

# Early Years Inspectorate Regulatory Report

## Pre School

TUSLA Identifier:	TU2015FL096
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Name of Service:	Funtimes
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Address of Service:	1 Naul Road, Balbriggan, Co. Dublin
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Eircode:	K32 K259
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Name of Registered Provider:	Caroline Quinlan
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Service type:	Full Day
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Date(s) of Inspection:	07/08/2024
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No of pre-school children:	AM	46	PM	46
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Address of the Early Years Inspectorate:	Early Years Inspectorate, 181-189 Lakeshore Drive, Airside Business Park, Swords, Co. Dublin K67 Y5C6.
Inspection undertaken by:	AM Coyle & S Taaffe
Title:	Early Years Inspectors

### Authority to Inspect

The Tusla Early Years Inspectorate carries out inspections of Early Years Services under Section 58(J) of the Child Care Act 1991 (as inserted by Section 92 of the Child and Family Agency Act 2013).

Conditions if applicable	Not Applicable
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### Description of service

Funtimes is a full day care service registered to accommodate children aged 0-6 years during the hours of operation, from 7.30am – 6.15pm Monday to Friday. The service operates from a 2-storey building located within walking distance of the town of Balbriggan, Co. Dublin. The service participates in the Early Childhood Care and Education scheme (ECCE) and also provides care to school aged children up to the age of 12 years. There are 5 care rooms in the service, namely the Ducklings room, the Penguins room, two adjoining rooms on the first floor operated as the Cubs room, the school aged care room on the first floor which accommodated school aged children only on the day of inspection and the Den room which is operated from a separate prefabricated unit to the rear of the premises. An enclosed outdoor play area is located to the rear of the premises.

### Staffing

The registered provider oversees the operation of the early years' service. A further 25 staff members are employed in this service including a chef and a cleaner.

### Methodology

Tusla's Early Years Inspectorate is the independent statutory regulator of early years services in Ireland. The Child Care Act 1991 (Early Years Services) Regulations 2016 define the duty of a registered provider to ensure the safety and well-being of children and to comply with these regulations. This Act also gives Tusla the authority to assess compliance with the regulations. The purpose of regulation in relation to early years services is to ensure that the care, safety, and well-being of children attending such services is upheld. Inspections of early years services are planned based on the following:

- Previous inspection history
- Any information received in relation to the service

The findings on inspection are based on:

- Information obtained through examination of documentation
- Direct observation
- Discussion with relevant staff

This inspection was unannounced and focused on the area of governance, health, welfare and development of child, safety, premises and facilities. The inspection may also focus on other areas as required.

The inspection focused on an examination of compliance under regulations 9, 11, 19, 23, 25 and 26; however, on inspection additional non-compliance which posed a risk was identified under Regulation 24. These findings are outlined within the relevant regulations within this report.

Inspection findings are documented in the inspection report which is first issued in draft format to the service with an opportunity to respond to any findings. Where statutory requirements are identified as not being met, the registered provider must demonstrate how they have rectified the non-compliance and will prevent any non-compliance from re occurring. The Corrective Action and Preventive Action plan (CAPA) will be used to inform decisions about compliance with regulatory requirements. Where the registered provider fails to meet the statutory requirements an escalation process may be commenced.

The inspectorate reserves the right to edit responses received for reasons including clarity, completeness and compliance with administrative and legal processes.

The contents of the report are compiled by the inspectorate body.

## Acknowledgments

The inspectors wish to acknowledge the cooperation of the person in charge, staff and children who were present on the day of the inspection.

### Part III – Management and Staff

#### Regulation 9 – Management and recruitment

- (1) A registered provider shall ensure that-
- (a) the service has a designated person in charge and a named person who is able to deputise as required,
  - (b) at all times during the period when the pre-school service is being carried on, the designated person in charge or the named person referred to in subparagraph (a) is on the premises, and
- (2) A registered provider shall ensure that each employee, unpaid worker and contractor is suitable and competent taking into consideration the nature of the needs of children, including by -
- (a) consideration of references from the person’s past employers, if any, and in particular the most recent employer, if any,
  - (b) consideration of references from reputable sources in the case of a person who has no past employers,
  - (c) consideration of the vetting disclosure received from the National Vetting Bureau of the Garda Síochána in accordance with the Act of 2012 in respect of the person, and
  - (d) ensuring, insofar as is practicable, that where a person has lived in a state other than the State for a period of longer than 6 consecutive months, he or she provides police vetting from the police authorities in that state.
- (4) A registered provider shall ensure that, without prejudice to the generality of paragraph (2) and subject to paragraphs (5) and (6), each employee working directly with children attending the service holds at least a major award in Early childhood Care and Education at Level 5 on the National Qualifications Framework or a qualification deemed by the Minister to be equivalent.

