


 GOVERNMENT OF DUBAI	<b>Organization Unit</b>	<b>Public Health &amp; Safety Department</b>	الوحدة التنظيمية:	 بلدية دبي DUBAI MUNICIPALITY
	<b>Form sheet title:</b>	<b>Health Requirements for Ladies Salons &amp; Personal Care Centers</b>	اسم النموذج :	
	<b>Doc Ref.</b>	<b>DM-PH&amp;SD-P7-WI05</b>	رقم النموذج :	

## Health Requirements for Ladies Salons & Personal Care Centers

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### **1- Purpose:**

- To insure compliance of all Ladies salon and personal care centers with the legislation and public health requirements .
- To insure the implementation of health requirement in all ladies salons and personal care centers in the Emirate of Dubai.

### **2- Scope:**

- The health requirement is applicable in all ladies salons and personal care centers in the Emirate of Dubai.

### **3- Responsibility:**

- 1-3- Director of Health & Safety Department.
- 2-3- Head of Health Control Section.
- 4-3- Principal public Health Inspection Officer.
- 5-3- Senior public Health Inspection Officer.
- 6-3- Public Health Inspection Officer .

### **4- Details of implementation:**

#### **4-1. Licenses and documents:**

- 4-1-1. A valid professional trade license issued from Department of Economic Development should be available.
- 4-1-2. Inspection card.
- 4-1-3. Updated staff list.
- 4-1-4. Documents and certificates of basic and person in charge training.
- 4-1-5. Provide the necessary permits to carry out certain activities issued by the concerned Department in the Emirate.

#### **4-2. Staff :**

- 4-2-1. An annual medical test should be done for the salon staff in Dubai Municipality Clinic within the first month from starting the work the in the premise. In case of renewal, the medical test must be renewed within one month after the expiry date.

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- 4-2-2. Wearing light-colored uniforms (preferably with long sleeves), and dark-colored uniforms for hair coloring. Each employee must have (3) uniforms and he should wear it during the work hours & keep it clean (it can be replaced with white, long sleeved aprons).
- 4-2-3. Personal hygiene of the staff should be maintained through (cutting nails, not wearing metal jewelries, wearing appropriate footwear that covers the entire foot, cleanliness of hair and clothes, avoiding smoking and cleaning the mouth from smoking odors).
- 4-2-4. Employees must wash, clean and disinfect their hands after serving each customer.
- 4-2-5. Unhygienic and inappropriate practices are not allowed in the premise
- 4-2-6. Avoid dealing with skin diseases in customers, treating acne and pimples or providing any medical advice or remedies or something like that.
- 4-2-7. Gloves must be worn when providing hair coloring service.
- 4-2-8. The employee must avoid dealing with any customer if he suffers from respiratory disease, infectious disease, presence of open sores/wounds or skin infections.
- 4-2-9. Males are not allowed to work in ladies salons. It is allowed only in authorized hotels' salons (four stars hotels and above).
- 4-2-10. Mask must be worn when providing the service.

#### 4-3. Premises:

- 4-3-1. The location should be approved by Planning Department at Dubai Municipality.
- 4-3-2. The shop must be in a good condition in terms of construction.
- 4-3-3. Sign board must be put at the entrance of the barber shop.
- 4-3-4. Size for the saloon must not be less than 3.0 m \* 4.0 m for two dressing chairs . In case of more chairs, the distance between hair cutting and dressing, make up chairs must not be less than 1.0 m and 0.5 m between manicure and pedicure chairs.
- 4-3-5. Height between the floor & ceiling in the work area must not be less than 2.30 meters.
- 4-3-6. Suitable ventilation & lighting should be available.
- 4-3-7. Exhaust fans should be provided.

#### 4-4. Furniture:

- 4-4-1. Provide high quality barber chairs that are comfortable, free of cracks and ashtrays.
- 4-4-2. Cabinets, storage drawers, display shelves and special storage drawers for staff must be provided and arranged well in the salon.

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4-4-3. Waiting area must be provided with suitable seats and away from hair cutting areas (at least 2 meters).

