

# Early Years Inspectorate Regulatory Report

## Pre School

<b>TUSLA Identifier:</b>	TU2015KE061			
<b>Name of Service:</b>	Funbugs Childcare			
<b>Address of Service:</b>	Rathmore, Eadestown, Naas, Co. Kildare			
<b>Eircode:</b>	W91 ED23			
<b>Name of Registered Provider:</b>	Conall Boran			
<b>Service type:</b>	Full Day, Part Time, Sessional			
<b>Date(s) of Inspection:</b>	14/08/2023			
<b>No of pre-school children:</b>	AM	32	PM	31
<b>Address of the Early Years Inspectorate:</b>	Early Years Inspectorate, Child and Family Agency, Suite 7, Vista Primary Care Centre, Ballymore Eustace Road, Naas, Co. Kildare, W91 X38W			
<b>Inspection undertaken by:</b>	F. Maher, N. McEndoo			
<b>Title:</b>	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).

<b>Conditions if applicable</b>	Not applicable
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### Description of service

Funbugs childcare is a private service that offers a full day care service to children aged between 1-6 years old. The service opens Monday to Friday from 07:30am-18:00pm. Sessional and part-time care is also provided for pre-school children.

The service is a registered to provide school age care.

The service is located in a single story purpose built premises in the rural setting of Rathmore, Naas Co. Kildare.

Six pre-school rooms, one sleep room, a kitchen, office, reception area and a staff room are provided. Three outdoor play areas are located between the front and rear of the service. Car parking is available to the side of the premises.

### Staffing

There were sixteen staff members employed in the service. The registered provider was not present and does not work directly with the children and one staff member was on leave. Thirteen people were present in the service on the day of inspection, this included seven staff members working directly with pre-school children, one staff member responsible for school age children, one chef and one staff member responsible for cleaning and household duties. The person in charge, deputy person in charge and another childcare staff member were available to provide assistance and relief to the care rooms as necessary.

### 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 and safety. The inspections may also focus on other areas as required.

The inspection focused on an examination of compliance under Regulation 9 (1)(a)(b)(c), (2)(a)(b)(c)(d), (3), (4), Management and Recruitment.

Regulation 10, Policies, Procedures and Statements of Pre-School Service.

Regulation 11, (1),(2),(8)(a) Staffing Levels.

Regulation 19, (1)(a) Health, Welfare and the Development of the Child.

Regulation 23, Safeguarding Health, Safety and Welfare of Child.

Regulation 24 (1), (3)(a)(i)(ii)(iii)(iv), (b), Checking In and Out and Record of Attendance.

Regulation 25 (1), (2)(a)(b), First Aid.

Regulation 26 (1)(a)(b), (4), Fire Safety Measures.

However, on inspection additional non-compliance which posed additional risk was identified under Regulation 29 (c)(d), Premises.

These findings are outlined within the relevant regulation within this report.

The scope of the inspection included Butterfly, Busy Bees and Ladybird rooms as the remaining care rooms were catering for school age children or unoccupied due to the summer holidays.

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, deputy 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

(c) there is a clear management structure in the service that identifies the lines of authority and accountability in the service and the specific roles and responsibilities of each employee and unpaid worker.

(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.

(3) The procedures specified in paragraph (2) shall be carried out prior to any person being appointed, assigned or

(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 allowed access to or contact with a child attending the pre-school service.

#### Compliance Information

(1)(a),(b)

There was a designated person in charge and a named person to deputise as required.

The records of 15 staff members employed and/or present in the service were reviewed.

(2)(a),(b)

30 written and verified past employer references or references from a reputable source, in the absence of a past employer, were available in respect of 15 records reviewed.

(c)

Garda Vetting disclosures were available for 15 staff members whose records were reviewed.

- (d)  
Police vetting was available for 7 staff members who had lived in a state other than the State for a period of longer than 6 consecutive months.
- (3)  
The procedures specified in paragraph (2) had been completed prior to any person being appointed, assigned or allowed access to or contact with a child attending the pre-school service.
- (4)  
Thirteen members of staff employed and who work directly with the children whose records were reviewed held a major award at Level 5 or higher in Early Childhood Care and Education on the National Qualifications Framework. Two staff members were in possession of a letter of eligibility to practice issued by the Department of Children, Equality, Disability, Integration and Youth (DCEDIY).

