

# Early Years Inspectorate Regulatory Report

## Pre School

<b>USLA Identifier:</b>	TU2018LH505
-------------------------	-------------

<b>Name of Service:</b>	Pugwash Bay Ltd
-------------------------	-----------------

<b>Address of Service:</b>	Aston Village Green, Aston Village, Newtownstalaban, Drogheda, Co. Louth
----------------------------	--

<b>Eircode:</b>	A92 TD50
-----------------	----------

<b>Name of Registered Provider:</b>	James Moore
-------------------------------------	-------------

<b>Service type:</b>	Full Day
----------------------	----------

<b>Date(s) of Inspection:</b>	28/09/2023
-------------------------------	------------

<b>No of pre-school children:</b>	AM	47	PM	40
-----------------------------------	----	----	----	----

<b>Address of the Early Years Inspectorate:</b>	Child Wellbeing Centre, Castleblayney, Co. Monaghan
<b>Inspection undertaken by:</b>	M.Flood & S. Cully
<b>Title:</b>	Early Years Inspector(s)

### 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
---------------------------------	----------------

### Description of service

Pugwash Bay Ltd (Aston Village) is one of a chain of five privately owned childcare services operating in the northeast of the country. This service has been operating as an Early Years' service since 2018 and provides sessional, part-time, and full day care and education to pre-school children aged 0-6 years. The service operates from 07:45 – 18:00 Monday to Friday and is registered to cater for a maximum of 72 preschool children.

The service operates from a purpose-built premises in a residential area of Drogheda, Co. Louth. The premises consist of 4 care rooms namely; The Little Lions Room, The Zebras Room, The Tigers Room and The Giraffes Room. All rooms are located on the ground floor. Ancillary accommodation includes sanitary areas, a kitchen, offices and storage areas. There is access to an enclosed outdoor play area to the rear of the premises

### Staffing

There are 18 staff employed in the service including the following:

- Fourteen childcare staff who work directly with the pre-school children, that includes the designated person in charge and deputy person and staff who provide relief in the service.
- Two staff members who are employed to carry out catering and cleaning duties.
- Two staff members who carry out an administrative/ supportive role and although not present on the day of the inspection are reported to attend the service intermittently.

### 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 inspection may also focus on other areas as required.

The inspection focused on an examination of compliance under Regulations 9, 11, 16, 20, 21, 23, 25 and 28. However, on inspection additional non-compliances which posed significant risks were identified under Regulation 29.

A sampling process was used to assess compliance under Regulation 16 – Records in relation to pre-school service.

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
- (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.

(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) & (b) The service had a designated person in charge and a named deputy person to deputise as required. Both were on the premises when the inspectors arrived on the premises and were present throughout the inspection.

(2) There were 18 staff files presented for inspection and the following were reviewed:

(a) & (b) There were 2 written and validated references from a past employer or an alternative source available for each of the 18 staff. This included childcare staff, cleaning and catering staff and 2 administrative / support officers.

(c) Documentary evidence of a processed Garda vetting disclosure was available for each member of staff in the service.

(d) Following a review of the staff files presented on the day of inspection, international police vetting was available for 2 staff members who had resided outside the jurisdiction for a period of greater than six months.

(4) Documentary evidence was available to demonstrate that 15 members of staff, held at least the minimum required level 5 on the National Framework of Childcare Qualifications to enable them to work directly with the pre-school children.

### 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 when the inspectors arrived unannounced to the service at 10:35 there were four rooms in operation. During the inspection there were an adequate number of adults working directly with the children attending the service.

(2) The following adult:child ratios were observed the four care rooms:

The Little Lions Room: There were 13 preschool children aged between 1 to 2 years and present with 3 staff members.

The Zebras Room: There were 12 preschool children aged between 2 to 3 years present with 3 staff members.

The Tigers Room: There were 8 preschool children aged between 3 to 4 years present with 1 staff member.