4-4-4. Counters for hair cutting and styling service must be made of non-absorbable materials, free of cracks and easy to clean and sterilize. If basins are within the counter, the counter must be made of granite, marble, glass or any other material resistant to absorption and easy to clean.

#### 4-5. Personal Care Services rooms:

4-5-1. Facial room area must not be less than (6) meters square with fitted walls (it is not allowed to use curtains, accordion or temporary partitions to separate rooms). It must be suitable and provided with a bed that is comfortable, movable, free of cracks and rusts, and made of materials that can be cleaned and disinfected. The room must be also provided with a private hand wash basin.

4-5-2. Waxing room area must not be less than (6) meters square with fitted walls (it is not allowed to use curtains, accordion or temporary partitions to separate rooms). It must be suitable and provided with a bed that is comfortable, movable, free of cracks and rusts, and made of materials that can be cleaned and disinfected.

4-5-3. Hair cutting and dressing, make up chairs must be suitable and separated from each other with a distance of 1 meter, and the distance between the last chair and the wall must be 0.5 meter. Comfortable chairs and table for manicure and pedicure service must be fitted in a suitable place separated from other service areas and also separated from each other with a distance of 0.5 meter, the distance between the last chair and the wall must be 0.5 meter, with providing special basins/sinks for this service.

4-5-4. Provide a separate ventilated room for services that result in emission of harmful vapors or provide suitable alternatives.

#### 4-6. Water source & Drainage facility:

The barber shop must be provided with water source & drainage facility.

#### 4-7. The saloon must be provided with:

4-7-1. Water heater.

4-7-2. Hair wash basin & hand wash basin provided with ceramic tiles fixed around the basin not less than a half meter.

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4-7-3. Provide suitable area for cleaning and for preparing hair dyes made of smooth surfaces that are easily cleaned and disinfected, fitted with appropriate sink surrounded with ceramic with half a meter distance.

4-7-4. Sufficient number of towels & aprons not less than 12 of each for one dressing chair. Disposable towels are preferred.

4-7-5. A basket to collect used towels and aprons for washing before the next use. It is forbidden to re-use towels and aprons without washing, and it is preferred to keep washed and clean towels and aprons in plastic bags to be used for customers. It is not allowed to wash or dry towels and aprons in inappropriate and unhygienic areas or outside the shop.

4-7-6. Sufficient number of hair and personal care tools that are made of non-rust materials, free of cracks and sediment and to be of high quality materials (disposable tools are preferred).

4-7-7. Approved pesticides to control pests and rodents in the salon.

4-7-8. Covered waste bin should be provided for waste collection after each activity in frequently basis & the waste should not be kept to the second day.

4-7-9. Proper fire extinguisher system approved by Civil Defense (taking into account the existence of a poster shows the expiry date on the cylinder).

4-7-10. Provide corridors with suitable areas (not less than 1.2 m width) in the salon according to Dubai Civil Defense requirements.

#### **4-8. Cleaning and Sterilizing:**

4-8-1. Tools must be cleaned mechanically after each customer by washing them with warm water and brush as a first stage in preparation for sterilization.

4-8-2. Disinfectant solution must be provided in which used tools must be fully dipped in. The solution must be approved, effective, with suitable concentrations and changed periodically. It is important to note that tools must be dipped in the solution after cleaning them as mentioned in the previous point (4-7-1), and enough glass jars must be provided for this purpose.

4-8-3. UV light sterilizing machine must be provided for hair tools (1 for each 3 chairs) and maintained clean. Tools must be kept inside the machine after cleaning, disinfecting and drying them as mentioned in the previous points (4-7-1 and 4-7-2) with considering the capacity of the machine. The lamp of the machine must be changed periodically according to the operating instructions.

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4-8-4. Heat sterilizing devices (dry heat or steam) must be provided in the salon, especially for metal tools used for cosmetics and personal care, equipped with thermostat and time control system.

4-8-5. It is preferred to have each customer's own bag with necessary tools .

4-8-6. Use clean and sterilized hair brushes that are kept in clean and suitable drawers and it must be separated from not cleaned tools. It is not allowed to re-use brushes among customers unless washed and sterilized properly.