#### Compliance Information

- (1)(a) The service had a designated person in charge and a named person to deputise as required.
- (b) The designated person in charge was present and in charge of the service when the inspectors arrived unannounced on the morning of the inspection.

All staff files were reviewed which consisted of a total of 27 files maintained for the registered provider, the 24 core staff members including 1 staff member who is on statutory leave and the 2 staff members employed to engage in cooking and cleaning duties.

- (2)(a)(b) There were 2 written, validated references available for the registered provider and all staff members whose files were reviewed.

(c) Garda vetting disclosures were available for the registered provider and all staff members whose files were reviewed. Garda vetting disclosures had been obtained for all staff. However, the service did not adhere to the re-vetting timeframes as outlined in the Early Years Inspectorate Regulatory Notice, requiring services to renew Garda vetting every three years. Please refer to the information outlined under regulation 23 of this report.

(d) International police vetting was available for 7 staff members who had resided outside of the Irish jurisdiction for more than 6 consecutive months as adults.

(4) Documentary evidence was available to confirm that 25 staff members whose files were reviewed and who work directly with the children in the service including the registered provider held an appropriate childcare qualification at Level 5 or higher on the National Framework of Qualifications or a qualification deemed by the minister to be equivalent.

### Part III – Management and Staff

#### Regulation 11 - Staffing levels

(1) Subject to this Regulation, a registered provider shall ensure that there is at all times an adequate number of adults working directly with the children attending the pre-school service.

(2) Subject to paragraphs (4) and (5), a registered provider of a full day care service or a part-time day care service shall ensure that at all times the minimum ratio of adults to children specified in column (3) of Part 1 of Schedule 6 opposite a particular reference number specified in column (1) of that Part in respect of the age range of the children specified in column (2) thereof at that reference number is satisfied.

(8) Without prejudice to paragraphs (2) to (7)-

(a) a registered provider of a pre-school service other than a child-minding service or a sessional pre-school service shall ensure that there are at least 2 adults on the premises at all times,

#### Compliance Information

(1) On the day of inspection there was an adequate number of staff members working directly with the children attending the service.

(2) The adult to child ratios were correct in the service when the inspectors arrived unannounced in the service and remained so throughout the inspection.

The following adult to child ratios were observed during the inspection:

- In the Ducklings room there were 6 children aged 9 months to 1 year 5 months attending on a full day care basis, being cared for by 2 staff members.
- In the Penguins room there were 10 children aged between 1 year 11 months and 3 year 6 months, all attending on a full day care basis, being cared for by 2 staff members.
- In the Cubs room, there were 18 children (of whom 1 child was aged 2 years 7 months and the remaining children were aged 3 years 4 months to 5 years 6 months) being care for by 2 and, when required, 3 staff members. Fourteen of these children were attending on a part-time or 2 full day care basis with 4 children attending on a sessional basis.
- In the Den there were 12 children aged 3 years 3 months to 5 years 7 months being cared for by 2 staff members. Eleven of these children were attending on a part-time or full day care basis with 1 child attending on a sessional basis.
- School aged children were accommodated and cared for in the School aged care room on the day of inspection.

(8)(a) The registered provider ensured that 2 adults were present on the premises at all times, verified by rosters and staff attendance records maintained at the service.

### Part V - Care of Child in Pre-school Service

#### Regulation 19 - Health, welfare and development of child

(1) A registered provider shall, in providing a pre-school service, ensure that-

- (a) each child's learning, development and well-being is facilitated within the daily life of the pre-school service through the provision of the appropriate activities, interaction, materials and equipment, having regard to the age and stage of development of the child, and

#### Compliance Information

(1)(a) The following observations were made on how each child's learning, development and well-being was facilitated within the daily life in the service:

#### Basic needs:

- Throughout the inspection staff members were observed to be kind and caring in their interactions with the children and demonstrated sensitivity and responsiveness to each child's individual needs, likes and preferences.

