



Feidhmeannacht na Seirbhíse Sláinte  
Health Service Executive

**PRE-SCHOOL INSPECTION TOOL AND INSPECTION  
OUTCOME REPORT GUIDANCE NOTE  
CHILD CARE (PRE-SCHOOL SERVICES) (NO 2)  
REGULATIONS 2006**

# PRE-SCHOOL INSPECTION TOOL AND INSPECTION OUTCOME REPORT GUIDANCE NOTE

## CHILD CARE (PRE-SCHOOL SERVICES) (NO 2) REGULATIONS, 2006

### OVERVIEW

#### Introduction

This document should be used in conjunction with the HSE Standardised Inspection Tool and Inspection Outcome Report. It is provided to give guidance on the completion of the Standardised Inspection Tool and the resulting Inspection Outcome Report.

#### Purpose of Inspection

- Determine the scope of the pre-school activity and the relevant legislative controls that apply to it.
- Identify the contraventions of, and compliance with, the applicable legislation.
- Consider the appropriate enforcement, proportionate to the inspection outcome, to secure compliance with the legal requirements.
- Promote good practice.

#### The Inspection Process

The inspection process consists of:

- Scheduling
- Inspection preparation
- Conduct of inspection
- Outcome of inspection and determination of action
- Record keeping

#### Scheduling

Pre-school services will normally be inspected according to a schedule plan having regard to the frequency targets outlined in the Explanatory Note which accompanies the Child Care (Pre-School Services) (No 2) Regulations 2006 and available resources.

Consideration must be given to the different hours of operation for the various categories of pre-school services and thus the inspection schedule needs to consider sessional services that may only be open in the morning and on a school term basis. Full day care services may also care for school age children on an afterschool basis and may also provide part-time day care.

### INSPECTION TYPES

#### Annual Inspection/Initial Inspection

A full inspection is conducted following notification of a pre-school service to the Health Service Executive to consider all aspects of the Child Care (Pre-School Service) (No 2) Regulations 2006. Thereafter programmed inspections should be conducted annually.

For statistical purposes, initial and annual inspections are counted separately.

#### Follow Up Inspections

Follow up inspections, conducted to review actions on contraventions noted in previous inspections will normally focus on any key areas of a service operation rather than the full operation.

## PRE-SCHOOL INSPECTION TOOL AND INSPECTION OUTCOME REPORT GUIDANCE NOTE

### CHILD CARE (PRE-SCHOOL SERVICES) (NO 2) REGULATIONS, 2006

#### Complaints Inspection

A complaints inspection is conducted to follow up on a complaint in relation to any aspect of the Child Care (Pre-School Services) (No 2) Regulations 2006. It will focus on the aspect of the service about which the complaint was made.

#### Review Inspection

A review inspection may be conducted due to a notification of change in particulars as contained in the original notification.

#### Advisory Visit

Advisory visits are conducted for new services seeking to comply with regulatory requirements prior to opening or existing pre-school services seeking to move, expand or focus on a specific aspect of regulatory requirements. Advisory visits are not inspections and should be counted separately for statistical purposes.

### INSPECTION PROCESS

#### Inspection Preparation

Prior to conducting an inspection, the Inspectorate will consider:

- The type, purpose and scope of the inspection.
- Review the information held on file about the service, including the history of compliance.
- Consider the full extent of the service.
- Prepare themselves accordingly with appropriate records, authorisations and equipment to carry out the inspection.

Inspections will normally be carried out unannounced unless it is necessary to advise the service of an intended visit to ensure that appropriate personnel are present.

#### Conduct of Inspection

The overall conduct of the inspection should be carried out to assess the compliance with the Child Care (Pre-school Services) (No 2) Regulations 2006. To facilitate the inspection process, the Inspectorate use a standard inspection tool based on the requirements of the Regulations. The Inspectorate should in all cases record the details of the inspection on this form. Depending on the extent and purpose of the inspection, it will not always be necessary to cover every point as listed, for example, a follow up visit will focus on key areas of service operation, but all inspections should be conducted along similar lines.

