Policies & Procedures

Business Details

Business Name: ArtofDeeGee
Artist Name: Derek Greenham
Trading Address: Private Studio/Home Studio - By Appointment Only
Local Authority: Hull City Council
Document Version: 1.0
Review Date: 2027

Purpose of This Document

This document outlines the policies and procedures followed by ArtofDeeGee to ensure safe, hygienic, and legally compliant tattooing practices in accordance with Hull City Council requirements and UK legislation. The artist ensures:

- Client safety and well-being
- High Standards of hygiene and infection control
- Legal compliance with Uk legislation
- Professional, ethical tattooing practice

These policies apply to all tattoo services provided by the artist.

Legal & Regulatory Complience

This business/artist is registered with Hull City Council under the Local Government (Miscellanious Provisions) Act 1982. All tattooing activities comply with conditions set by Hull City Council Evironmental Health. Including:

- Local Government (Miscellanious Provisions) Act 1982
- Health and Safety at Work. Act 1974
- Control of Substances Hazardous to Health (COSHH) regulations 2002
- Environmental Protection Act 1990
- Data Protection Act 2018 (UK GDPR)
- Equality Act 2010

Client Eligibility Policy

Age Restrictions:
Tattooing is strictly prohibited under UK law for anyone under 18 years of age, regardless of parental consent. Valid photographic ID (passport or drivers license) is required for all new clients.

Health Screening

Clients must complete a medical questionnaire prior to their appointment. Tattooing may be refused if the client has:

- Blood-bourne illnesses (unless properly disclosed and assessed)
- Skin infections, rashes, or sunburn at the tattoo site
- Certain medical conditions (e.g uncontrolled diabetes, haemophilia)
- Is pregnant or breastfeeding (at artists discretion)

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Consultation Procedure

All clients receive a consultation before tattooing, this will include :

- Design, placement, size, cost, and aftercare are discussed.
- Clients must approve the final design before the appointment.
- Deposits may be required to secure bookings.

Deposit & Cancellations

A 50% deposit must be paid in order to reserve your appointment slot. Failure to provide a deposit will ensure you are not provided with a slot. The following 50% will be paid on your appointment date.
The 50% deposit is none refundable, unless your appointment is cancelled by the artist. If the appointment is cancelled within 48 hours of the appointment by the client, you will be required to pay another deposit in order to rebook.

Consent Policy

Written informed consent must be obtained priory to tattooing. Clients confirm they understand:

- The permanent nature of tattoos
- Possible risks (infection, allergic reaction, scarring)
- Aftercare requirements

Consent forms are securely stored in accordance with GDPR.

Hygiene & Infection Control

All procedures follow Hull City Council guidance on skin piercing hygiene and protective Equipment (PPE) is used where required. This includes:

- Single use sterile equipment and needles (cartridges)
- Hands washed before and after each procedure.
- Disposable nitrile gloves are worn at all times during tattooing
- Gloves are changed between tasks and clients
- Single-use gloves
- Disposable aprons (where required)
- Protective barriers on equipment

Equipment & Materials

Only professional-grade, sterile tattoo equipment is used. Single-use items include:

- Needles (cartridges)
- Ink caps
- Razors
- Paper towels
- Grip Wrap
- Micropore Tape
- Disposable rinse cups
- Machine bags
- Sterile skin marker
- Sterile tongue depressors
- Mixing sticks

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Sterilisation & Cleaning Procedures

All work surfaces are cleaned before and after each client using approved disinfectants. Reusable equipment is cleaned and disinfected in line with Hull City Council Environment Health standards.

Before each client:

- Work surfaces disinfected
- Equipment set up using aseptic technique
- Barriers applied to machines, cables, and surfaces

After each client:

- All disposable items safely discarded
- Surfaces cleaned with approved disinfectant
- Equipment broken down and cleaned

Daily Cleaning:

- Floors, chairs, and sinks cleaned and disinfected
- Waste removed appropriately

Ink & Pigment Safety

Only UK/EU (REACH) compliant tattoo inks are used. Inks are decanted into single-use caps and disposed of after each client. Inks are stored correctly and disposed of after expiry.

Waste Disposal

Sharps and clinical waste are disposed of using approved containers and collected by a licensed waste contractor, in accordance with Hull City Council and Envirnmental Protection Act 1990 requirements.

Cross-Contamination Prevention

This includes:

- No smoking/vaping in the tattoo area
- Phones are not handled during procedures
- Clean and dirty areas are clearly seperated
- No animals are permitted in the tattoo space
- No children are permitted to attend the appointment under any circumstances
- You are permitted to bring a friend/family member (age restrictions apply). If you do bring a person they are not permitted to interfere with the tattoo process in any way. If they do, they will be asked to leave.

Aftercare

All clients receive written and verbal aftercare advice. Clients are advised to seek medical advice if signs of infection occur.

Aftercare includes:

- Cleaning methods
- Healing expectations
- Signs of infection
- When to seek medical advice

Please note, the artist is not responsible for complications caused by failure to follow aftercare advise.

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Allergic Reactions & Adverse Effects

Clients are advised of potential allergic reactions with patch tests offered when necessary. Any adverse reaction is documented and clients are advised to seek medical attention where required.

Emergency Procedures

Any incidents are recorded and managed in line with Hull City Council expectations.

First aid:

- A fully stocked first aid kit is available
- The artist holds a current first aid certificate (where applicable)

Needle Stick Injury:

- Area washed immediately
- Incident recorded
- Medical advice sought if required

Equality & Conduct

Services are provided without discrimination under the Equality Act 2010. Which is based on:

- Age (within legal limits)
- Disability
- Gender identity
- Race
- Religion
- Sexual orientation

Reasonable adjustments are made where possible.

Data Protection

Client records are stored securely in accordance with the Data Protection Act 2018 (UK GDPR).

- Records are available for inspection by Hull City Council if required.
- Client data is collected only for legitimate business purposes.
- Records are stored securely (physical or digital).
- Data is not shared without consent.
- Clients may request access to or deletion of their data.

Refusal of Service

The artist reserves the right to refuse service if:

- The client is under 18
- The client is intoxicated or under the influence of drugs
- The tattoo request is unsafe, unethical, or offensive
- The client behaves aggressively or disrespectfully

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Complaints Procedure

Complaints should be submitted in writing. All complaints are acknowledged and investigated fairly and all records of complaints are maintained.

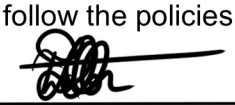
Review & Updates

This document is reviewed annually or when legislation changes.

Next Review Date: 2027

Declaration

I confirm that I follow the policies and procedures outlined in this document.

Signed: 

Name: Derek Greenham

Date: 15/01/2026