



Health Hygiene Assessment Cleaning Schedule

Beauty Therapy

The purposes of this cleaning schedule is to assist hair, beauty, tattooing and skin penetration businesses in creating a cleaning schedule to keep track of what must be cleaned and when.

As a required by the Public Health and Wellbeing Regulation, all hair, beauty, tattooing and skin penetration businesses must ensure that the premises is in a clean, sanitary and hygienic condition. All equipment and instruments must be clean before it is used on a client and sterile if it is to be used for skin penetration.

Definitions:

Detergent: A detergent is a cleaning solution. It is a chemical substance you use to break up and remove grease, grime and dirt. Household detergents should not be used for cleaning your instruments and equipment. For these industry specific items you should use a detergent that is low foaming, nonabrasive, noncorrosive, biodegradable, free-rinsing, non-toxic and of a mild alkaline formulation.

Cleaning: Removing contamination and foreign material (for example, soil and organic material) from items to the level required either for further processing or reuse of the item.

Disinfection: A process that inactivates microorganisms (but not bacterial spores) on an item to a level appropriate for reuse of the item

Sterilisation: A process used to make an item free from viable microorganisms, including bacterial spores.

Method for manual cleaning:

1. Pre rinse items in warm running water to remove soil
2. Fill the sink with warm water and detergent to the concentration recommended by the manufacturer
3. Dismantle or fully open items to ensure all parts are thoroughly cleaned
4. Immerse items (a few at a time) in the sink with warm water and detergent
5. Scrub items using a firm bristle nylon brush. Hold the items low in the sink to prevent scrubbing from creating droplets in the air that you might breathe
6. Wash all surfaces of the items, including the insides of tubes and valves
7. Rinse items in warm to hot water in the second 'clean' sink
8. Dry items in a drying cabinet or with a clean lint free cloth. Do not allow items to air dry or drip dry
9. Visually inspect items for cleanliness

This cleaning schedule may not be an exhaustive list of all equipment used in your business. You may need to amend this cleaning schedule to include all equipment used within your business.

Item	Frequency	Product
Surfaces at high risk of blood or body fluid contamination (for example, tattooing chair)	After each use	Detergent and disinfectant
Surfaces at low risk of blood or body fluid contamination (for example, hair dressing bench)	Daily, or spot clean as required	Detergent (and disinfectant if cleaning up blood or bodily fluids)
Client tables/beds	After each client	Detergent (and disinfectant if cleaning up blood or bodily fluids)
Hand wash basins and sinks	Daily	Detergent
Floors	Daily, or spot clean as required	Detergent (and disinfectant if cleaning up blood or bodily fluids)
Bins	Weekly and spot clean as required	Detergent
Walls/ceilings	Spot clean as required	Detergent

Beauty Therapy / Hair removal

Equipment	Use of item	When	Recommendation
Single use wax pots	To dispense wax for individual clients from larger container	After each client	Remove wax using appropriate solvent for the type of wax. Wash in warm water and detergent. Rinse in hot running water. Dry with a lint-free cloth.
Applicators/ spatulas	Application of wax	After each client	If single-use: dispose of into general waste or into clinical and related waste if contaminated with blood. If reusable: <ul style="list-style-type: none"> Remove wax using an appropriate solvent for the type of wax. Wash in warm water and detergent. Rinse in hot running water. Dry with a lint-free cloth. Note: if contaminated with blood dispose of into clinical and related waste, or clean and sterilise
Wax thermometer	Measure temperature of wax	After each client	If single-use: dispose of into general waste or into clinical and related waste if contaminated with blood. If reusable: <ul style="list-style-type: none"> Remove wax using an appropriate solvent for the type of wax. Wash in warm water and detergent. Rinse in hot running water. Dry with a lint-free cloth. Note: if contaminated with blood dispose of into clinical and related waste, or clean and sterilise
Tweezers	Plucking individual hairs. May become contaminated with blood	After each client	Wash in warm water and detergent. Rinse in hot running water. Dry with a lint free cloth. Note: if contaminated with blood dispose of into clinical and related waste, or clean and sterilise
Threads	Hair removal	After each client	Single use only. Dispose of into general waste after use.
Roll on applicators	Application of wax	After each client	If head can be dismantled: <ul style="list-style-type: none"> Dismantle and remove wax with an appropriate solvent. Wash in warm water and detergent. Rinse in hot running water. Dry with a lint free cloth and reassemble. Return to unit and heat wax to 70-80°C for a minimum of 15 minutes. If head cannot be dismantled: <ul style="list-style-type: none"> Remove wax with an appropriate solvent. Wipe over with cloth dampened with warm water and detergent. Rinse by wiping with cloth dampened in hot water. Dry with a lint free cloth. Return to unit and heat wax to 70-80°C for a minimum of 15 minutes.
Electrolysis needle	Inserted into hair follicle to apply current	After each client	Pre sterilised single use only. Dispose of into a sharps container after use.
Electrolysis hand piece	Holds electrolysis needle and delivers current to needle	After each client	Wipe over with cloth dampened with warm water and detergent. Rinse by wiping with cloth dampened in hot water. Dry thoroughly. Wipe over with cloth dampened with 70% alcohol solution and allow to dry.