*An inspection should be conducted to include the following:*

- Preliminary discussion with the person carrying on the pre-school service (Service Provider) or person operating the pre-school service (e.g. Manager) at the time of inspection on the purpose, nature and extent of the inspection.
- Confirmation of the details held on record about the pre-school service including the notification form.
- An assessment of the extent of the service to include the age range and number of children catered for and adult/child ratio in the service.
- Observation of the child care practices being carried out and how the developmental needs of the pre-school children are met.
- Assessment of the hazards and risks within the service and the Service Provider's approach to them.
- Assessment of the training, supervision and instruction of staff and the adult/child interaction.
- Examination and assessment of documentary systems in use.
- Discussion with staff working in the pre-school service.
- Physical examination of the premises, equipment, materials, toys, books and furniture in use.

## PRE-SCHOOL INSPECTION TOOL AND INSPECTION OUTCOME REPORT GUIDANCE NOTE CHILD CARE (PRE-SCHOOL SERVICES) (NO 2) REGULATIONS, 2006

- Carrying out verification checks such as temperature monitoring.
  - Closing discussion outlining any identified statutory non-compliance, corrective actions and recommendations on good practice. Recommendations on good practice should be clearly distinguished as such. During the closing discussion an indication of the likely follow up action and time scale for the required corrective actions may be given.
  - Discussion with the Service Provider/Manager at the time of inspection on non-compliances should be recorded.

### Outcome of Inspection and Determination of Action

- Actions to be taken as a result of an inspection will be determined by the legal requirements, nature of the risk and history of compliance of the service.
- Following the inspection an explanatory standard cover letter (template in Appendix 1) (sample in Appendix 2) will be forwarded to the Service Provider accompanied by an Inspection Outcome Report (sample in Appendix 3). This report is being provided as required by the Regulations and for action by the Service Provider. The report outlines compliance, details of non-compliance and actions required to ensure compliance with the Regulations.
- A list of recommendations for best practice may be sent to the Provider where necessary attached to the cover letter. Recommendations are not legal requirements and must not be included in the Inspection Outcome Report.
- Only the Inspection Outcome Report will be placed on the HSE website.
- At the time of inspection, there may be infringements noted which will require immediate corrective action.
- The action taken will need to be assessed as to whether prosecution is recommended.
- Referrals may be made to other statutory agencies where necessary.

### Record Keeping

On completion of an inspection, it is necessary to ensure that all relevant information is updated on any records held electronically or in hard copy. The records should be updated (with the details of the inspection, including copies of any documents, records or reading taken at the time of the inspection) including details of the outcome of inspection and action taken. Care should be taken that all record keeping is in line with HSE policy and data protection legislation.

### STANDARDISED INSPECTION TOOL

The Standardised Inspection Tool will be completed for annual, follow up, review and complaint inspections. Where an inspection is not a full inspection of the service, i.e. a follow up or complaint inspection, only the inspection details section (pages 2-8 and 73-74) must be completed. Additional pages can be completed at the discretion of the Inspectorate. The remaining sections of the form should be completed as appropriate for the type of inspection. The Standardised Inspection Tool is not role specific. Pre-school inspection teams may decide to jointly compile the contents of one form, or complete separate forms. Where a multi-disciplinary team exists, each inspection team member may print off the pages for their use rather than the entire tool (it is possible to print off separate pages and separate categories within the Standardised Inspection Tool).

If a section is not being completed it should be crossed through and an indication given that another team member is assessing that section. Similarly for services such as sessional or childminding, only the sections relevant to that service should be printed. The tool is divided into a total of nine headings with eight headings relating to Regulations from the Child Care (Pre-School Services) (No 2) Regulations 2006 under each heading. The details under each Regulation consist of three main areas:

## PRE-SCHOOL INSPECTION TOOL AND INSPECTION OUTCOME REPORT GUIDANCE NOTE

### CHILD CARE (PRE-SCHOOL SERVICES) (NO 2) REGULATIONS, 2006

- The compliance question which identifies whether or not there was compliance with that Regulation.
- Evidence gathered to assess compliance.
- Additional information and observations.