### 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)  
There were 32 children attending the service being supervised directly by 7 staff members, relief cover was also available if necessary.

(2)  
The minimum ratio of adults to children was adhered to during the day as specified in column (3) of Part 1 of Schedule 6.

(8)(a)  
There were at least two adults on the premises at all times for the duration of the inspection, this was verified by the up-to-date staff roster.

## 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

##### Physical and material environment

The preschool rooms were equipped with age-appropriate low-level tables and chairs allowing the children to sit comfortably for meals and tabletop activities. Each room had a rest area with couches or a wipeable soft floor mat with cushions were available in Ladybird (baby) room and the Butterfly room.

The outdoor area to the rear of the service was a spacious and secure. It was divided into various play areas including a large sand pit, large wooden pirate ship structure and an enclosed area with a soft tile surface.

Blackboards and musical pipes were located on walls, along with several trikes, hoops, and an outdoor kitchen. An outside toilet was in this area also. The play area to the front of the premises was covered with artificial grass and was accessed directly from Ladybird and Busy Bee's rooms. A large, covered area offered shade and shelter during very hot or wet weather and had a play kitchen and seating available. This area also had a climb through tunnel, natural slope leading to a wooden bridge and a slide to support gross motor activities and a sand tray and push/pull toys were also available for the children to play and use.

#### Non-Compliance Information

##### Physical and material environment

###### Ladybird (baby) room

- It was observed that there were limited materials and resources such as:
  - natural and open-ended materials, treasure baskets, manipulative and stacking toys.

- There were no sensorial materials such as sand, water, shredded paper, or gloop readily available to the children.

The lack of available materials and equipment minimised the children's awareness to experience sensorial play and limited children's choice, natural curiosity, and imagination.

2. A resource/shelving unit and small table were observed with miscellaneous items such as children's belongings, books and various toy items placed haphazardly on each surface and did not present as an interesting area to attract a child to use the space.
3. One resource unit had play equipment stored in containers making some of them difficult for a young child to independently pull out and access.
4. The room was not constructively planned with interest areas for the children. It is acknowledged a wooden play kitchen was provided, however, it was not age appropriate for the group of children attending the room as it was too high for the children to reach part of the cupboards. This play kitchen was also not presented within a home/kitchen corner environment or with associated props as it was located between the room sink unit and the door to the sanitary area, it was also cluttered with children's and a staff member's clothing items.
5. There were no climbing cushions, pull to stand equipment and there were limited push/pull toys available to encourage gross motor development and skills for this age group of children.

### Busy Bees room

6. There was no sand or water play available to the children thus limiting their awareness to experience sensorial play on a daily basis.

### Butterfly room

7. The room did not present an interesting or inviting play environment for the children to constructively engage in a range of self-directed play and activities and as a result the play and learning activities observed, were limited, for example, there was no alternative activity available for the children who were observed not to be engaging in Storytime.
8. Mark making materials were inaccessible to the children as the drawing paper and the painting materials were stored in closed cupboards.
9. Trays labelled to contain plain paper for use by the children were empty therefore limiting their freedom of choice to draw or colour.
10. Stacked chairs were blocking access the easel where a star chart was prominent; this limited the children's access to view it.

11. The dress up area contained a limited number of costumes and was insufficient for the number of children in attendance on the day.
12. It is acknowledged there was a limited amount of straw available in one of the drawers that children had access to, however, this was not sufficient in terms of sensorial play for the number of children in attendance on the day. There was no access to sand or water within the room. Rice and playdough making ingredients were not accessible to the children as they were stored in a closed cupboard in the room.

### Outdoor area

13. There was no wipes available to clear off the previous markings on the blackboards. There was an insufficient supply of chalk available which limited enjoyment of the areas.
14. Several pieces of kitchen equipment was observed in the sandpit leaving the indoor and the outdoor kitchens lacking in supply. Regular assessments of the area would assist in enhancing the children's overall experience of imaginative play.