Beauty Therapy / Facials

Equipment	Use of item	When	Recommendation
Comedone extractor	Removal of blackheads	After each client	<p>Single use is recommended. Dispose of into a sharps container.</p> <p>If reusable:</p> <ul style="list-style-type: none"> ■ Wash in warm water and detergent. ■ Rinse in hot running water. ■ Dry with a lint free cloth. ■ Package and sterilise.
Single use pots	To dispense products for individual clients from larger containers	After each client	<p>Rinse free of lotions or creams. Wash in warm water and detergent. Rinse in hot running water.</p> <p>Dry with a lint free cloth.</p>
Face sponges	Application of products	After each client	As they are unable to be cleaned or disinfected satisfactorily, single use is recommended.

Beauty Therapy / Eyelash extensions

Equipment	Use of item	When	Recommendation	
Tweezers	Separating eyelashes and applying individual artificial lashes	After each client	Wash in warm water and detergent.	
			Rinse in hot running water.	
			Dry with a lint free cloth.	
			Thermally disinfect or sterilise.	
			Thermal disinfection time/temperature requirements	
			Surface temperature (°C)	Minimum disinfection times (minutes)
90	1			
80	10			
75	30			
70	100			
Single use pots	To dispense products for individual clients from larger containers	After each client	<p>Rinse free of lotions or creams. Wash in warm water and detergent. Rinse in hot running water.</p> <p>Dry with a lint free cloth.</p>	