The Giraffes Room: There were 14 preschool children aged between 3 to 5 years present with 2 staff members. The designated person in charge and deputy person also provided assistance in the care rooms as required and relief for staff breaks.

Two additional adults were present in the service and were engaged in catering and cleaning duties.

(8)(a) Following a discussion with the person in charge and a review of the available documentation e.g., staff rotas and children's attendance records, this information demonstrated that there were at least 2 adults on the premises at all times.

### Part IV – Information and Records

#### Regulation 16 – Record in relation to pre-school service

(1) A registered provider shall ensure that a record in writing is kept 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 employee, unpaid worker and contractor;
- (b) details of the class of service and the age profile of children for which the service is registered to provide services;
- (c) details of the adult:child ratios in the service;
- (d) the type of care or programme provided in the service;
- (e) the facilities available;
- (f) the opening hours and fees;
- (g) the policies, procedures and statements the service is required to maintain in accordance with Regulation 10;
- (h) details of attendance by each pre-school child on a daily basis;
- (i) details of staff rosters on a daily basis;
- (j) details of any medication administered to a pre-school child attending the service with signed parental consent;
- (k) details of any accident, injury or incident involving a pre-school child attending the service.

*(3) A record referred to in paragraph (1) shall be open to inspection on the premises, and the documents and records referred to in paragraph (2)(a) shall be open to inspection whether on the premises or elsewhere, by an authorised person.*

### Compliance Information

(1)(a) Information including each staff member's experience and training records were maintained within the staff files that were reviewed on the premises.

(b) - (f) The information specified in sub-sections (b) to (f) in this regulation were on display in the service or documented in the policy and procedures documents which were available at various "information points" and "parents notice board" on the premises.

(g) A record in writing was maintained of policies and procedures required in accordance with Regulation 10.

(h) Details of children's daily attendance including arrival and departure times were recorded in attendance records within the service for each of the care rooms

(i) An up-to-date weekly staff roster was available, and staff attendance and departure records were maintained on a daily basis. This was reflective of the staff present in the service during the inspection.

(j) Following a review of a sample of medication administration forms maintained in the service, these were found to be complete.

(3) The records referred to in paragraph (1) were open to inspection as requested by the inspectors.

### Non-Compliance Information

(1)

(i) The daily staff roster was not being maintained to be reflective of the staff scheduled to be working in the service each day.

- One staff member who was present at the time of inspection was not signed in.
- This staff member was also not signed in for the previous 3 days even though she was scheduled to be present.
- One staff member was signed in for the full week in advance rather than signing in and out on the individual days that they were present.

(k) Following a review of a sample of accident and incident forms maintained in the service, these were found to be incomplete. Some of the forms reviewed were not signed by the child's parent or guardian to document that, before leaving the service, they had been informed that an accident or incident had occurred. Some forms were not signed by the designated person in charge at the time of the incident.

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

#### Corrective and Preventive Actions

1 (i)

- The manager spoke to all staff immediately after the inspection to remind them of the importance of signing in and out accurately during their working shift.

At a staff meeting held on the 4.10.23 subsequent to the inspection, it was indicated once again by the manager that signing in and out is required each day at the times listed above for health and safety purposes.

- The staff sign in and out procedure was reviewed and a new template was introduced to all staff where they will sign in and out at the start and end of their shift each day and also when they clock out for their breaks and lunches.

The service manager will conduct daily checks to ensure this practice is constantly being carried out by all staff members. This will be added to the managers daily checklist.

- This sign in and out sheet is located in the staff room where the staff clock in and out throughout the working day.

The template will also state who is covering their break/lunches to ensure staff to child ratio is being maintained at all times.

The manager will also ensure that the duty roster will reflect any changes made to shifts each day.

(k)

The manager reviewed the accident and incident policy and took note of the non-compliances mentioned on the day of the inspection.

All staff received a copy of the accident and incident policy via email and individual training was also completed with the manager. A copy of this training was recorded and filed in the staff CPD folder.

