if needs be by force. A warrant will be in force for 28 days beginning on the date it was signed by the JP. This also applies to a vehicle.

Warrant to enter other premises (section 86) – If access to premises that are not only used wholly or mainly as a dwelling is necessary, this section enables a JP to issue a warrant authorising any AO to enter the premises, if needs be by force. The premises to which entry is being sought must be used for business purposes or for both business and as a dwelling. If premises used wholly or mainly as a dwelling, then section 85 applies. For a warrant to be issued, one or more of the requirements must be met. These include a request to enter the premises has been, or is likely to be, refused and notice of intention to apply for a warrant has been given; an application for admission, or the giving of notice of an intention to apply for a warrant is likely to defeat the purpose of entry; the premises

are unoccupied; or the occupier is temporarily absent and awaiting their return is likely to defeat the purpose of entry. A warrant will be in force for 28 days beginning on the date it was issued by the JP. This section also applies to a vehicle.

Obtaining of warrants to enter a dwelling or other premises (section 87) – Enables an AO entering premises under sections 84, 85 or 86 to take with them any other persons or equipment as the officer considers appropriate, e.g. equipment used to examine electronic records. If the occupier of premises that an AO is authorised to enter under section 85 or 86 is present at the time the AO seeks to execute the warrant, the occupier must be told the officer's name; the officer must produce documentary evidence that the officer is an AO; the officer must produce the warrant and supply the occupier with a copy of it. If the premises are unoccupied or the occupier is temporarily absent, the AO must leave the premises as effectively secured against unauthorised entry as the officer found them. The provisions in this section also apply to a vehicle.

Powers of inspection and examination of items on the premises (section 88) – Once an AO has gained entry to premises, they may undertake inspections and examinations for the purposes of the LA's functions in relation to special procedures. Includes inspecting and examining the premises, viewing and retaining CCTV records and obtaining copies of documents such as procedure records and consent documents. The AO may require the production/take possession of anything and retain it for as long as necessary to exercise those functions. An AO must leave a statement at the premises listing what has been taken and identify the person to whom a request for the return of property may be made. The AO may also require any person to provide them with information or afford facilities and assistance including providing an account of events or supplying information stored on a computer. This section also applies to a vehicle.

Obstruction etc of officers (section 89) – A person commits an offence if they intentionally obstruct an AO from exercising their functions under sections 84-88 of the Act; if they without reasonable cause, fail to provide or comply with requirements under section 88 of the Act. A person will be committing an offence if they fail to comply with particular matters relevant to section 88(1) of the Act and do so without reasonable cause. This may include failure to provide facilities or assistance, produce items for inspection or provide information commits an offence. If found guilty, liable on summary conviction to a fine not exceeding level 3 on the standard scale which is currently £1,000.

Power to make test purchases (section 90) – An AO may make purchases and arrangements and secure the provision of services if the officer considers it necessary for the purpose of the LA's functions. Includes enlisting the assistance of a person to ascertain if a special procedure is being performed from a premises or vehicle contrary to requirements.

Retained property: appeals (section 91) – Additional safeguard relating to the powers of entry and inspection provisions. Enables a person with an interest in anything taken from the premises by an AO under section 88(1)(c) of the Act to apply to a magistrates' court for an order requesting the release of the property.

Appropriated property: compensation (section 92) – A person affected by the taking possession of property under section 88(1)(c) of the Act may apply to a magistrates' court for compensation. The court may order the LA to pay compensation i.e. if person has suffered loss or damage as a consequence and the loss or damage is not due to their neglect or failure to act.

8.2 Offences

Section 82 of the Act outlines the offences related to various contraventions of the provisions for special procedures licensing and approvals. The offences are:

- Contravention of section 58 – performing a special procedure specified in the Act without having a special procedure licence when they are not exempt.
- Contravention of section 61(3)(c) – performing a special procedure specified in the Act when there is a prohibition in place.
- Contravention of section 69(2) – performing a special procedure specified in the Act in a premises or vehicle that does not have the appropriate premises/vehicle approval certificate (without reasonable cause).
- Continuing to perform special procedures or to operate from a premises or vehicle without the relevant licence/premises approval certificate when a stop notice under section 77 is in place (without reasonable cause).
- Contravening (without reasonable cause) a licence holder remedial action notice served under section 78.
- Contravening (without reasonable cause) a premises/vehicle remedial action notice served under section 79.
- Making a false or misleading statement (either knowingly or recklessly) when making an application for the issue, variation or renewal of a special procedure licence or for approval of a premises/vehicle approval certificate.
- The false or misleading statements are in relation to anything that would otherwise cause the local authority to not grant the licence/certificate, variation or renewal (for example, making a false statement about being convicted of a relevant offence).

