

INSPECTION OUTCOME REPORT

Information on Premises and Facilities

Regulation 18 (Premises and Facilities)

	<p>(c) The premises, fixtures and fittings were maintained in a clean condition and adequate arrangements were in place to maintain hygiene. There were no holes or gaps in the external walls, under doors or around pipe work.</p> <p>(d) Cleaning materials unsafe, toxic, dangerous and hazardous materials and products were stored away from the playrooms in a locked area not accessible to the children.</p> <p>(e) There were sufficient shelving available in the playrooms for the storage of play equipment. Adequate storage for equipment not in regular use was provided in two of the playrooms. The adults working in the service had a separate area for the storage of their personal belongings. There were hooks outside the playschool room, the pre-school room and the toddler room for the storage of children's bags and coats. The baby and toddler rooms had an area outside the nappy changing area for the storage of children's belongings, such as change of clothes, nappies among other items.</p> <p>(f) The building was maintained in a pest proof condition and there were no holes or gaps visible in the exterior of the building. The external area of the building was maintained in a clean condition and free from materials that attract pests. A pest control policy was in place in the service and inspections of the premises were carried out, the last check was recorded on the 13/11/2012.</p>
Non-Compliance Information:	Not Applicable
Action Required:	Not Applicable
Recommendations:	Not Applicable

Information on Premises and Facilities

Regulation 19 (Heating)

A person carrying on a pre-school service shall ensure that:

- (a) the premises are adequately heated throughout with suitable means of heating from the time of occupancy of the premises to the end of the occupancy, having regard to the needs of the pre-school children attending service, and*
- (b) a heating system liable to emit into the premises offensive or harmful gases, fumes or odours is not permitted*

Inspected ✓	Not Inspected	Not Applicable
Compliance Information:	<p>(a) The premises were heated by means of under floor oil fired heating. The temperature recorded on the premises in the baby room was 22°C and in the toddler room was 21.5°C on the day of inspection which was within the recommended range of 18°C-22°C.</p> <p>(b) The heating system had been regularly checked with the last service of the system recorded on the 14/07/2013.</p>	
Non-Compliance Information:	Not Applicable	
Action Required:	Not Applicable	
Recommendations:	Not Applicable	

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Information on Premises and Facilities

Regulation 20 (Ventilation)

A person carrying on a pre-school service shall ensure that suitable and adequate means of ventilation is provided in the premises.

Inspected ✓	Not Inspected	Not Applicable
Compliance Information:	The playrooms had openable windows which provided a source of natural ventilation. All the sanitary accommodations had lobbies between the sanitary accommodation and each of the playrooms that were ventilated either by mechanical or natural ventilation.	
Non-Compliance Information:	Not Applicable	
Action Required:	Not Applicable	
Recommendations:	Not Applicable	

Information on Premises and Facilities

Regulation 21 (Lighting)

A person carrying on a pre-school service shall ensure that suitable and adequate lighting is provided in the premises.

Inspected ✓	Not Inspected	Not Applicable
Compliance Information:	Each of the playrooms in the service had natural lighting that was supplemented by artificial lights that had shatterproof covers. The premises had large windows throughout which provided a good supply of natural lighting to all the building.	
Non-Compliance Information:	Not Applicable	
Action Required:	Not Applicable	
Recommendations:	Not Applicable	

Information on Premises and Facilities

Regulation 22 (Sanitary Accommodation)

A person carrying on a pre-school service shall ensure that adequate and suitable sanitary facilities are provided within the building.