**In order to assess compliance with the Regulations, the Pre-school Inspectorate use Regulations, the associated Explanatory Note, Professional Judgement and the 'Code of Practice – work-in-progress' for the Pre-school Inspectorate.**

#### **Front Page**

The cover sheet of the standardised tool includes the following information which is used where applicable:

Service Reference No: - this is a unique identifier for the pre-school premises e.g. EH334023, PS 103

Inspection Reference No: - this is a unique identifier for the pre-school inspection e.g. 1/2007.

#### **Information on Pre-School Setting**

Some of this information such as Regulation 31 (Annual Fees) may be completed in advance of the inspection. The Regulations set out various requirements to be complied with by persons carrying on pre-school services for the purpose of securing the health, safety, welfare and promotion of the development of pre-school children. The 'person carrying on the pre-school service' (Service Provider) is the person who has notified the HSE. In some cases the person operating the service at the time of inspection may differ from the Service Provider and therefore an option is provided to indicate this, as is the case when a Manager is employed.

#### **Information on Management and Staffing**

Information on this area can be collected in a number of ways. The name and position of all personnel may be collected (page 11). Personnel in this context includes all persons involved in the pre-school service, e.g. students, food workers etc. The staff roster information may be completed (page 14), or a staff roster provided by the person carrying on the pre-school service attached to the standardised inspection tool.

#### **Information on Health, Welfare and Development of the Child**

The list of equipment and activities included in Regulation 5 is not intended to be prescriptive or exhaustive. Further information may be gathered and recorded to assist in assessing compliance with this Regulation.

#### **Information on Premises and Facilities**

The Inspectorate may complete calculations of information (page 39) on return to the office. The template on page 41 is designed to gather information on a room by room basis to assist in answering the compliance questions in relation to Regulations 18, 19, 20 and 21 relating to premises and facilities. It may also assist in providing information for Regulation 27. The compliance questions for Regulation 18, 19, 20 and 21 will require an overall assessment of the information gathered on page 41.

Similarly the information gathered on outdoor play areas to assess compliance with Regulation 28 (Facilities for Rest and Play) is closely related to the information gathered to assess Regulation 27 (General Safety). It is because this information is relevant for different Regulation that it needs to be assessed from both of these perspectives.

#### **Information on Safety Measures**

The questions on page 54-61 are not intended to be prescriptive or exhaustive. They are intended only as an aid to assessing compliance with Regulation 27. Further information may be gathered and recorded to assist in assessing compliance with this Regulation.

## PRE-SCHOOL INSPECTION TOOL AND INSPECTION OUTCOME REPORT GUIDANCE NOTE

### CHILD CARE (PRE-SCHOOL SERVICES) (NO 2) REGULATIONS, 2006

#### Information on Food and Drink

Regulation 26 - Food and Drink is without prejudice to the provisions of the Health Act 1947, Articles made pursuant to that Act, the provisions of the Food Safety Authority of Ireland Act 1998, any European Communities Regulations and any secondary legislation made pursuant to the European Communities Act 1972 relating to food safety. The legislation included in the FSAI service contract with the HSE to be used by the Environmental Health Officer in all areas where food is stored, prepared and served.

#### Information on Records

Information to assess compliance with the staff records requirements is contained on page 13 of the Information on Management and Staffing section in the Standardised Inspection Tool.

#### General Information

The person carrying on the pre-school service (Service Provider) is the person who has notified the service details in writing to the HSE.

#### Inspection Outcome Report

A single Inspection Outcome Report will be completed by the Inspectorate. The Inspection Outcome Report is sent to the person carrying on the pre-school (Service Provider) with a standard cover letter. A sample cover letter can be found in Appendix 2. The letter and Inspection Outcome Report shall be completed for initial, annual, follow up, and review inspections.

It may be appropriate to also send the report to the person who was operating the service (e.g. Manager) at the time of inspection. Any other persons who are sent the letter and the report will be included in a cc at the bottom of the letter. The cover letter explains the context of the inspection, the person who facilitated the inspection and the timescales for action required; different timeframes may be given for different identified non-compliance. The cover letter states that the Inspection Outcome Report will be placed on the HSE website. Only Inspection Outcome Reports relating to initial, annual and follow up inspections are placed on the website. Inspection Outcome Reports from inspections relating to a complaint, follow up to complaint, or where a prosecution may result are not placed on the website.