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

#### Corrective Action

1. More natural and open-ended materials, such as stones, logs, pinecones, shells, manipulatives, and stacking toys, were added to our Ladybird room. Also, we added a tuff tray with sand that is replaced during the day with other sensorial materials (i.e., water, pasta, cornflour).
2. The shelving unit was removed from the room after the inspection, and the space was decluttered.
3. The resource unit with containers was removed and replaced by an age-appropriate shelving unit with light baskets that the children could have easy access to.
4. The room layout has been revamped; areas of interest were created, and all the equipment was replaced by age-appropriate furniture and toys.
5. The climbing/soft furniture set was added to our cosy area, supported by floor and wall mats.
6. The sand and water table were added, and appropriate toys were provided in our Busy Bees room.
7. The layout of the Butterflies Room was changed and the corners of interests reorganised to provide the children with quality and variety of activities.
8. The mark-making area was redesigned, and paper and paint are easily accessible to all children.
9. The trays were restocked with the arts and crafts materials.
10. The stacked chairs are placed in an isolated area, away from the most popular zones in the room.
11. We increased the number of costumes in our dress-up corner to allow all children to experience imaginary play.

12. Our sensory area was renovated. We added pasta, rice, flour, water, sand, pinecones, shells, leaves, and hay.
13. We added a bowl with water and cloths to wipe off the chalkboard outside. Also, the amount of chalk accessible was increased. The water, cloths, and chalk will be replaced as required.
14. The outdoor kitchen was moved to the sandpit area, and there is no crossover with toys. Both kitchens (indoor and outdoor) have separate sets of toys.

### Preventive Action

1/14.

- We are engaging with a national quality organistaion with regards to our indoor and outdoor environments.
- We will appoint a Quality Lead Person, who will be coaching the staff around the quality of care, resources, and environment.
- We will actively engage the whole team in additional CPD around the environment, planning, and supervision.
- We will update our risk assessment for indoor and outdoor areas, and we will make sure that all the employees follow the procedures (i.e., restocking, replacing, and cleaning).

### Supporting documentation submitted

Photographs for the pre-school rooms portraying additional resources in place and constructively planned environments.

Photographs of the outdoor play area with additional resources added.

Copies of indoor and outdoor risk assessment documentation implemented with dates of completion.

### Summary Comment

Following review of the submissions received by the inspectorate, the requirement for Regulation 19 has been met and will be reviewed at the time of the next inspection.

## 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 main entrance door to the service was electronically secured and controlled by staff to prevent the pre-school children from exiting unsupervised and to restrict unauthorised persons from gaining access to the pre-school.

An intercom system was also in place at the main door. The service met the necessary safety requirements in respect of the indoor environment, toys and equipment and safe storage of cleaning agents.

### **Infection Control:**

A household staff member was observed engaged in cleaning duties during the inspection and each staff member was responsible for the pre-school room cleaning such as tabletops and sweeping the floors. Cleaning schedules were completed by the staff in each room on a daily basis. Children's hands were routinely washed before eating, following toilet use, nappy changing, outdoor and messy play. There was a supply of liquid hand soap and paper towel at all sinks to support hygienic hand washing and foot pedal operated bins were available for the safe disposal of used paper hand towel, tissues and soiled nappies. Plastic aprons, disposable gloves and nappy sacks were in place for hygienic nappy changing practices which were observed carried out in line with the service nappy change policy. Bed linen was individual to each child and laundered weekly. A system was in place for the sterilisation of soothers in Ladybird room.

### **Administration of Medication:**

Medication was not given at the time of the inspection and in conversation with staff members, they were aware of the procedures to be followed to administer medicine safely to a child if required while attending the service.

### **Safe Sleep:**

One sleep room with a total of 10 standard cots were in place for children less than 2 years of age requiring sleep. Sufficient low-level sleep beds were available for any children aged over 2 years requiring a period of sleep while attending the service on a part time or full time basis. The staff members were familiar with current safe sleep guidance to reduce the risk of sudden infant death. It was observed that 10-minute sleep check observations were completed on all sleeping children and the staff documented the colour, position and breathing pattern of sleeping children in their care.

### **Fire Safety:**

Regular monthly fire drills were carried out and records maintained. All fire exits were easily identifiable and unobstructed.