The room leader in each room will be responsible to check and ensure that accidents/incidents are reported to the manager immediately and are signed by the parents on collection.

New accident/incident books have been purchased since the inspection and will be used to record any accidents/incidents that occur in the future.

The new accident/incident record book will be stored in the office.

A copy of the form will be stored in the office, one in the room accident/incident file and one will be given to the parents.

All staff have received updated training on the importance of following the accident/incident policy correctly for health and safety purposes and implementation of same will be monitored by the service manager.

### **Supporting documentation submitted**

- Staff sign in/ out template.
- A copy of the accident and incident policy for the service.

### **Summary Comment**

The registered provider submitted details of the corrective and preventative actions taken in the service to address the non-compliances together with supporting documentation. Based on the information submitted the non-compliances have been addressed. Implementation and sustainment of the preventative action plan detailed will require assessment at the next inspection.

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

### **Regulation 20 – Facilities for rest and play**

*(1) Subject to this regulation, a registered provider shall ensure that-*

*(a) having regard to the number of pre-school children attending the service, their respective ages and the amount of time they spend on the premises, there are adequate and suitable facilities for each child 19 to play indoors and, where required by these Regulations, outdoors, during the day, and*

*(b) there are adequate and suitable facilities for a pre-school child to rest during the day, and in the case of an overnight pre-school service, during the day and the night.*

*(2) A registered provider-*

*(a) of a full day care service, a part-time day care service, a sessional preschool service or a childminding service that is registered for the first time on or after 30 June 2016, or*

*(b) of a full day care service, a part-time day care service, a sessional preschool service or a childminding service that moves premises on or after 30 June 2016,*

*shall ensure that a suitable, safe and secure outdoor space to which the preschool children attending the service have access on a daily basis is provided on the premises.*

### Compliance Information

(1)(b)

- A suitable comfortable rest area was available in each of the care rooms, with soft mats and cushions provided, should a child need to rest or take a break from activities during the day.
- A separate sleep room was located off the Little Lions room and contained 9 standard cots suitable for children under 2 years of age.
- A number of individual sleep mats suitable for children aged over 2 years were also available. These were observed in use when the Zebras room and Tigers room were set up after lunch time to facilitate sleep.

(3) The outdoor area was located to the rear of the premises. It was enclosed and gated and had a variety of surfaces including artificial grass, and concrete paths. Some toys and equipment were available which included; a low-level climbing frame with rope and wooden areas to climb, large blocks, a small plastic slide, push/ pull toys, balls and some ride on equipment. A wooden shed for playing was also available and the children were observed to run in and out of the shed during play. A picnic table and seating were available in the area. A partially covered area with an artificial grass surface was also available and suitable for use in all types of weather.

### Non-Compliance Information

1. On the inspectors return to the Little Lions room at 13:30 it was observed that a child aged 1 year and 9 months was sleeping in a bouncer. A bouncer is not a suitable means of accommodating safe sleep practices. Staff woke the child from her sleep as she was due to go home at 14:00.
2. The sheltered outdoor area was poorly resourced on the day of inspection with a provision of large trucks/cars and large plastic blocks. When inspectors arrived on the morning of the inspection, the children were observed to wander around this area without interest in materials or engagement in play or games. This was observed throughout the remainder of the inspection. Considering this area was used by the Little Lions room at regular periods of the day, and in the absence of appropriate materials in their care room the provision of materials in this space is insufficient.

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

1. Both bouncers were removed from the Little Lions room immediately.  
The staff completed refresher training on the safe sleep policy with the service manager.  
An Aistear Action Planning Template was completed with the staff in the Little Lions Room to set goals in place to extend the cosy area in the room.  
This will ensure an adequate cosy area is available to the children for times of rest throughout the day.  
The manager will carry out daily checks to ensure the safe sleep policy is being practiced correctly.