Inspected ✓	Not Inspected	Not Applicable
Compliance Information:	<p>Adequate and suitable sanitary facilities were available and each room had dedicated sanitary facilities which were off the rooms with a ventilated space between the sanitary facility and playrooms. The baby room and toddler room had a nappy changing facility, the playschool room and the pre-school room had two low level water basins and two low level wash hand basins in the sanitary accommodation for each room. There were separate adult sanitary facilities on the premises.</p> <p>The nappy changing areas had a suitable and hygienic means of disposal of soiled nappies and a nappy changing policy was displayed. All wash hand basins for use by children and some wash hand basins for use by adults were provided with a constant supply of thermostatically controlled hot and cold water, liquid soap and paper-towels.</p>	
Non-Compliance Information:	The wash hand basin in the nappy changing area of the toddler room had no supply of hot water.	
Action Required:	Thermostatically controlled hot water not exceeding 43°C must be provided at all wash hand basins in the service to prevent the spread of infections.	
Recommendations:	Not Applicable	

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Information on Premises and Facilities

Regulation 23 (Drainage and Sewage Disposal)

A person carrying on a pre-school service shall ensure that suitable and effective means of drainage and sewage disposal are provided to the premises.

Inspected ✓	Not Inspected	Not Applicable
Compliance Information:	The premises were serviced by a local group water scheme. Most of the toilets, wash hand basins and sinks were discharging properly at the time of the inspection.	
Non-Compliance Information:	The wash hand basin in the nappy changing area of the toddler room was not discharging properly.	
Action Required:	The blockage in the wash hand basin in the nappy changing area of the toddler room must be addressed to ensure it discharges properly.	
Recommendations:	Not Applicable	

Information on Premises and Facilities

Regulation 24 (Waste Storage and Disposal)

A person carrying on a pre-school service shall ensure that all waste and other refuse is stored hygienically and disposed of frequently and in such a manner as not to cause a nuisance.

Inspected ✓	Not Inspected	Not Applicable
Compliance Information:	Waste bins were observed in the playrooms and lidded refuse bins observed externally. The external bins were not accessible by the children. Waste was removed from the building on a daily basis and bins were maintained in good repair and a clean condition.	
Non-Compliance Information:	Not Applicable	
Action Required:	Not Applicable	
Recommendations:	Not Applicable	

Information on Premises and Facilities

Regulation 25 (Equipment and Materials)

A person carrying on a pre-school service shall ensure that:

- (a) there is sufficient furniture, play and work equipment and materials and that such furniture, equipment and materials, are suitable, non-toxic, in a proper state of repair and are maintained in a clean and hygienic condition, and*
- (b) there is an appropriate supply of clean bedding, towels and spare clothes for the pre-school children.*

Inspected ✓	Not Inspected	Not Applicable
Compliance Information:	(a) The furniture, play and work equipment throughout the playrooms were suitable for the age range attending each room. All equipment and materials were in a proper state of repair and were maintained in an organised, clean and hygienic condition. There was a sufficient amount of play and work equipment for the number of children attending. (b) There was ample bed linen available for the cots and stackable beds and the bed linen was in good repair and clean. Children brought a spare set of clothes to the service.	
Non-Compliance Information:	Not Applicable	
Action Required:	Not Applicable	
Recommendations:	Not Applicable	

INSPECTION OUTCOME REPORT

Information on Premises and Facilities

Regulation 28 (Facilities for Rest and Play)

A person carrying on a pre-school service shall ensure that:

- (a) adequate and suitable facilities for a pre-school child to rest during the day and night (if an overnight pre-school service is provided) are provided, and*
- (b) adequate and suitable facilities for a pre-school child to play indoors and outdoors during the day are provided, having regard to the number of pre-school children attending the service, their age and the amount of time they spend in the premises.*

Inspected ✓	Not Inspected	Not Applicable
Compliance Information:	<p>(a) The service had suitable and adequate facilities for the children to rest throughout the day. The baby room and toddler room had separate sleep rooms with an adequate amount of cots for the age range of the children attending. Children slept according to their needs. There were sleep monitoring records available for each sleep room which included the time intervals of checks, child's sleep position and the child's sleep status. Sleep checks were maintained adequately. Each room had a sleep policy on the wall as well as a temperature gauge.</p> <p>The playschool room and the pre-school room had rest area incorporated into the play space and there was a designated time in the daily routine for children to have a rest. At this time the rooms were darkened and children had a choice of quiet activities such as looking at a book, playing with a teddy or to lie on their beds and rest. There were stackable beds available for individual children's use and clean bed linen was available.</p> <p>(b) The playrooms were adequately resourced with a wide range of toys and equipment appropriate for the number of children attending the service. The outdoor area was enclosed and accessed from the playschool room. The outdoor area was designed with a range of challenging and diverse equipment and materials appropriate for the age and stage of development of the children attending the service.</p>	
Non-Compliance Information:	Not Applicable	
Action Required:	Not Applicable	
Recommendations:	Not Applicable	