- The service provides all meals and snacks to children attending. Mealtimes in the service were observed to be relaxed and pleasant experiences for the children. The children were given plenty of time to enjoy their meals, the staff members sat with the children while they ate, chatting to the children whilst providing assistance, and encouragement as needed.
- The children’s personal care needs were promptly attended to. Nappies were changed at scheduled times and more frequently as required. The staff members used the opportunity to engage with the children, chatting to them and singing songs. The children who were toilet trained used the toilet independently with discreet supervision. In the Ducklings room and Penguins room, children’s noses and faces were cleaned when needed. When going to the garden, staff ensured the children had suncream applied.
- The staff members in the Ducklings room confirmed that sleep time for the children was facilitated in line with their home routine and this practice was observed on the day of inspection with babies sleeping at various times throughout the day. The children in the Penguins room and one child from the Playgroup room were facilitated to sleep after their lunch at 11:45am. Comfortable rest areas were available throughout the care rooms for children to take a break from activities throughout the day as needed.
- The staff members throughout the care rooms verbally informed the children of upcoming activities, movement and changes in routine as well as songs and rhymes being used to support smooth transitions.
- In the Ducklings room the children were provided with the opportunity to change position, roll, crawl and sit throughout the day with staff members providing appropriate support. Throughout all the care rooms the children were observed engaging with the play opportunities available. All of the children present in the service had the opportunity to enjoy time in the outdoor play area and the staff members informed the inspectors that outdoor play forms an important part of the daily routine in the service.

### Supporting relationships around children:

- The staff in the service were observed to have warm and caring interactions with children to help them feel safe and secure in the service. Staff members working in the care rooms spoke positively about the children and demonstrated familiarity with their needs and personalities. Staff members were observed to use play opportunities to engage children in one-to-one interactions and engage in natural reciprocal interactions.

- A written record of the younger children's meals, activities, general wellbeing and if relevant nappy changes and sleep were maintained and shared with parents when the children were being collected from the service. Parent and staff members exchanged information verbally at drop-off and collection and additional contact was made when required through phone calls and a mobile phone messaging app. The service provided a newsletter for parents at the start of each term detailing upcoming events, important dates and updates on activities.
- Staff members were observed to work positively with each other throughout the inspection communicating regularly with each other regarding the children's care routines and schedules. This facilitated consistency of care for the children.

### Physical and material environment:

- The care rooms were bright and welcoming, and the play materials and equipment were accessible on low-level shelving to facilitate children's independent choice and play.
- Play equipment and materials in each care room were grouped to provide specific interest areas in the care rooms. Home corners, construction areas, arts and crafts areas and reading and relaxation areas were some of the defined areas noted in the rooms.
- During the inspection sensory play experiences were facilitated in the Den, the Playgroup room and the Penguins room through the provision of dried lentils, playdough and art activities using layers of frozen multi-coloured paint on lollipop sticks which the children enthusiastically used on the paper as the paint melted.
- The children throughout all the care rooms appeared confident and content in their environment. The approaches used by the staff members and the layout of the rooms, and the outdoor play area supported the children's independence in making choices to access and engage in their preferred play materials and equipment.
- The service has an enclosed outdoor area which is located to the rear of the service. The area is divided into 3 sections, one section being specifically available to the children in the Ducklings room and Penguins room, this area was covered with a safety surface and the following resources were provided, a playhouse, a climbing frame and slide, a mud kitchen, wooden steps, a range of ride on toys and a wooden car with steering wheels. Similar to the outdoor play area provided for the younger children, the larger area designated for use by the older pre-school children and the school aged children was covered in artificial grass.

A wooden sit-in boat; a climbing frame with 2 slides, a climbing wall and a standing platform; ride-on toys; footballs and tyres were included in the play equipment provided in this section. An area in this section was located beneath a rigid plastic roof which enabled the children to play outside regardless of the weather, this area was furnished with table and chairs which facilitated the children to participate in tabletop activities outside.

### Part VI - Safety

#### Regulation 23 - Safeguarding health, safety and welfare of child

A registered provider shall ensure that all reasonable measures are taken to safeguard the health, safety and welfare of a pre-school child attending the service and that the environment of the service is safe.