2. The sheltered outdoor area was reflected upon by the service manager and staff.

Each staff member received a copy of the new outdoor policy and training was recorded. New equipment and resources were gathered to enhance the outdoor environment to support the children's development. A construction area, cars and trains, sensory tray and art supplies was added to the garden with the idea of creating an outdoor classroom for the children to engage in different activities and materials. Staff also completed training on outdoor play through the use of resources and videos on the Aistear/Siolta Website. For example: Prioritising outdoor play for toddlers (Birth-3 years). Outdoor play and other ideas to add to the garden over the coming weeks were discussed at the staff meeting on 4.10.23

The new garden risk assessment template was introduced to all staff.

Each room will carry out a risk assessment of the garden in the morning upon opening and again in the afternoon to ensure the garden is clean and properly equipped.

Staff are to report any issues or lack of resources and materials to the manager immediately.

The manager will carry out daily checks and ensure implementation of the above procedure is carried out daily.

### **Supporting documentation submitted**

- A copy of the services safe sleep and outdoor policy.
- Photographic evidence of the developed cosy area in the Little Lions Room and the updated outdoor area.
- A garden risk assessment template.

### **Summary Comment**

The registered provider submitted details of the corrective and preventative actions taken in the service to address the non-compliances together with photographic and documentary evidence. Based on the information submitted the non-compliances have been addressed. Implementation and sustainment of the preventative action plan detailed will require assessment at the next inspection.

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

#### Regulation 21 – Equipment and materials

*A registered provider shall ensure that there is adequate and suitable furniture, play and work equipment and materials available on the premises of the pre-school service.*

#### Compliance Information

- In each care room furniture including tables, chairs and storage shelving was age appropriate and mostly well maintained. With the exception of the non-compliance detailed below, there was a variety of play materials and equipment in the service. The equipment available was suited to the ages and stages of development of the children present and also promoted many areas of child development. The play equipment was stored at ground level or on low level open shelving that was accessible to the children.
- In the Zebra, Tiger and Giraffes Rooms the toys and equipment available was divided into specific areas of interest including sensory play areas which included sand and water trays, trays with shredded paper, sensory toys and bottles, paint and associated art equipment. Additional areas included a ‘hello Autumn’ area with natural materials, a kitchen area, reading area with books and seating all of which were well supported with equipment. There was a variety of toys on display in low level shelving units that included blocks, threading equipment, counting frames, gadgets, small world toys, animals, trains and tracks.
- Evidence of the children’s artwork was on display in each of the rooms and included: ‘finger dots painting’, ‘Cindy circle’, ‘silly pets’ shapes, ‘hands of friendship’ plus an ‘all about me’ cloud.

#### Non-Compliance Information

1. The Little Lions room did not provide suitable furniture for children to use at mealtimes. At lunch time, 5 children were seated in highchairs for their meal the youngest aged 1 year and 5 months and the eldest aged 1 year and 10 months. These children were developmentally ready and able to sit on a chair at the table with their peers. It was also observed that of the 5 children seated at the table, only 3 of them had suitable chairs which were wooden and made specifically for this age group. Two children were seated on plastic chairs that were manufactured as battery-operated toys with the purpose of supporting imaginative play.
2. The Little Lions room did not provide adequate play and work equipment to meet the developmental needs of the 13 children aged 1 to 2 years attending this room. The following is an outline of what was observed on the day of inspection;

- The home corner consisted of 1 play kitchen with only 1 pot and 1 cup. Children were observed showing interest in making cups of tea and asking for dolls, but resources were not available to encourage imaginative play.
  - There were 6 books available, 3 that were torn and 3 that were made of cloth and suitable for children under 6 months.
  - There were 2 baby bouncers in the room that children were observed to use for rest in the absence of a more appropriate cosy corner.
  - A table was in the room with no chairs available outside of meal times. There was no evidence of any activity provided and children were observed to use the table to climb or stand on.
  - The resources that were available were mostly plastic battery-operated toys. There were no areas of interest and the materials available did not meet the developmental stage of the children.
  - There was no opportunity for sensory play in this room, inside or outside. Although the children were well supervised, they showed signs of boredom by wandering aimlessly or climbing/standing on furniture.
3. The provision of books in the Tigers room was inadequate. Eleven books were accessible to children, 6 of which were similar as they were about the alphabet, 2 had no cover, 1 was damaged and unusable and 2 were not age appropriate.