Information on Safety Measures

Regulation 6 (First Aid)

There shall be a suitably equipped first aid-box for children in the premises.

Inspected ✓	Not Inspected	Not Applicable
Compliance Information:	<p>A suitably equipped first aid box was available in each of the playrooms. Three adults in the service had an up to date occupational first aid certificate. All adults in the service had an up to date paediatric first aid certificate.</p>	
Non-Compliance Information:	Not Applicable	
Action Required:	Not Applicable	
Recommendations:	Not Applicable	

INSPECTION OUTCOME REPORT

Information on Safety Measures

Regulation 7 (Medical Assistance)

A person carrying on a pre-school service shall ensure that:

- (a) adequate arrangements are in place to summon medical assistance promptly in an emergency, and
- (b) a protocol is in place for the administration of medication.

Inspected ✓	Not Inspected	Not Applicable
Compliance Information:	(a) A list of emergency numbers was available and the procedures to summon assistance in the event of an emergency were documented. There was a working land line telephone and mobile phone for the service. (b) The service had a policy and clear procedures were in place for the administration of medication.	
Non-Compliance Information:	Not Applicable	
Action Required:	Not Applicable	
Recommendations:	Not Applicable	

Information on Safety Measures

Regulation 16 (Fire Safety Measures)

- (1) A person carrying on a pre-school service shall keep a record in writing of-
 - (a) all fire drills which take place in the premises, and
 - (b) the number, type and maintenance record of the fire fighting equipment and smoke alarms in the premises
- (2) The record referred to in paragraph (1) of this Regulation shall be open to inspection by:
 - (a) a parent or guardian of a pre-school child attending or proposing to attend the service
 - (b) every person working in the service, and
 - (c) an authorised person
- (3) A notice of the procedures to be followed in the event of fire shall be displayed in a conspicuous position in the premises

Inspected ✓	Not Inspected	Not Applicable
Compliance Information:	(1)(a) A record of fire drills was maintained in the service. The last fire drill recorded was the 18 th December 2013. (b) A record was available of the number and type of fire-fighting equipment, including smoke alarms in the premises. The fire fighting equipment was maintained in good working order and a certificate of the maintenance of the fire fighting equipment was available and dated 11 th December 2013. (2)(a)(b)(c) The records were available for inspection by parents/guardians, staff and an authorised person. (3) A notice of the procedures to be followed in the event of a fire was clearly displayed in each of the playrooms.	
Non-Compliance Information:	Not Applicable	
Action Required:	Not Applicable	
Recommendations:	Not Applicable	

INSPECTION OUTCOME REPORT

Information on Safety Measures

Regulation 27 (Safety Measures)

A person carrying on a pre-school service shall take all reasonable measures to safeguard the health, safety and welfare of a pre-school child attending the service and in particular shall ensure that:

- (a) all heat emitting surfaces are protected by a fixed guard or are thermostatically controlled to ensure safe surface temperatures,
- (b) hot water provided for use by a pre-school child is thermostatically controlled to ensure a safe temperature
- (c) any garden or external play area is so fenced and doors and gates are so secured to prevent a pre-school child gaining unsupervised access to a roadway or other source of danger and to prevent unauthorised access to the garden or external play area
- (d) ponds, pits and other hazards in any garden or external play area are so fenced as to ensure the safety of a pre-school child attending the service
- (e) steps are taken to prevent the spread of infection,
- (f) and operational procedures for the safe conduct of outings are in place and a pre-school child is safely escorted on any outing.