### **Outing:**

An outings policy is in place to manage the safety of children when taken on trips from the service.

## Non-Compliance Information

### General Safety:

1. The back entrance gate, located beside the car park, was observed left ajar and unattended to await a delivery at 10:15am; this posed a risk for unauthorised access to the premises as the delivery van was not present. It is acknowledged the person in charge immediately secured the gate when it was brought to their attention by the inspector.
2. Stagnant water was observed to have lodged in two plant containers and one yellow container in the outdoor area. A child was observed playing with the stagnant water that had lodged in the yellow container at 11:10am, this posed a risk of infection to the child. It is acknowledged, once brought to the attention of a staff member by the inspector, the water in all containers was removed.
3. Daily risk assessments were not completed for the outdoor play areas. These risk assessments, if completed, would have assisted management in identifying the risks to children observed as outlined above.
4. An open can of caffeinated drink was observed in a cupboard in Butterfly room and was accessible to children; this posed a risk to a child if ingested. It is acknowledged, once brought to the attention of the staff member by the inspector, the drink was discarded.

### Infection Control:

5. There was no hot water available at the hand basin in the first toilet cubicle on the right hand side in Busy Bees' room or at the hand basin in the outdoor toilet cubicle to facilitate hygienic hand washing to reduce the risk of cross infection.
6. Used tissue was observed on the floor behind the toilet unit in the outside toilet cubicle; this posed a risk of cross infection to a child.
7. There was no cleaning schedule in place for the outdoor sanitary accommodation which was observed with a build-up of dust and debris in the space between the floor tiles and wall junction underneath the wall mounted radiator and toilet paper which had gathered on the floor between the toilet bowl and outlet pipe.

### Safe Sleep:

8. The environmental temperature in the sleep room was not maintained between the required temperature of 16° – 20°C for safe sleep purposes to reduce the risk of sudden infant death. The temperature in the sleep room was recorded at 21.5°C at 11:35 prior to children being placed to sleep. It is acknowledged, once brought to the attention of the person in charge, that immediate measures were put in place to reduce the air temperature by opening the windows and the use of two electric portable air cooling units. Despite the measures implemented the room air temperature was recorded at 20.6°C at 12:20pm while 6 children were sleeping.

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

### **Corrective Action**

1. The back entrance gate was closed immediately after being highlighted to management. A new procedure for deliveries was implemented.
2. Stagnant water was removed immediately, and the containers and toys were thoroughly cleaned. All the staff members are aware that they need to replace the water as required and empty all the containers by the end of the day.
3. Daily risk assessments for outdoor areas were implemented.
4. The employees are aware that they cannot enter the room with drinks of any kind other than water or juice.
5. The tap was replaced in Busy Bees, and the connection with hot water was restored.
6. The toilet outside was thoroughly cleaned after the inspection.
7. The cleaning schedule for the outdoor toilet was reintroduced to all the staff.
8. Additional air conditioning units were put in place in our sleeping room to lower the temperature, and maintenance for our heat recovery system was arranged.

### **Preventive Action**

1. We will implement a policy that all deliveries have to be cleared with the office beforehand, and once the delivery driver is in our parking lot, the management or ancillary staff will open and close the gate (the gate will be supervised for the duration of the delivery).
2. Each room is obliged to carry out the checks when they are moving indoors to make sure that all the toys are put away and all the water containers are emptied.
3. The management will carry out risk assessments in outdoor areas on a daily basis.
4. We will reinforce the policy on drinks in the service.
5. The water is thermostatically regulated by the thermo-valve and set up for 40° C. Also, in the outdoor toilet, the timer was adjusted to boost the temperature of the water.
- 6/7. There will be a clear schedule for cleaning the outdoor toilet, and all staff delegated need to complete all the tasks.
8. The management and the staff from Ladybirds Room will be responsible for checking the temperature in the sleep room at 7.30 in the morning and having a plan in place for emergencies.

### **Supporting documentation submitted**

Photographs of the outdoor toilet cubicle with current works being undertaken and with below sink water heater installed.

Photograph of sleep room with additional air coolers installed and of digital temperature recording.