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

#### Corrective and Preventive Action

1. A new table with six chairs was purchased immediately for The Little Lions Room.  
Some of the children who are turning two between November and December have transitioned onto The Zebra Room soon after the inspection. Staff were informed that they must not use the plastic chairs during feeding times going forward. One plastic chair remains in use for play time in the kitchen area. Children who are developmentally ready to sit at the table will use the new table and chairs for snack and dinner time.  
The manager will carry out daily checks to ensure implementation of the above corrective actions is carried out daily.  
The room leader and staff in the room will perform a daily risk assessment to ensure there is appropriate furniture for the children's age and development in the room.  
They will inform the manager if they require any additional resources going forward and the manager will also be on hand daily to provide support.

2. A meeting was carried out with the staff in the Little Lions and the manager on the day after the inspection. This was an opportunity to reflect on the learning environment and to ensure adequate play and work equipment is available to meet the developmental needs of the children attending this room. As mentioned previously, the children approaching two in the coming months have since transitioned onto the Zebra Room.
- New home corner toys were purchased and staff have also been gathering natural materials for the kitchen area to support the children during imaginary play time.
  - Books that are more age appropriate have been purchased and added to the book area.
  - Sensory boxes have been created and a messy area has been added to the room. This will ensure children have the opportunity to engage in play with different materials such as sand/water etc.
  - The bouncers have been permanently removed from the baby room and the cosy area has been extended with new mats, cushions, throws and blankets been added to make it more appropriate for times of rest.
  - A new table and six chairs have been added to the room and staff have been asked to keep the chairs out at all times.
  - Some of the plastic battery operated toys were removed and batteries have been added to the remaining few.
  - Toys such as wooden jigsaws, shape sorting activities have been added to the room. Areas of interest have been added to the room to ensure the children are supported with age-appropriate materials and toys to engage with during play time.
  - A sensory and messy play area has been introduced to the room and staff are aware that this must be accessible to the children at all times.
  - All staff are currently participating in an Aistear and Play Training Workshop with Better Start over a six-week period. This training commenced on 12th October. The Early Years Specialist has also visited the setting in between training workshops to provide support and ideas on how staff can ensure the layout and materials in the room are supporting the developmental needs of each child.

Staff will ensure to include the above non-compliance in their daily risk assessment.

The weekly plan will also provide an opportunity for the staff to reflect on what is working well and what is not working well at the end of each week.

The manager will provide support to all staff and carry out daily checks to ensure implementation of the above procedure is carried out daily.

3. A variety of different books were added to the library area in the Tiger Room.

Staff will ensure to include the above non-compliance in their daily risk assessment by double checking there is adequate books and materials in each area of the class each morning.

The staff completed training with the manager and were also reminded of their responsibility to ensure the room has adequate resources each day and to notify the manager if additional books or resources are required.

This was also discussed at the staff meeting on 4.10.23.

The manager will provide support to all staff and carry out daily checks to ensure implementation of the above procedure is carried out daily.

### **Supporting documentation submitted**

- Photographic evidence of the developed areas in the Little Lions Room and additional equipment and resources that been added to the care rooms.

### **Summary Comment**

The registered provider submitted details of the corrective and preventative actions taken in the service to address the non-compliances together with photographic evidence. Based on the information submitted the non-compliances have been addressed. Implementation and sustainment of the preventative action plan detailed will require assessment at 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 external doors were appropriately secured to prevent children from exiting the service unsupervised.
- The designated emergency exit doors and hallways were clear and unobstructed.
- Documentary evidence of daily risk assessments were evident in the service.