Inspected ✓	Not Inspected	Not Applicable
Compliance Information:	<p>(a) The heating system was thermostatically controlled and there were no heat emitting surfaces on the premises.</p> <p>(b) The hot water provided at the wash hand basins was thermostatically controlled to a safe temperature. The temperature of the hot water was recorded at 35.5°C which was within the recommended level for hygienic and safe hand washing at children's wash hand basins.</p> <p>(c) The outdoor area was secure and fully enclosed with the provision of a high wall and the building surrounding.</p> <p>(d) The outdoor area was safe and free of hazards.</p> <p>(e) Regular hand washing took place with the use of liquid soap and paper hand towels. Hand washing instructions were displayed for adults and children. Parents provided supplies of nappies, wipes and creams which were kept in individual cubbies in the nappy changing rooms.</p> <p>(f) There was a policy in the service on operational procedures for the safe conduct on outings.</p>	
Non-Compliance Information:	<p>(e) The wash hand basin in the nappy changing area of the toddler room had no supply of hot water.</p> <p>A television was observed been brought into the baby room after midday and left on a low table unsecured which caused a hazard and a risk of the television been pulled down on the babies.</p> <p>The room that stores the CCTV equipment and filing cabinets was unlocked and accessible to the children.</p>	
Action Required:	<p>(e) Thermostatically controlled hot water not exceeding 43°C must be provided at all wash hand basins in the service to prevent the spread of infections.</p> <p>If televisions are to be used for a part of the daily routine then they must be securely mounted to the wall.</p> <p>Rooms that are deemed inaccessible to young children which may contain hazards must be locked at all times while the pre-school service is in operation.</p>	
Recommendations:	Not Applicable	

INSPECTION OUTCOME REPORT

Information on Food and Drink

Regulation 26 (Food and Drink)

- (1) A person carrying on a pre-school service shall ensure that suitable, sufficient, nutritious and varied food is available for a pre-school child attending the service
- (2) Where food is consumed on the premises by a pre-school child, the person carrying on the pre-school service shall ensure that:
- (a) adequate and suitable facilities are provided for the storage, preparation, cooking and serving of food, and
 - (b) adequate and suitable eating utensils, hand washing, wash-up and sterilising facilities are provided
- (3) This Regulation is without prejudice to:
- (a) the provisions of the Health Act 1947 and regulations made pursuant to that Act
 - (b) the provisions of the Food Safety Authority of Ireland Act 1998 and
 - (c) any secondary legislation made pursuant to the European Communities Act 1972 relating to food safety.

Inspected ✓	Not Inspected	Not Applicable
Compliance Information:	<p>(1) The service promoted healthy eating and provided four meals a day, breakfast, a lunch, dinner and an evening snack. Parents provided the mid day snack which children bring to the service. The snacks observed were sandwiches, yogurts, cheese and drinks. All food prepared on the premises was by a cook. There was drinking water available to the children in the playrooms throughout the day.</p> <p>(2)(a) There were separate kitchen facilities for storage, preparation, cooking and serving of food.</p> <p>(b) There were suitable and appropriate utensils and crockery used by the children when they had their hot meal in the dining room. There was a facility for children to wash their hands prior to mealtimes.</p> <p>(3) Not Applicable</p>	
Non-Compliance Information:	Not Applicable	
Action Required:	Not Applicable	
Additional Information:	Food safety was inspected separately by the Environmental Health Officer under the EC (Hygiene of Foodstuffs) Regulations 2006 and Regulation 852/2004.	
Recommendations:	Not Applicable	

INSPECTION OUTCOME REPORT

Information on Records

Regulation 13 (Register of Pre-School Children)