4-8-7. Non-metal nail care tools and face sponges must be disposable and packaged well. It is not allowed to re-use them for other customers, and must be properly disposed after use.

4-8-8. Cleaning and disinfecting sitting and servicing areas, floors, surfaces, corners, sauna and steam rooms, as well as cabinets, shelves, drawers, curtains and toilets.

4-8-9. Disposable wooden sticks must be used for waxing, and it is not allowed to double dip the stick in the waxing container or use it for other customers. A poster for “No double dipping” must be provided.

4-8-10. In case of using the roller wax, inner container must be changed for each customer.

4-8-11. disposable bed sheets must be provided and changed after each customer in service area.

4-8-12. All facial machines must be maintained clean and disinfected, and the water must be changed periodically. The water bowl of the machine must be made of glass to insure the purity of water continuously, and the internal heater must be made of rustproof material. Distilled water preferred to be used to prevent sediment.


4-8-13. Needed amount of cosmetic should be taken from the main container into a clean and disinfected bowl using disposable spatulas to be used. It is not allowed to use the product directly from its container.

4-8-14. Hands and foots must be washed, cleaned, disinfected and dried before and during manicure and pedicure.

4-8-15. Not allowed to re-immers hands and feet in paraffin wax and an illustrating sign must be provided in all designated areas in salon.

4-8-16. High-quality disposable tools must be provided from reliable sources.

4-8-17. Disposable facial towels must be provided and it must be discarded properly after each customer.

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#### 4-9. Cosmetics:

4-9-1. Hair dyes, cosmetics and personal care products must be registered, from well-known sources and has expiry dates. It is not allowed to create beauty products/blends and use or sell to customers. Sticker must be placed on the cosmetic container shows opening date and date of first-use, especially for products that rely on expiration period from the date of opening.

4-9-2. Insure that all products, including cosmetics and dry henna, are registered by Consumer Products Safety Section in Dubai Municipality before buying from suppliers, and registration certificate must be shown during the inspection.

4-9-3. The salon can keep not more than (5) containers of each cosmetic product for display and use in the salon, except for salons with selling permits from DED, otherwise it is violating licensed activity.

4-9-4. Hair coloring instructions and timings must be followed to avoid risks of skin absorption, and all instructions on cosmetic and personal care products about mixing steps and ratios, sensitivity test and precautions must be followed.

4-9-5. Natural materials must be used for henna, and no petroleum compounds should be added. Henna must be mixed and prepared in appropriate amounts and stored properly.

4-9-6. The source of the henna used in the salon must be known, and in case of any injuries, the salon take the responsibility for using the henna.

4-9-7. It is not allowed to use hair dyes (especially the black) on the skin as henna.

4-9-8. It is not allowed to draw henna on the skin after steam bath, waxing or any other activity that can increase the sensitivity of the skin. It is important to provide a poster for customers to report in case of exposing to burns or injuries from henna.

4-9-9. Floors and seating areas in henna section must be made of smooth surfaces and easy to clean and disinfect. Rugs are not allowed in henna area.

**4-10. Smoking is not allowed in the salon, and No Smoking signs must be provided. Ashtrays should be removed from the salon.**

**4-11. Accommodation and cooking are not allowed in the salon.**

**4-12. Not allowed to use hair removal machines such as laser and IPL in salons and beauty centers. Other machines must be permitted by Dubai Health Authority and the staff must obtain DHA license from.**

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**4-13. Not allowed to use Alum for wound's disinfection. It can be used only for one time.**

**4-14. Animals are not allowed in the salon.**

**4-15. Not allowed to use gas cylinders in the salon.**

**4-16. Tanning service is not allowed for people under the age of 18 years.**

**4-17. Period of tanning must be followed as instructed by manufacturer.**

**4-18. Provide suitable area for the tanning service, goggles for eye protection and follow the safety requirements of the device..**

**4-19. In case of providing tanning service using sprays, the products must be registered by Consumer Product Safety Section in Dubai Municipality.**

**4-20. Semi-permanent makeup activity is not allowed in all salons and beauty centers unless following all health requirements for this activity and obtaining the necessary permit from Health Control Section at Dubai Municipality.**

**4-21. Not allowed to keep customers tools kits inside salon.**

**4-21. Moroccan bath:**

4-21-1. Insure not to provide the service for customers with skin diseases.