The letter is signed by all members of the inspectorate and it is placed on file along with a copy of the Inspection Outcome Report. The Service Provider may respond within 10 days if any factual inaccuracies (names, addresses etc.) are detailed in the Inspection Outcome Report. Examples of information that could be relevant to factual inaccuracies can be found on page 1 of the Inspection Outcome Report i.e. under the Information on Service section. The completed Inspection Outcome Report will be approved as agreed by local procedures and forwarded to the HSE Webmaster to be placed on the HSE website. The report remains on the HSE website for five years. Recommendations on best practice are not included in the report but may be conveyed verbally to the Service Provider/Manager at the time of inspection. They may also accompany the cover letter and Inspection Outcome Report in writing. Only the Inspection Outcome Report is placed on the HSE website.

The compliance questions from the Standardised Inspection Tool are the basis for the web-based report. The Inspection Outcome Report contains the outcome of the compliance questions, indicating compliance or non-compliance found, the compliance and non-compliance information as found at the time of inspection and the action required.

This template is completed electronically in word format document. A tick is used to indicate overall compliance or non-compliance with the relevant Regulation.

**PRE-SCHOOL INSPECTION TOOL AND INSPECTION OUTCOME REPORT GUIDANCE NOTE  
CHILD CARE (PRE-SCHOOL SERVICES) (NO 2) REGULATIONS, 2006**

The compliance information is used to indicate the Sub Regulations of the Regulation which were compliant at the time of inspection. Compliance information stated in the wording of the Regulations may be included if necessary.

The details of the evidence of non-compliance found at the time of inspection are outlined in factual terms. The action required section relates to the non-compliance information outlined. The action required is outlined in the context of the individual wording and requirements of the Child Care (Pre-School Services) (No 2) Regulations 2006. The 'Code of Practice – work-in-progress' may assist the Inspectorate in the interpretation of legal requirements.

The text boxes can be enlarged where necessary.

Rows underneath each heading which are not required may be deleted. Page breaks may arise after any of the Regulations.

The report may be printed in black and white or colour.

Other than the above, the Inspection Outcome Report is a standardised template which must not be altered.

**PRE-SCHOOL INSPECTION TOOL AND INSPECTION OUTCOME REPORT GUIDANCE NOTE  
CHILD CARE (PRE-SCHOOL SERVICES) (NO 2) REGULATIONS, 2006**

**APPENDIX 1**

**Template - Standard Letter to Provider**

*(Insert Pre-school Provider Name)*

Date: *(insert date)*

*(Address line 1)*

*(Address line 2)*

*(Address line 3)*

Service Reference No.: *(insert number where applicable)*

Inspection Reference No.: *(insert number where applicable)*

RE: Name and address of service

Dear *(insert name of pre-school Provider)*,

A *(insert type of inspection – initial, annual, follow-up)* inspection of the above premises was carried out on the *(insert date)* at *(insert time of inspection)*.

The inspection was facilitated by *(insert name and position of person)*, and the outcome of the inspection was discussed with him/her *(insert name if different. If an outcome discussion was not possible delete this section of the sentence)* Please find attached the Inspection Outcome Report outlining the findings of the inspection team at the time of inspection.

The non-compliance must be rectified within *(insert time limit/s)*.

If there are any factual inaccuracies in details recorded *(i.e. names, addresses etc.)* in the Inspection Outcome Report please contact this office within 10 days.

The attached Inspection Outcome Report will be placed on the HSE website within a reasonable period of time following inspection *(If the report is not going up on the website, delete this sentence)*.