- (1) Subject to paragraph (3) of this Regulation a person carrying on a pre-school service shall keep a register and shall enter in the register the following particulars in respect of each pre-school child attending the service:
- (a) the name and date of birth of the pre-school child
 - (b) the date on which the pre-school child first attended the service
 - (c) the date on which the pre-school child ceased to attend the service
 - (d) the name and address of a parent or guardian of the pre-school child and, a telephone number where that parent or guardian or a relative or friend of such child can be contacted during the hours of operation
 - (e) authorisation for the collection of the pre-school child
 - (f) details of any illness, disability, allergy or special need of a pre-school child, together with all notes relevant to the provision of special care or attention
 - (g) the name and telephone number of the pre-school child's general practitioner
 - (h) record of immunisations, if any, received by the pre-school child, and
 - (i) written parental consent for appropriate medical treatment in the event of an emergency
- (2) The register shall be open to inspection on the premises by:
- (a) a parent or guardian of the pre-school child attending the service but only in respect of information entered in the register concerning that child
 - (b) a person working in the pre-school service who is authorised in that behalf by the person carrying on the service, and
 - (c) an authorised person
- (3) A person carrying on a pre-school service in a drop-in centre or in a temporary drop-in centre shall enter in the register the particulars referred to in paragraph (1) of this Regulation, except for subparagraphs (b), (c), (g), (h) and (i)

Inspected ✓	Not Inspected	Not Applicable
Compliance Information:	<p>(1)(a) All children's names and date of birth were included in the register. (b) The date on which the pre-school child first attended the service was recorded. (c) Not Applicable (d) The parents name (s) and addresses were included as was a contact number during the opening times of the service. (e) There was authorisation for collection for each child on the register. (f) There was a section of the registration form to include information on any illness, disability, allergy or special need of a pre-school child. (g) The name and telephone number of each child's general practitioner was recorded on the register. (h) All children's immunisation information was recorded on the register. (i) All children had written parental consent for medical treatment in the event of an emergency.</p> <p>(2)(a) Parents have access to all information and written records relating to their own child. (b) Records were available to the authorised staff within the service. (c) Records were open and available to an authorised person.</p> <p>(3) Not Applicable</p>	
Non-Compliance Information:	Not Applicable	
Action Required:	Not Applicable	
Recommendations:	Not Applicable	

INSPECTION OUTCOME REPORT

Information on Records

Regulation 14 (Records)

- (1) A person carrying on a pre-school service shall keep a record in writing of the following information in relation to the service:
- (a) the name, position, qualifications and experience of the person in charge and of every other person, including volunteers and students working in the service
 - (b) all information generated under Regulation 8(2)
 - (c) details of the maximum number of pre-school children catered for at any one time
 - (d) details of the type of service and age range group
 - (e) details of the staff/child ratios in the service
 - (f) the type of care or programme provided in the service
 - (g) the facilities available
 - (h) the opening hours and fees
 - (i) policies and procedures of the service
 - (j) details of attendance by a pre-school child on a daily basis
 - (k) details of staff rosters on a daily basis
 - (l) details of any medicine administered to a pre-school child attending the service with signed parental consent, and
 - (m) details of any accident, injury or incident involving a pre-school child attending the service
- (2) The record referred to in paragraph (1) and the documentation and records referred to in paragraph (5) of this Regulation shall be open to inspection on the premises by an authorised person.
- (3) Save for the information maintained in the record under Regulation 14(1)(b) the record referred to in paragraph (1) of this Regulation shall be open to inspection on the premises by a parent or guardian of a pre-school child attending the service but only in respect of information entered in the register concerning that child.
- (4) For the purposes of operating the pre-school service, the record referred to in paragraph (1), other than the information maintained under Regulation 14(1)(b), shall be open to inspection on the premises by a person working in the service who is authorised in that behalf by the person carrying on the service.
- (5) A person carrying on a pre-school service shall maintain all documents and records relating to references and Garda and Police vetting obtained under Regulation 8(2).