#### Compliance Information

##### General Safety:

- The entrance doors and garden gate were secured to prevent the children from exiting unsupervised and to restrict unauthorised persons from gaining access to the service. Entry to the premises was facilitated by a staff member who released a magnetic door lock positioned out of children's reach inside the glass door at the main entrance, having sight of callers in advance of facilitating access.
- The water temperature in the hot taps did not exceed the recommended maximum water temperature of 43°C. This reduced the risk of scalding for the children in attendance.
- Cleaning agents were stored safely out of the reach of children.
- Equipment such as tall dolls houses and shelving units were secured to prevent them from toppling over and causing injury to a child.
- Blind cords were appropriately restricted.

##### Infection Control:

- Children's snacks, when supplied from home, were refrigerated on arrival to the service which reduced the risk of bacteria growth in perishable food items.
- Tables were observed to be appropriately cleaned before and following meals and snacks.
- The children in the service were facilitated to wash their hands before eating and following outdoor and messy play. Children who were toilet trained were gently reminded, and assisted, when necessary, to wash their hands after using the toilet.
- Staff members wore individual aprons and disposable gloves for nappy changing procedures and washed their own hands and the children's hands each nappy change.

### Administration of Medication:

- Medications were stored out of the reach of children. No children were observed having medication administered on the day of inspection.

### Safe Sleep:

- The inspectors observed that 10-minute sleep check observations noting each child's colour, position and breathing pattern were performed and documented on all sleeping children.
- Based on an examination of the children's attendance records maintained in the service, all children under 2 years of age had access on a daily basis to one of the 10 standard cots provided in the service. All children aged less than 2 years slept in a standard cot on the day of inspection.

### Fire Safety:

- The records indicated and the inspectors were informed by staff members that fire drills were practiced monthly to familiarise both adults and children of the procedures to follow in order to evacuate the premises in a safe manner. The assembly point was identified verbally by staff members and through signage in place to the front of the premises.

### Non-Compliance Information

#### General Safety:

1. A Garda vetting disclosure that was available for 1 staff member was not dated within the previous three years in adherence to with the Early Years Inspectorate Regulatory Notice 'EYI-RN12.3 Renewal of Garda Vetting'.
2. A wall-mounted blackboard in the outdoor play area was damaged as the veneer surface had worn away in parts leaving segregated edges of exposed wood. This increased the likelihood of injury through splinters or cuts to children's hands.

#### Infection Control:

3. It was observed during the inspection that a nappy changing mat was placed directly on the floor in the sanitary accommodation located off the Playgroup room when a child's nappy was being changed. The limited space available resulted in the mat being positioned close to the toilet while the floor beneath the mat was wet from water splashes which had occurred when the children were washing their hands, both of which posed a risk of cross infection. Additionally, the placement of the nappy changing mat on the floor prevented the door from being closed when this procedure was taking place. This did not afford privacy for the child or maintain their dignity when they were having their nappy changed. Nappy changing facilities were not provided on the first floor of the premises.

4. The bin provided for the disposal of nappies in the sanitary accommodation off the Playgroup room was not pedal-operated. This increased the risk of cross contamination due to the numerous touch points required to dispose of a soiled nappy.
5. The nappy changing room adjoining the Baby room was used for general storage. A number of push-along toys and a stand-in activity centre were observed in this area which posed a risk that these items could become contaminated.
6. Some staff members were vague in their knowledge of the procedures in relation to the sterilisation of soothers. Staff members explained that soothers are washed under running water and stated that there was no further cleaning or sterilising conducted. Soothers needs to be cleaned and sterilised effectively to reduce the risk of cross contamination.
7. Thermostatically controlled warm water was not available for hand washing at the wash hand basins in the sanitary accommodation adjoining the Den. The water in both the hot taps and the cold taps felt cold to touch. Cold water does not support pre-school children to effectively wash their hands.
8. Two of the original cloth mattress covers were stained in the sleep room adjoining the Baby room which posed a risk of cross-infection for the children placed to sleep in these cots.

### Safe Sleep:

9. The ambient lighting in the sleep room adjoining the Penguin room was excessively dark when children were sleeping during the inspection. The darkened room did not facilitate staff members to clearly see or easily monitor each child's colour, breathing pattern or position at the time of each sleep check.
10. The sheets in place on 3 cots in the sleep room adjoining the Penguin room were too big for the cots and did not fit snugly. There was a risk that these standard single bed sheets which were provided could loosen and cover a child's head or face, increasing the risk of sudden infant death.

### Fire Safety:

11. One of the designated emergency exits leading from the Afterschool room to the hallway on the first floor was obstructed with a large number of children's bags during the inspection. This posed a safety hazard as it would delay staff and children in evacuating the building safely and quickly in the event of an emergency.