A list of recommendations is included for your information. These do not constitute non-compliance and are not part of the of the Inspection Outcome Report. These will not be placed on the HSE website *(Delete if recommendations are not included.)*

Yours sincerely,

\_\_\_\_\_  
*insert name*

*insert post name*

*Pre-school Inspection Team*

Pre-school Inspection Team

\_\_\_\_\_  
*insert name*

*insert post name*

*Pre-school Inspection Team*

Pre-school Inspection Team

**PRE-SCHOOL INSPECTION TOOL AND INSPECTION OUTCOME REPORT GUIDANCE NOTE  
CHILD CARE (PRE-SCHOOL SERVICES) (NO 2) REGULATIONS, 2006**

**APPENDIX 2**

**Sample - Cover Letter to Provider**

Ms. Josephine Bloggs  
Main Street  
The Town  
Co. Mayo

Date: 22/09/07

Service Reference No.: EH 288899X  
Inspection Reference No.: 1/2007

**Re: Happy Little Children Creche, Main Street, The Town, Co. Dublin**

Dear Ms. Bloggs,

An annual inspection of the above service was carried out on the 21/09/07 at 11.00 a.m. The inspection was facilitated by Suzanne Bloggs, and the outcome of the inspection was discussed with her.

Please find attached the Inspection Outcome Report outlining the findings of the inspection team at the time of inspection.

Regulation 27 non-compliances must be rectified within 2 weeks. The remaining non-compliances must be rectified within 2 months.

If there are any factual inaccuracies in details recorded (i.e. names, addresses etc.) in the Inspection Outcome Report please contact this office within 10 days.

The attached Inspection Outcome Report will be placed on the HSE website within a reasonable period of time following inspection.

A list of recommendations is included for your information. These do not constitute non-compliance and are not part of the Inspection Outcome Report. These will not be placed on the HSE website.

Yours sincerely,

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Ann Smith  
Senior Environmental Health Officer  
Pre-school Inspection Team

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Suzanne Kenny  
Pre-School Officer  
Pre-school Inspection Team

**PRE-SCHOOL INSPECTION TOOL AND INSPECTION OUTCOME REPORT GUIDANCE NOTE  
CHILD CARE (PRE-SCHOOL SERVICES) (NO 2) REGULATIONS, 2006**

**APPENDIX 3**

**SAMPLE INSPECTION OUTCOME REPORT**

**Information on Service**

Name of Service:	Happy Little Children Crèche						
Address of Service:	Main Street						
	The Town						
	Co. Mayo						
Service Provider (person carrying on Pre-school)	Josephine Bloggs						
Type of Service as per Notification Form	Full day care service						
Type of Inspection	Type of Inspection						
Review	<table border="1"> <tr> <td>Initial</td> <td>Annual</td> <td>✓</td> <td>Follow-up</td> <td>Review</td> </tr> </table>	Initial	Annual	✓	Follow-up	Review	
Initial	Annual	✓	Follow-up	Review			
Date of Inspection:	<table border="1"> <tr> <td>Day</td> <td>Month</td> <td>Year</td> </tr> <tr> <td>2 1</td> <td>0 9</td> <td>0 7</td> </tr> </table>	Day	Month	Year	2 1	0 9	0 7
Day	Month	Year					
2 1	0 9	0 7					
Types of Service as per Notification Form:							
Number of places as per Notification Form:	40						
HSE Local Health Office Area:	Mayo						

✓ For electronic use copy and paste the tick provided to indicate compliance/non-compliance in the relevant column.

*Disclaimer: This report is based on the tool which is used by the HSE Pre-School Inspectors in assessing compliance with the Child Care(Pre-School Services) (No2) Regulations 2006. The areas covered are provided to enable the Pre-School Inspectors to use their professional judgement in assessing compliance/non-compliance. The decision of the Inspector is based on an amalgamation of the information in each section and not in any one question. The weighting of the non-compliances in relation to each other is based on the nature of the non-compliance and not on the number of non-compliances. It is at the professional discretion of the Pre-School Inspector to assess whether prosecution is recommended.*

**PRE-SCHOOL INSPECTION TOOL AND INSPECTION OUTCOME REPORT GUIDANCE NOTE  
CHILD CARE (PRE-SCHOOL SERVICES) (NO 2) REGULATIONS, 2006**

**APPENDIX 3**

**Information on Pre-School Setting**

**Regulation 10** (Notice to be Given by Person Proposing to Carrying on a Pre-School Service)

Compliant ✓	Non -Compliant	Not Applicable
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**Information on Pre-School Setting**

**Regulation 11** (Notification of Change in Circumstances)

Compliant	Non -Compliant	Not Applicable ✓
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**Information on Pre-School Setting**