Beauty Therapy / Manicure, pedicure and nail treatment

Equipment	Use of item	When	Recommendation
<p>Buffers</p> <p>Nail burrs</p> <p>Nail files</p> <p>Drill bits and grinders</p>	Shape and polish nails	After each client	<p>Single use is recommended. Dispose of into general waste.</p> <p>Alternatively, these items may be kept for reuse on the same client. Store in a labelled, closed container.</p> <p>If reusable:</p> <ul style="list-style-type: none"> ■ Wash in warm water and detergent ■ Rinse in hot running water ■ Dry with a lint free cloth <p>Note: if contaminated with blood, dispose of into clinical and related waste, or clean and sterilise</p>
Foot files	Smooth and reduce foot calluses		
Emery board	Shape and polish nails	After each client	Emery boards must be single use as they cannot be washed and dried effectively. Dispose of into general waste.
Cuticle stick or pusher	Push back cuticle tissue from the nail plate	After each client	<p>If reusable:</p> <ul style="list-style-type: none"> ■ Wash in warm water and detergent. ■ Rinse in hot running water. ■ Dry thoroughly. <p>Note: if contaminated with blood, dispose of into clinical and related waste, or clean and sterilise.</p> <p>Single use only if made from porous material (for example wood). Dispose of into general waste.</p>
<p>Nail clippers/scissors</p> <p>Nail nippers</p>	Shape nails and/or trim dead skin	After each client	<p>Wash in warm water and detergent. Rinse in hot running water.</p> <p>Dry thoroughly.</p> <p>Note: if contaminated with blood, dispose of into clinical and related waste, or clean and sterilise.</p>
Cuticle cutters	Trim cuticles	After each client	<p>Wash in warm water and detergent. Rinse in hot running water.</p> <p>Dry with a lint free cloth.</p> <p>Package and sterilise.</p>
Foot razor	Shave hardened skin and callouses	After each client	<p>Blade:</p> <ul style="list-style-type: none"> ■ Dispose of into a sharps container. <p>Handle:</p> <ul style="list-style-type: none"> ■ Wash in warm water and detergent. ■ Rinse in hot running water. ■ Dry with a lint free cloth. <p>Note: if contaminated with blood, dispose of into clinical and related waste, or clean and sterilise.</p>
Foot spas (with whirlpool action)	Soak feet to soften the skin	After each client and at the end of the day	<p>Between each client:</p> <ul style="list-style-type: none"> ■ Drain the water. ■ Clean the surfaces with detergent and warm water using a cloth. ■ Rinse with hot running water. ■ Dry with a lint free cloth. ■ Disinfect the surfaces. ■ Circulating spas will need to be disinfected according to the manufacturer's instructions. ■ After disinfection, rinse and dry with a lint free cloth. At the end of the day: <ul style="list-style-type: none"> ■ Drain the water. ■ Remove the food spa components and wash in warm water and detergent. ■ Disinfect the removable parts (follow manufacturer's recommendations for contact times). ■ Rinse and reassemble. ■ Refill with clean water and disinfectant. Run through for required contact time according to the manufacturer's instructions. ■ Drain, rinse and dry with a lint free cloth.

Equipment	Use of item	When	Recommendation
Toe separators	Separate toes for nail polish application	After each client	Toe separators are generally made from foam and due to the porous nature cannot be cleaned properly. Single use is recommended. Dispose of into general waste after each client.
Product application brushes	Used to apply nail oils, nail polish, or nail treatments	After each client	Single use only for product that can harbour or support growth of microorganisms (for example nail oils). Dispose of into general waste. Reusable if product is not capable of harbouring or supporting growth of microorganisms (for example nail polish, light cured gels, and nail primers).
Finger bowl	Soak nails/finger tips to soften the skin and cuticles	After each client	Wash in warm water and detergent. Rinse in hot running water. Dry with a lint free cloth.
Pumice stones (natural or artificial)	Smooth and reduce foot calluses and rough skin	After each client	As they are unable to be cleaned or disinfected satisfactorily, single use is recommended.
Foot baths (no whirlpool action)	Soak feet to soften the skin	After each client	Wash in warm water and detergent. Rinse in hot running water. Dry with a lint free cloth. Disinfect after cleaning.

Beauty Therapy / Laser and IPL

Equipment	Use of item	When	Recommendation
Sheath or protective cover	To reduce contamination of the laser/IPL arm	After each client	Single use only. Dispose of sheath into general waste or into clinical and related waste if contaminated with blood.
Laser or IPL machine	Generates the laser beam or IPL	After each client	Wipe over with a cloth dampened with warm water and detergent. Dry with a lint free cloth.
Eye protection for clients	Protect eyes during treatment	After each client	Wash in warm water and detergent. Rinse in hot running water. Dry with a lint free cloth.
Laser or IPL end piece	Held by staff member to direct laser/IPL	After each client	Contamination can be reduced with the use of an impervious barrier (eg plastic sleeve/sheath). Remove the sheath carefully after use to minimise transfer of any contamination to the item. If device is immersible: <ul style="list-style-type: none"> ■ Wash in warm water and detergent. ■ Rinse in hot running water. ■ Dry with a lint free cloth. Note: if contaminated with blood, dispose of into clinical and related waste, or clean and sterilise. If device is non-immersible: <ul style="list-style-type: none"> ■ Wipe over with cloth dampened with warm water and detergent. ■ Rinse by wiping with cloth dampened with hot water. ■ Dry thoroughly. Note: if contaminated with blood wipe over with cloth dampened with 70% alcohol solution and allow to dry.