### Corrective & Preventive Action submitted by the Registered Provider

#### Corrective Action

The registered provider in the Corrective and Preventive Action Plan stated that the following actions had been carried out to address the non-compliances found.

#### **General Safety:**

1. A Garda vetting re-newel application had been made for the staff member on the 17<sup>th</sup> of July 2024. The Garda Vetting disclosure for the staff member was received by “Funtimes” on the 15<sup>th</sup> of August 2024.
2. The wall-mounted blackboard in the outdoor play area was removed and replaced with a new one.

#### **Infection Control:**

3. The designated person in charge informed all staff members that they must use the nappy changing facilities on the ground floor to change any children that require nappy changes in the preschool rooms. This change in procedure will enable all children to be changed in a clean, hygienic and caring environment while providing them with privacy and dignity throughout the nappy change. Children in the preschool room who require nappy changes now have their own labelled box with their belongings in the downstairs changing room. This change took place immediately after the inspection.
4. The designated person in charge informed all staff members that all children in the preschool rooms requiring nappy changes must use the nappy changing facilities on the ground floor. The nappy changing area on the ground floor has all the facilities including a pedal operated bin to dispose of nappies in the correct manner. This action was taken immediately following the inspection.
5. The designated person in charge spoke to the staff in the Ducklings care room about the importance of not storing equipment in the changing area due to the risk of cross-contamination. Staff were consulted on the importance of engaging consistently in best practices and the importance of adhering to our infection control policy. The equipment was removed from the changing room.
6. The designated person in charge spoke to all staff in relation to the necessity to continually adhere to our procedure in relation to the sterilisation of soothers. Staff were informed soothers must be washed and sterilised at the end of the day or as needed throughout the day. The designated person in charge went through the sterilising procedure and demonstrated how to use the sterilisation equipment with staff. The designated person in charge also requested that staff who were unsure of the procedure complete this task for a period of time until they were confident in their ability to complete it. Staff were made aware of their roles and responsibilities in implementing this practice as it is important for the children’s personal care and wellbeing and infection control.

7. The designated person in charge rang a plumber and electrician to fix the water heater in the sanitary facilities in the Den. A fuse socket was replaced in the sanitary accommodation which ensured warm water is available to support effective handwashing.
8. Two new mattresses were bought for the cots.

### Safe Sleep:

9. Staff in the Penguins room have been informed to use the light on the care room phone to enable them clearly to see and easily monitor each child's colour, breathing pattern or position at the time of each sleep check.
10. Any sheets that did not fit snugly on the cot mattresses were removed. New cot sheets were also purchased to ensure there was always an ample supply of appropriate sheets available.

### Fire Safety:

11. Staff were spoken to about the importance of keeping emergency exits clear. All schoolbags belonging to the Afterschool children were moved to a different area.

### Preventive Action

#### General Safety:

1. Management have a record of all staff members garda vetting on file. Manager will monitor it to ensure applications are processed in a timely manner to ensure garda vetting is processed every 3 years to maintain compliance with the Early Years Inspectorate Regulatory Notice 'EYI-RN12.3 Renewal of Garda Vetting.
2. The designated person in charge liaised with staff members to ensure they understood the importance of documenting any equipment that needs to be repaired or replaced on the daily outdoor risk assessment and reporting it to management. This will enable management to replace or repair equipment to ensure we continuously provide a safe and fun environment for the children. Implementation will be monitored by the management team.

#### Infection Control:

3. The designated person in charge or deputy will complete regular checks to ensure our procedure in relation to nappy changes is being adhered to.
4. The designated person in charge or deputy will complete regular checks to ensure our procedure in relation to nappy changes is being adhered to.

5. Following the inspection all staff received refresher training on our infection control policy. Management will monitor the room to ensure no toys or equipment are stored in this area.
6. Management have set up a system where staff will record and sign off each day that they have sterilised soothers and the children's individual containers. Management will monitor to ensure this procedure is being implemented in the care rooms.
7. Staff will continue to record the water temperature in the Den sanitary accommodation as part of the daily risk assessment and will report to the designated person in charge or the deputy if the temperature of the water is cold to touch. The designated person in charge and deputy will monitor to ensure this procedure is successfully implemented.
8. Management informed staff mattresses must be checked when changing the bedding. If a mattress cover is soiled, they must put it in the laundry room to be washed. Management have added in a section onto the Baby and Toddler Sleep Room Weekly Cleaning Records and the Sleep Room Risk Checklist to ensure mattresses are inspected and any anomalies are addressed.