Inspected ✓

Not Inspected

Not Applicable

Compliance Information:

- (1)(a) The name, position, qualifications and experience of the staff were recorded.
- (b) All information and documentation generated under Regulation 8(2) was available in the service, see table under Regulation 8 for more information.
- (c) Details of the maximum numbers were recorded in the service.
- (d) Details of the type of service and the age range were included in a parent information pack.
- (e) The details of the staff/child ratios in the service were available.
- (f) The type of care programme provided was documented.
- (g) Details of the facilities available were recorded.
- (h) The service had details of their opening hours and fees.
- (i) There were policies and procedures in the service.
- (j) Details of children attending the service were recorded daily in a roll book with the times in and out recorded.
- (k) Staff rosters were recorded daily.
- (l) Medicines administered to children attending the service and signed parental consent for the administration of medicine was recorded.
- (m) There was an accident and incident book available for inspection.
- (2) All information requested by the authorised person referred to in 14.(1) was made available.
- (3) All information in 14.(1) apart from 14.(1)(b) was available to parents/guardians in respect of information concerning their child.
- (4) All information was available to the designated person in charge by the owner of the service.
- (5) All documents and records relation to references and Garda vetting and Police Clearance were maintained in the service.

INSPECTION OUTCOME REPORT

Information on Records

Regulation 14 (Records)

Non-Compliance Information:	Not Applicable
Action Required:	Not Applicable
Recommendations:	Not Applicable

Information on Records

Regulation 15 (Information for Parents)

A person carrying on a pre-school service shall provide a parent or guardian of a pre-school child proposing to attend the service with the information referred to in Regulation 14(1) (a), (c), (d), (e), (f), (g), (h) and (i) of these Regulations.

Inspected ✓	Not Inspected	Not Applicable
Compliance Information:	The service provided a parent handbook which was available for parents who propose to send their child to the service and/or on enrolment. (14)(1)(a) The name, position, qualifications and experience of the staff were available for parents. (c) Details of the maximum numbers of pre-school children catered for at any one time were provided to parents. (d) Details of the type of service and the age range of children were included in the parent information pack. (e) The details of the staff/child ratios in the service were available for parents. (f) The type of care programme provided was documented in parent information booklet. (g) Details of the facilities available were outlined in the parent information booklet. (h) The parent information booklet included details of their opening hours and fees. (i) The policies and procedures of the service were supplied to parents.	
Non-Compliance Information:	Not Applicable	
Action Required:	Not Applicable	
Recommendations:	Not Applicable	

Information on Records

Regulation 17 (Copy of Act & Regulations)

A person carrying on a pre-school service shall keep a copy of Part VII of the Child Care Act 1991 and of these Regulations on the premises and the said copies shall be made available on demand for inspection by:

- (a) a parent or guardian of a pre-school child attending or proposing to attend the service*
- (b) every person working in the service, and*
- (c) an authorised person*

Inspected ✓	Not Inspected	Not Applicable
Compliance Information:	A copy of the Child Care (Pre-School Services) (No.2) Regulations, 2006 and the Child Care Act 1991, Part V11 were available to staff, parents and authorised personnel.	
Non-Compliance Information:	Not Applicable	
Action Required:	Not Applicable	
Recommendations:	Not Applicable	

INSPECTION OUTCOME REPORT

Information on Records

Regulation 30 (Insurance)

A person carrying on a pre-school service shall ensure that the pre-school children attending the service are adequately insured against injury while attending the service.

Inspected ✓	Not Inspected	Not Applicable
Compliance Information:	The current insurance certificate was available and the Service Provider had adequate insurance cover for the pre-school children who attend the service.	
Non-Compliance Information:	Not Applicable	
Action Required:	Not Applicable	
Recommendations:	Not Applicable	

General Information

Regulation 29 (Furnishing of Information to the HSE)

A person carrying on a pre-school service shall furnish the Health Service Executive with such information as the Executive may reasonably require for the purpose of enforcing and executing these Regulations and the information shall be in such form (if any) as may be specified by the Executive.

Inspected ✓	Not Inspected	Not Applicable
Compliance Information:	The person in charge of operating the service furnished all the information that was requested and facilitated the Inspection.	
Non-Compliance Information:	Not Applicable	
Action Required:	Not Applicable	
Recommendations:	Not Applicable	