- Cleaning equipment was stored out of reach of the children.
- The kitchen area was inaccessible to the preschool children.
- All blind cords in the service were restricted or inaccessible to the children.

### Infection Control:

- There was a constant supply of thermostatically controlled warm water, liquid soap and single use paper towels in the service to support hand washing.
- Good environmental cleaning practices were observed during the inspection, with tables being wiped down prior to lunch, snack times and after activities.
- Pedal operated waste bins were observed in use and were appropriately maintained on the day of the inspection.
- It was reported by staff that infant formula bottles are sent into the service 'ready made up' and are stored in the refrigerator.
- The service has a procedure in place for the appropriate storage of soothers. Staff were familiar with the process and detailed that all soothers are stored in individual, labelled containers.
- Mouthed toy boxes were available in the care rooms and were observed in use for the removal of toys used by the children.

### Safe Sleep

- All children under 2 years of age have access to a standard cot on a daily basis.
- The inspectors observed that 10-minute sleep check observations noting each child's colour, position and breathing pattern were being performed and documented for all sleeping children.
- The temperature in the sleep room in Little Lions was monitored and recorded on a daily basis and was maintained between 16 - 20°C.

### Non-Compliance Information

The Inspectorate is not assured that adequate steps have been taken to ensure the health, safety and welfare of the pre-school children attending the service. The following observations were made:

#### General Safety:

1. In the outdoor area a portion of the artificial grass surface at the entrance to the covered area was 'lifting' and curled up. This is a potential trip hazard for the children accessing this area.
2. Sharp corners were exposed on the low lever windowsills in the outdoor area. This is a potential safety risk to the children.

3. The children had access to a broken scooter in the wooden shed in the garden that was damaged with no footdecks for children to stand on and use safely.
4. A nappy changing mat was left on the floor of the sanitary accommodation in the Tigers room after its use at 11:30 and was still on the floor on inspectors return at 12:45. This was an inadequate means of storage that posed a trip hazard to children entering and leaving the sanitary accommodation and also restricted access to one wash hand basin.
5. There was a spillage of cleaning liquid in the storage room within Tigers room that could cause a slip or fall. This was brought to the staffs attention.

### Infection Control

6. A large pot containing stagnant water, debris including leaves, empty sweet papers, black plastic and plastic blocks was present in the outdoor area and accessible to the children. This was an infection control and safety risk.
7. The foldable floor mats that were in use in the Little Lions rooms and Zebras room were cracked and torn at the corners and had visible stains. When the cover of these mats is cracked and torn, it reduces the effective cleaning of these mats and increases the likelihood of harmful bacteria harbouring in the cracks and internal foam.
8. The sleep mats belonging to the Tigers room were stored in a storage press alongside used mops and mop buckets, cleaning agents, damaged floor mats and other items. The sleep mats were not easily accessible, but more so the storage of sleep mats next to used cleaning equipment and materials increased the risk of cross-contamination.

### Safe Sleep

9. During the inspectors initial 'head count' on arrival to the premises, one child aged under 2 years was observed asleep in their cot with a comfort toy covering their face. This went unnoticed by staff until it was brought to their attention by the inspector.
10. The safe sleep observation records available for the day prior to the inspection were reviewed. Some of these records did not contain the signature of the staff member carrying out the observation.

### Action submitted by the Registered Provider

#### Corrective & Preventive Action

##### General Safety

1. Maintenance was called directly after the inspection to carry out any health and safety jobs.  
The artificial grass that was curled up on the day of the inspection was glued and secured down safely.  
The new garden risk assessment template was introduced to all staff. Each room will carry out a risk assessment of the garden in the morning upon opening and again in the afternoon to ensure the garden is clean and properly equipped.  
Staff are to report any issues or lack of resources and materials to the manager immediately.  
The manager will carry out daily checks and ensure implementation of the above procedure is carried out daily.  
Any identified risks identified in the future will be reported on the manager's weekly report to senior management and maintenance will be called immediately.
  