### Safe Sleep:

9. Implementation of this procedure will be monitored by the room leader, designated person in charge and the deputy.
10. Staff in the Penguin room were informed to make sure only fitted sheets that correctly fit the cot mattress be put onto them. The designated person in charge and deputy will monitor to ensure this is implemented.

### Fire Safety:

11. Staff have been informed that escape routes and exit doors should be maintained free from obstruction so that they can be safely and effectively used at all times. Following the inspection all staff received refresher training on their Fire Safety Policy. Management will monitor to ensure this is implemented.

### Supporting documentation submitted

#### General Safety:

1. Garda vetting disclosure.
2. Photo of new wall-mounted blackboard in the outdoor play area.

#### Infection Control:

3. Photo of children's boxes in downstairs changing area.
4. &5. Photo of Duckling's changing room.
6. Photo of Soother Steriliser and Soother Sterilisation Record Form.

7. Photo of Electrician's Invoice.
8. Receipt for mattresses, and photo of Baby and Toddler Sleep Room Cleaning Record, and Sleep Room Risk Checklist.

**Safe Sleep:**

10. Receipt for new sheets.

**Fire Safety:**

11. Photo of Hallway.

Summary Comment

The evidence submitted by the registered provider in relation to regulation 23 - Safeguarding health, safety and welfare of child has been reviewed and accepted. These will be reviewed at the next inspection.

Part VI - Safety

Regulation 24 - Checking in and out and record of attendance

(1) A registered provider shall ensure that each pre-school child attending the service is checked in and out of the service by an employee or an unpaid worker.

Compliance Information

(3)(a)(b) A system was in place to ensure that no person other than the children and their parents or guardians, employees, approved students, or authorised visitors could enter the service. A visitors' book was maintained and on arrival the inspectors were requested to record their attendance on the premises and the purpose of their visit.

Non-Compliance Information

(1) Four children who were present in the Ducklings room were not signed into the attendance register on the day of inspection.

Corrective & Preventive Action submitted by the Registered Provider

**Corrective Action**

(1) Staff in the Ducklings room were spoken to regarding their responsibility and importance of recording every child onto their roll sheet as soon as they enter the care room. This was also addressed with all staff at our recent staff meeting on the 27<sup>th</sup> of August 2024. Staff have subsequently received refresher training on their Recording of Attendance policy.

### Preventive Action

(1) Room leaders have been charged with ensuring children's attendance is recorded effectively. The designated person in charge and the deputy will also closely monitor attendance records in all care rooms to ensure children are being recorded in and out in an efficient manner.

### Summary Comment

The evidence submitted by the registered provider in relation to regulation 24 - Checking in and out and record of attendance has been reviewed and accepted.

### Part VI - Safety

#### Regulation 25 - First aid

(1) A registered provider shall ensure that a person trained in first aid for children is, at all times, immediately available to the children attending the pre-school service.

(2) A registered provider shall ensure that a suitably equipped first aid box for children-

- (a) is safely stored in an easily accessible and conspicuous position on the premises, and
- (b) is available to the children attending the pre-school service at all times.

### Compliance Information

(1) A person trained in first aid including first aid responder (FAR) training was immediately available to the children attending the pre-school service as evidenced in the staff roster and the in-date FAR certification provided for inspection.

(2)(a) and (b) The first aid boxes were suitably equipped and safely stored in readily accessible positions on the premises, out of the reach of children.

## Part VI - Safety

### Regulation 26 - Fire safety measures

- (1) A registered provider shall ensure that a record in writing is kept of-
- (a) any fire drill that takes place in the premises, and
  - (b) the number, type and maintenance record of firefighting equipment and smoke alarms in the premises.
- (4) A notice of the procedures to be followed in the event of fire shall be displayed in a conspicuous position in the premises.

### Compliance Information

- (1)(a) A record was maintained of fire drills which had been completed in the service. The most recent fire drill was recorded as having taken place on the 15/07/2024.
- (b) A record was kept of the number, type and maintenance of the firefighting equipment and smoke alarms in the premises. The fire extinguishers were certified as having been serviced on the 07/03/2024 and the smoke alarms were serviced on the 14/06/2024.
- (4) Notices of the procedures to be followed in the event of a fire were conspicuously displayed in the premises.