**Regulation 31** (Annual Fees)

Compliant ✓	Non -Compliant	Not Applicable
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**Information on Management and Staffing**

**Regulation 8** (Management and Staffing)

Compliant	Non -Compliant ✓	Not Applicable
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Compliance Information	1 (b), (c), 2 (a), (b), (c), (d), (3)	
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Non-Compliance Information	1 (a) The adult/child ratio for the children (1-3) years at the time of inspection was 1:10.	
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Action Required	1 (a) A sufficient number of competent adults must supervise the pre-school children at all times.	
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**Information on Management and Staffing**

**Regulation 12** (Number of Pre-School Children who may be catered for in Premises)

Compliant ✓	Non -Compliant	Not Applicable
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**Information on Health, Welfare & Development of Child**

**Regulation 5** (Health, Welfare and Development of the Child)

Compliant ✓	Non -Compliant	Not Applicable
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Compliance Information	Each child's learning, development and well being was facilitated within the daily life of the service through the provision of the appropriate opportunities, experiences, activities, interaction, materials and equipment, having regard to the age and stage of development of the child and the child's' cultural context.	
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**PRE-SCHOOL INSPECTION TOOL AND INSPECTION OUTCOME REPORT GUIDANCE NOTE  
CHILD CARE (PRE-SCHOOL SERVICES) (NO 2) REGULATIONS, 2006**

**APPENDIX 3**

**INSPECTION OUTCOME REPORT**

**Information on Health, Welfare & Development of Child**

**Regulation 9** (Behaviour Management)

Compliant	Non -Compliant ✓	Not Applicable
Compliance Information	(1), (2)	
Non -Compliance Information	(3) A written policy was not in evidence to deal with and to manage a child's challenging behaviour.	
Action Required	(3) A written policy and procedure must be in place to deal with and to manage a child's challenging behaviour and to assist the child to manage his or her behaviour as appropriate to the age and stage of development of the child.	

**Information on Premises and Facilities**

**Regulation 18** ((Premises and Facilities)

Compliant	Non -Compliant ✓	Not Applicable
Compliance Information	(b), (e), (f)	
Non -Compliance Information	(a) Evidence of water ingress was visible at the wall/ceiling junction in Room 1  (c) The carpet in the playroom was in a dirty condition at the time of inspection  (d) A bottle of bleach was found on the windowsill of Room 1 at the time of inspection. This was brought to the attention of staff and was removed.	
Action Required	(a) This must be investigated and repaired to ensure that the premises is of a sound structure  (c) It must be cleaned and maintained in a hygiene condition  (d) Suitable and secure storage facilities must be provided for cleaning chemicals	

**Information on Premises and Facilities**

**Regulation 19** (Heating)

Compliant ✓	Non -Compliant	Not Applicable
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**Information on Premises and Facilities**

**Regulation 20** (Ventilation)

Compliant ✓	Non -Compliant	Not Applicable
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**PRE-SCHOOL INSPECTION TOOL AND INSPECTION OUTCOME REPORT GUIDANCE NOTE  
CHILD CARE (PRE-SCHOOL SERVICES) (NO 2) REGULATIONS, 2006**

**APPENDIX 3**

**INSPECTION OUTCOME REPORT**

**Information on Premises and Facilities**

**Regulation 21** (Lighting)

Compliant ✓	Non -Compliant	Not Applicable
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**Information on Premises and Facilities**

**Regulation 22** (Sanitary Accommodation)

Compliant ✓	Non -Compliant	Not Applicable
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**Information on Premises and Facilities**

**Regulation 23** (Drainage and Sewage Disposal)

Compliant ✓	Non -Compliant	Not Applicable
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**Information on Premises and Facilities**

**Regulation 24** (Waste Storage and Disposal)

Compliant ✓	Non -Compliant	Not Applicable
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**Information on Premises and Facilities**

**Regulation 25** (Equipment and Materials)

Compliant ✓	Non -Compliant	Not Applicable
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**Information on Premises and Facilities**