2. Soft foam was added to the low lever windowsills in the outdoor area to remove the potential of any risks from occurring.  
The new garden risk assessment template was introduced to all staff.  
Each room will carry out a risk assessment of the garden in the morning upon opening and again in the afternoon to ensure the garden is safe, hazard free, clean and properly equipped.  
Staff are to report any issues or lack of resources and materials to the manager immediately.  
The manager will carry out daily checks and ensure implementation of the above procedure is carried out daily.  
Any identified risks identified in the future will be reported on the manager's weekly report to senior management and maintenance will be called immediately.
  
3. The broken scooter was removed from the garden immediately after the inspection and disposed of.  
All other toys in the garden were checked to ensure they are in good working order.  
Each room will carry out a risk assessment of the garden in the morning upon opening and again in the Staff are to report any issues or lack of resources and materials to the manager immediately.  
The manager will carry out daily checks and ensure implementation of the above procedure is carried out daily.

Any identified risks identified in the future will be reported on the manager's weekly report to senior management and maintenance will be called immediately.

4. This non-compliance was highlighted to all staff, especially to the staff working in the Tiger Room daily. Staff were informed by the manager that the changing mat must be cleaned and stored away safely behind the door after nappy changing.

This was to ensure no accidents occurred and children had access to the hand basins.

Staff completed a training review with the service manager on the importance of health and safety measures being carried out effectively.

The manager added this to the bathroom cleaning checklist to ensure staff were reminded of this daily.

This corrective action will also be monitored by the manager on a daily basis to ensure the area is safe and hazard free at all times.

The children in the Tiger Room are also encouraged to transition using the toilet if showing signs of being developmentally ready.

Both the manager and staff will provide support to the child and the parents during this time.

5. All staff completed a training review on what to do in the event of any spillages in the room.

All spillages must be cleaned up immediately to avoid any accidents occurring.

New blue roll holders have since been installed in each room to ensure staff have access to appropriate use of materials to use in the event of any future spillages.

The designated room leader will ensure the above procedure is being followed correctly by all staff in the room.

The manager will also complete daily checks to ensure cleaning products are being stored safely and implementation of the above procedure is being carried out where necessary.

The housekeeper will also be available throughout the day to assist staff in these situations.

Staff have been advised to call for support or assistance immediately if there are any spillages in the future and they understand that this is safer practice.

### Infection control:

6. The large plant pot containing stagnant water, debris including leaves, empty sweet papers, black plastic and plastic blocked was removed and disposed of immediately after the inspection.

The importance of practicing effective and efficient health and safety and infection control measures was discussed at the staff meeting days after the inspection.

Staff completed a training review on infection control and how to carry out a garden risk assessment each day.

The new garden risk assessment templates have since been introduced to all staff members and they are aware that each room must use these on a daily basis.

The manager will ensure the implementation of the above is procedure is carried out daily.

7. The foldable floor mats that were in use in the Little Lions Room and Zebra Room on the day of the inspection were removed immediately and disposed of in the waste bin.

New mats were ordered to replace the mats in the Little Lions.

A training review was carried out with all staff on the infection control policy.

Staff will ensure all equipment and resources are in good working order each day by carrying out a daily risk assessment using the new risk assessment template provided by management.

All infection control hazards or general health and safety concerns must be reported to the manager immediately to ensure the appropriate action can be taken.

The manager will also carry out random checks throughout the week to ensure all staff are following these practices to a higher standard.

This is in place to prevent any further infection control concerns.

8. The damaged sleep mats were removed from the premises and disposed of immediately after the inspection.

The sleep mats used for sleep time were removed from the sluice room immediately and moved to the spare office where they will be stored safely going forward.

All staff were informed of this non-compliance and notified that the mats must be stored in the above allocated area from now on.

All staff have participated in training on the infection control policy.

The room leader of Tiger Room is responsible to ensure the beds are stored safely in the designated area each day.