A person who commits an offence under section 82 of the Act is liable on summary conviction to an unlimited fine.

8.3 Actions available to local authorities where offences are identified

Section 61 Designation of individual for the purposes of section 58(3) – Enables a LA to give notice to an individual designating them as a person requiring a special procedure licence if they intend to perform a specified special procedure, providing that the condition in section 61(2) of the Act is met.

There are a number of components:

- that the person is likely to perform the special procedure on someone else in Wales,
- that the procedure is likely to be performed by the person, presents or could present significant risk of harm to human health, and
- in order to remove or reduce that risk, it is appropriate to designate the person as needing a licence.

The LA's ability to designate the person does not rely on the special procedure being performed in the course of a business; therefore, a person performing a special procedure in any circumstances and for any purpose (e.g. from home and not for money).

Section 77 Stop notices – If LA is aware of an individual performing a special procedure without a licence or is carrying on a business from a premises or vehicle that has not been approved, the LA may issue that individual with a stop notice. The aim of which is to prohibit the carrying out of the special procedure specified in the notice. Breach of the stop notice is an offence (section 82(4)). This will apply anywhere in Wales and be effective until the person obtains the relevant licence or approval.

Section 78 Special procedure licences: licence holder remedial action notices – If LA becomes aware that a licence holder is breaching a mandatory licensing condition, may issue licence holder with a remedial action notice (RAN). The prohibition may relate to the performance of the special procedure in an area of Wales (e.g. the LA's area) or may extend to all of Wales. Contravention of the remedial action notice is an offence (section 82(5)). In addition to a RAN, the LA may also revoke a licence if the licence holder fails to comply with an applicable mandatory licensing condition.

Section 79 Approved premises and vehicles: premises remedial action notices – A LA may issue a RAN to a person in respect of an approved premises or vehicle if satisfied the person is breaching a mandatory condition of approval. The LA must take reasonable steps to bring the notice to the attention of anyone who is likely to be affected by it (e.g. licence holders listed as operating from the premises/vehicle) to ensure people who perform special procedures from the premises or vehicle do not inadvertently commit an offence by breaching the prohibition. Contravention of the RAN is an offence (section 82(6)). In addition to a RAN, the LA may also revoke a premises or vehicle approval if the person fails to comply with a mandatory approval condition.

Section 80 Completion certificate – If a LA is satisfied steps taken in a RAN (sections 78 or 79 of the Act) must provide a completion certificate discharging the notice. LA must take reasonable steps to bring the completion certificate or notice to the attention of anyone it thinks is likely to be affected. A person subject to a RAN may apply to the LA for a completion certificate at any time. If LA refuses the application, it must give notice to that person (including reasons for the refusal and information about the appeals process as set out in section 81).

Section 81 Appeals – Section 81 of the Act sets out a person’s right to appeal to the magistrates’ court against a LA’s decision under sections 77, 78 or 79 of the Act, as well as an appeal against the LA’s decision to refuse an application for a completion certificate (section 80(5)). An appeal to the Crown Court may be made by either the person or the LA against a decision of a magistrates’ court.

Annex 1 – Exempted premises and vehicles

Part 2 of the Special Procedures Approved Premises and Vehicles (Wales) Regulations 2024 sets out the circumstances when the requirement for a special procedure to be performed in an approved premises or vehicle does not apply.

Special procedures do not need to be performed in an approved premises or vehicle in the following circumstances:

1. Where acupuncture is performed on a client from a premises or vehicle used by that client as their dwelling (which includes but is not limited to an adult care home and a hospice).
2. A regulated independent healthcare establishment.

“Dwelling”

The Special Procedures Approved Premises and Vehicles (Wales) Regulations 2024 defines “dwelling” as including but not limited to:

- (a) an “adult care home” which has the meaning given in section 28 (1) of the Act;
- (b) a “hospice” which means premises wholly to mainly used for the provision of palliative care to persons, who are suffering from a progressive disease in its final stages, by or on behalf of an establishment the primary function of which is the provision of such care.

A dwelling is a place of residence and may also include a house or flat or any other premises in which a client is living.