4-21-2. Total area of the Moroccan bath service room must be at least 6 sq. meters.

4-21-3. Walls and floors and ceiling must be made of smooth and easy to clean surfaces.

4-21-4. The bath must be cleaned immediately after each customer.

4-21-5. Moroccan bath must be completely isolated from other sections of the salon.

4-21-6. Separate dressing room must be provided for the bath.

4-21-7. Cabinets (with locks) for customers' clothes and footwear, and cabinets' legs should be made of materials not subject to rust and are not adjacent to the floor.

4-21-8. High standards of cleaning, sanitizing and drying must be applied in the bath before providing service to customers, especially in showering areas.

4-21-9. Used towels must be kept in baskets to be washed and cleaned, and it is not allowed to re-use towels for other customers unless they are washed, cleaned and dried properly.

4-21-10. Disposable loofah sponge must be provided for each customer and it is not allowed to re-use it for others. Proper disposal of the sponges are requested.

4-21-11. All products used must be from well-known sources, good quality and approved or registered by Dubai Municipality. Not allowed to use any other self-made products.



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4-21-12. Not allowed to deal with or try to treat any skin diseases or provide any medical instructions for customers. If skin problem is noticed in a customer, he should be directed to a dermatologist. Avoid scrubs or dealing with irritated or injured skin.

4-21-13. Maintain appropriate temperature in the bath to avoid thermal shock or skin burns. It is preferred to test the bath temperature by workers before serving customers.

4-21-14. Regular maintenance inside the bath to avoid molds growth on floors, walls, ceilings, lying and showering areas.

4-21-15. Exhaust fans must be installed in the bath (fitting with bath size) to maintain adequate ventilation.

4-21-16. Wearing gloves during the service is preferred.

4-21-17. Provide non-slip bath mats around showering areas in steam bath rooms.

4-21-18. Not allowed to appear inappropriately with bathrobe outside the bath.

4-21-19. Rooms must be separated and each room must be at least 6 meters square in size.

Only one bed is allowed in each room.

#### 4-22. Management responsibilities:

4-22-1. Management must be aware of the health requirements approved by Public Health and Safety Department in Dubai Municipality.

4-22-2. Corrective and preventive actions must be taken if mistakes occur.

4-22-3. Monitoring health practices of employees and directing them to the best practices continuously.



4-22-4. Educating new employees about work procedures and best health practices to be followed before starting the job in the salon.

4-22-5. Cooperating with Dubai Municipality inspector during the inspection visit, and visiting Health Control Section within 5 working days in case of having any objections on violations/fines.

4-22-6. Reviewing all points mentioned in the inspection card and inspector's report continuously.

4-22-7. Checking the validity of annual medical test . It is not allowed to allow new employees to start the job unless obtaining the result of medical test .

4-22-8. It is important to provide (or participate in providing) healthy accommodation for the staff to create healthy working environment and avoid residence, cooking or storing personal needs of staff in the salon.

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4-22-9. First aid box with valid contents must be provided, and staff should be trained to deal with minor incidents.

4-22-10. Educate the staff not to provide services: peeling, scrubbing or lightening for customers with abnormal skin or skin problems, and not to provide services that might increase skin sensitivity such as Moroccan bath before and after waxing.

4-22-11. It is important to follow the instructions of the facial machine, especially for cleaning, disinfecting and maintaining customers' safety while using it to avoid mistakes while performing the facial service.

4-22-12. Follow the implementation of staff basic and person in charge training in all levels determined by the concerned department or in coordination with the concerned authority in the Emirate.

4-22-13. All salon's owner are responsible to follow the above instructions to prevent any violations related to wrong practices or misuse of cosmetics and to protect public health & safety.

4-22-14. Violating the above instructions will result in penalties and sanctions in accordance with Local Order 11 of 2003 for Public Health & Community Safety.