The manager will also ensure implementation of the above corrective actions are in practice daily.

### Safe Sleep:

9. All staff completed refresher training on the safe sleep policy.

This was also discussed at the staff meeting on 4.10.23.

Each staff member received a copy of the safe sleep policy via email.

Parents of children attending the Little Lions Room were reminded that we can only use cellular blankets for sleep time for health and safety reasons. The parent of the child in question has provided an alternative comforter to the blanket that was being used up until the day of the inspection. This is a smaller comfort toy that provides comfort to the child during sleep time in a safer way.

The room leader will ensure all staff working in the Little Lions Room is following the safe sleep policy correctly and any sleep safety concerns are to be reported to the manager immediately.

The manager will also ensure that implementation of the safe sleep policy and the above measures are being carried out daily.

10. Staff were informed during safe sleep policy training that they must sign the sleep check sheet after every ten-minute sleep check that is carried out throughout the day.

The manager will conduct weekly spot checks to ensure the sleep sheets are being completed properly each day and all staff are following the safe sleep practice daily.

### Supporting documentation submitted

- A copy of the services revised policies and procedures.
- Risk assessment template documents.
- Photographic evidence of outdoor area and repairs to the artificial grass. Padding has been added to the low-level windowsills.
- Managers daily check list

### Summary Comment

The registered provider submitted details of the corrective and preventative actions taken in the service to address the non-compliances. Based on this information the non-compliances identified under Regulation 23 have been addressed. Implementation and sustainment of the preventative action plan detailed will require assessment at the next inspection.

### 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) The registered provider ensured that a person trained in first aid (First Aid Responder) was always available to the pre-school children.
- (2)(a) and (b) The first aid boxes were adequately equipped and available to the children attending the service at all times

### Part VI - Safety

#### Regulation 28 - Insurance

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

#### Compliance Information

Documentary evidence of an up-to-date insurance certificate was on display in the service and which detailed adequate cover for 72 children on a full day care basis, which expires on 27/03/2024.

### 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) The sanitary area off the Giraffe Room which was accessed by the preschool children was dark as the light was not working.

(d) The lobby of the sanitary area off the Zebras room was not maintained in a proper state of repair. A hole was present in the wall. This is a recurring non-compliance from the last inspection which was carried out on 29/09/2022. The corrective and preventative actions submitted in response to this non-compliance stated that "the registered provider will be notified of any maintenance work that needs to be completed to prevent any potential risks occurring in the future" This has not been effective in ensuring that the non-compliance did not reoccur.

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

##### **Corrective Action & Preventive Action:**

(c) The light that was not working in the toilet in the Giraffe Room had been noted on the class risk assessment prior to the day of the inspection and we were waiting on the bulb to be replaced by maintenance.

The bulb has since been replaced on Monday 2<sup>nd</sup> October 2023.

(d) The hole in the wall in the sanitary area of the Zebra Room was filled with a more suitable material by maintenance.

A spring was also added to the skirting board to prevent the door handle banging against the door and the issue arising again in the future.

The manager added this to the daily risk assessment checklist for the Zebra Room.

All maintenance issues are recorded on the daily risk assessment by the staff working in each of the rooms.

These issues are reported to the manager immediately and the maintenance man is contacted.

Any issues highlighted throughout the week is also recorded on the maintenance file on sharepoint and on the weekly report that is forwarded to senior management.

The manager will ensure this procedure is being carried out effectively and as quickly as possible.  
This will ensure the premises is maintained in a proper state of repair.

### **Supporting documentation submitted**

- Risk assessment template documents.
- Managers daily check list
- Photographic evidence of wall repair in the Zebra Room

### **Summary Comment**

The registered provider submitted details of the corrective and preventative actions taken in the service to address the non-compliances. Based on this information the non-compliances identified under Regulation 29 have been addressed. Implementation and sustainment of the preventative action plan detailed will require assessment at the next inspection.