Copies of outdoor cleaning and risk assessment schedules, implemented, dated and completed.

### Summary Comment

Following review of the submissions received by the inspectorate, the requirement for Regulation 23 has been met and will be reviewed at the time of 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.*

*(2) Where there are more than 15 children attending a pre-school service in a drop-in centre, the registered provider shall ensure that one employee or unpaid worker is assigned responsibility for the checking in and out of children.*

*(3) A registered provider shall ensure that-*

*(a) no person other than-*

*(i) pre-school child attending the service,*

*(ii) a person dropping or collecting such a child,*

*(iii) an employee, or*

*(iv) an unpaid worker, can enter the premises without his or her entry being approved by an employee, and*

*(b) a daily record in writing is kept of the entry on the premises of any such person.*

*(4) A registered provider shall ensure that a record in writing referred to in paragraph (3)(b) is retained for a period of one year from the date to which it relates.*

### Compliance Information

(1)  
The registered provider ensured that each child was checked in and out of the service. This was confirmed by the written attendance records maintained in each care room.

(2)

Not applicable as this was not a drop in service.

(3) (a),(b)

The person in charge ensured that any person entering the service was approved and a record in writing was maintained.

(4)

The person in charge confirmed that the records were retained in storage for the required period.

### 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)

Persons trained in first aid response were immediately available to the children attending the service.

(2)(a)(b)

The first aid equipment was safely stored and in conspicuous positions in each pre-school room and were at all times available to the children attending the pre-school service.

### 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 fire fighting 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 written record was available of fire drills completed in the service. The last recorded fire drill was recorded on 7 July 2023.

(b)

Records were kept of the maintenance of the firefighting and the smoke alarm system in the premises which was last serviced October 2022 and 4 May 2023 respectively.

(4)

A notice of the procedure to be followed in the event of a fire was displayed in the service.

### Part VI - Safety

#### Regulation 27 – Supervision

*A registered provider shall ensure that pre-school children attending the service are supervised at all times.*

#### Compliance Information

Children were observed being supervised by the adults caring for them at all times both indoors and in the outdoor areas.

### Part VI - Safety

#### Regulation 28 - Insurance

*A registered provider shall ensure that the pre-school service is adequately insured.*

#### Compliance Information

There was evidence of current insurance cover valid until 27 March 2024. The insurance provided cover for 97 children.

### Part VII - Premises and Space Requirements

#### Regulation 29 - Premises

*A registered provider shall ensure that the premises of the service are-*

- (c) kept adequately lit, heated and ventilated*
- (d) cleaned, maintained and repaired, as required, and*

#### Non-Compliance Information

(c)

1. The mechanical air ventilation system installed in the sleep room and in one of the toilet cubicles in Butterfly room was observed not to function during the inspection.

(d)

2. The following maintenance/repair issues were observed in the outdoor toilet cubicle and in the outdoor play area:
  - The plasterboard beneath the hand basin had been cut out and removed leaving the brick and pipework exposed. The exposed edges were jagged and accessible and therefore had the potential to cause an injury to a child.
  - There was a visible hole between the floor and the wall close to the base of the hand basin pedestal, this was a potential access route for vermin and was a risk of infection to a child.

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

##### Corrective and Action

1. The maintenance visit for our mechanical ventilation system was arranged and carried out on September 6<sup>th</sup>. All the vents are working, and, in some rooms, we have a supply of fresh air, while in other rooms (i.e., toilets), we have mechanical extraction of air installed.
2. The plasterboard in the outdoor toilet was replaced and all the visible holes between the wall and the floor will be masked or blocked with tiles or skirting boards. The toilet outside is out of order until all the work is completed.

##### Preventive Action

1. Management will carry out the daily checks on the ventilation system (the main panel is accessible in the office) and schedule the maintenance visits as required.
2. All staff need to highlight any maintenance issues to management on the day so the issue will be taken care of immediately.

## **Supporting documentation submitted**

Photographs of current works being completed in the outdoor toilet cubicle.

Copy of the servicing invoice for the ventilation system in the premises dated 6 September 2023.

## **Summary Comment**

Following review of the submissions received by the inspectorate, the requirement for Regulation 29 has been met.