A client’s dwelling/home is not required to be approved by the local authority for the performance of acupuncture only. Acupuncture is the only special procedure permitted to be performed in a client’s dwelling/home, and it does not extend to any of the other special procedures in the scheme. In this case, the practitioner will need to have a valid special procedure licence to provide the acupuncture as the exemption only extends to the place, not the person.

Regulated independent healthcare establishment

The Special Procedures Approved Premises and Vehicles (Wales) Regulations 2024 defines the meaning of a “regulated independent healthcare establishment” for the purposes of special procedures.

A “Regulated Independent Healthcare Establishment” is a healthcare establishment which is:

- (a) an independent clinic
- (b) an independent hospital
- (c) a private dental practice

... **AND which is registered with and regulated and inspected by Healthcare Inspectorate Wales (HIW).**

(a) **An independent clinic** is a setting/establishment that is defined by section 2(4) of the **Care Standards Act 2000**; and prescribed by **Regulation 4** of the Independent Health Care (Wales) Regulations 2011.

Examples include clinics within which services are provided by medical practitioners. Services, treatments and procedures provided by such clinics may also include one or more of the four designated special procedures.

(b) **An independent hospital** is a setting/establishment that is defined by section 2(2) and section 2(3) of the **Care Standards Act 2000**; and prescribed by **Regulation 3** of the Independent Health Care (Wales) Regulations 2011.

Examples may include independent hospitals within which a wide range of services, treatments and procedures are provided by medical practitioners/healthcare professionals such as acute hospitals, hospices, dental hospitals, maternity hospitals and hospitals providing cosmetic surgery. These hospitals may also offer one or more of the four designated special procedures.

(c) **A private dental practice** is a setting/establishment that is defined by **Regulation 3(1)** of the Private Dentistry (Wales) Regulations 2017.

Examples include private dental practices which undertake completely private work in Wales. These practices will be registered with, regulated and inspected by HIW for the provision of private dental services by dentists employed there. Acupuncture may be offered/provided by such dental practices for the purpose of pain relief for patients undergoing dental procedures.

NHS establishments

NHS establishments and NHS work are inspected and regulated by HIW. NHS hospitals and settings and NHS work which involves any of the four specific special procedures do not fall within the scope of the licensing scheme. Therefore an approval certificate is not required for any NHS buildings or settings where regulated medical and health professionals may undertake acupuncture, body piercing (including removal of body piercings), electrolysis, and tattooing treatments as part of their NHS role.

Annex 2 – Preparing for an application interview and inspection

An officer from the local authority will undertake the interview and inspection at the premises or vehicle to which the application applies at a mutually agreed date and time. During the interview the officer will ask you questions on the topics below, here are some examples of the types of questions/matters that may be asked:

Your duties as an approval certificate holder under Part 4 of the Act:

- Name some of your duties as an approval certificate holder.

The mandatory approval conditions:

- What are the approval condition requirements for the provision of wash hand basins? Where should wash hand basins be located?
- How do you intend restricting access to authorised persons in the special procedures work area?
- What animals are permitted to accompany a client while they are having a special procedure?
- What facilities do you have for the cleaning, disinfection and sterilisation of equipment?
- What notices are you required to display at your premises/vehicle?
- How do you ensure the safe and secure storage of client records?
- What type of materials should the fixtures and fittings be made of and why?
- Explain the details of your cleaning schedule for your premises/vehicle, fixtures, fittings and equipment and instruments used.

The implications of non-compliance with the mandatory approval conditions:

- What action can the local authority take against an approval certificate holder who is found in breach of the mandatory licensing conditions?

The inspection of the premises/vehicle that the officer undertakes will be linked to the questions asked during the interview. During the inspection the officer will ask to be shown around all parts of the premises/vehicle that the application relates to, and they will wish to discuss matters relating to the application, this may include:

- The arrangement and organisation of the special procedures work area including the number and location of workstations.
- The special procedures that intend to be performed at the premises/vehicle.
- The general structure, design and workflow of the premises or vehicle.
- The provision and condition of facilities such as wash hand basins, toilets, storage areas.
- Arrangements for cleaning, disinfection and where appropriate, sterilisation.

The officer may also ask to see records and documentation associated with the approval conditions. This could include any of the following:

- Details of the suppliers you use for all products and equipment.
- Your waste contract.
- Service or maintenance records, for example, autoclave contracts.
- Details of the licence holders intending to operate from your premises/vehicle.