**Regulation 28** (Facilities for Rest and Play)

Compliant ✓	Non -Compliant	Not Applicable
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Compliance Information	(a) Adequate facilities for the pre-school children to rest during the day were provided.  (b) Adequate and suitable facilities for the pre-school children to play indoors and outdoors were provided.
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**PRE-SCHOOL INSPECTION TOOL AND INSPECTION OUTCOME REPORT GUIDANCE NOTE  
CHILD CARE (PRE-SCHOOL SERVICES) (NO 2) REGULATIONS, 2006**

**APPENDIX 3**

**INSPECTION OUTCOME REPORT**

**Information on Safety Measures**

**Regulation 6 (First Aid)**

Compliant ✓	Non -Compliant	Not Applicable
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**Information on Safety Measures**

**Regulation 7 (Medical Assistance)**

Compliant ✓	Non -Compliant	Not Applicable
Compliance Information	(a) Adequate arrangements were place to summon medical assistance promptly in an emergency.  (b) A protocol was in place for the administration of medication.	

**Information on Safety Measures**

**Regulation 16 (Fire Safety Measures)**

Compliant	Non -Compliant ✓	Not Applicable
Compliance Information	(1) (b), (2), (3)	
Non-Compliance Information	(1) (a) Ms Bloggs stated that a fire drill had taken place in the service in the previous month. There was no written record of the fire drill.	
Action Required	(1) (a) A record in writing must be kept of all fire drills that take place in the premises.	

**Information on Safety Measures**

**Regulation 27 (Safety Measures)**

Compliant	Non -Compliant ✓	Not Applicable
Compliance Information	(b), (c), (d), (e), (f)	
Non -Compliance Information	The tall windows in Room 3 were wide open and no safety catches were visible with a risk that children may be able to access the front pathway Secure restraining straps were not provided on two of the high chairs, with a risk that children may fall. The cupboards in Room 1 did not have safety catches on the doors, resulting in a risk that children may trap their fingers. (a) At the time of inspection two of the radiators surface temperature were too hot to touch. A surface temperature of 60oC was recorded on the radiator in the play room.	
Action Required	Safety devices must be provided as part of the reasonable measures to safeguard the health safety and welfare of the pre-school children attending the service. (a) All heat emitting surfaces must be protected by a fixed guard or be thermostatically controlled to ensure safe surface temperatures.	

**PRE-SCHOOL INSPECTION TOOL AND INSPECTION OUTCOME REPORT GUIDANCE NOTE  
CHILD CARE (PRE-SCHOOL SERVICES) (NO 2) REGULATIONS, 2006**

**APPENDIX 3**

**INSPECTION OUTCOME REPORT**

**Information on Food and Drink**

**Regulation 26** (Food and Drink)

Compliant	Non -Compliant ✓	Not Applicable
Compliance Information	(1) Suitable, sufficient and nutritious and varied food was available for the pre-school children attending the service.	
Non -Compliance Information	(2) A separate report will be forwarded to you by the Environmental Health officer in relation to non-compliance with the EC (Hygiene of Foodstuffs) Regulations 2006 and Regulation 852/2004.	
Action Required	(2) Action required will be outlined in the report from the Environmental Health Officer.	

**Information on Records**

**Regulation 13** (Register of Pre-School Children)

Compliant	Non -Compliant ✓	Not Applicable
Compliance Information	(1) (a), (b), (c), (d), (e), (f), (g), (i), (2)	
Non -Compliance Information	(1) (h) The register did not contain the immunisation records of two children.	
Action Required	(1) (h) Records of immunisations received by the pre-school child must be entered in the register.	

**Information on Records**

**Regulation 14** (Records)

Compliant	Non -Compliant ✓	Not Applicable
Compliance Information	(1) (a), (b), (c), (d), (e), (f), (g), (h), (i), (j) (l), (m) (2), (3), (4), (5)	
Non -Compliance Information	(1) (k) Details of staff rosters on a daily basis were not kept in writing.	
Action Required	(1) (k) A record in writing of the details of staff rosters on a daily basis must be kept.	

**Information on Records**

**Regulation 15** (Information on Parents)

Compliant ✓	Non -Compliant ✓	Not Applicable
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**Information on Records**

**Regulation 17** (Copy of Acts & Regulations)

Compliant ✓	Non -Compliant ✓	Not Applicable
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**PRE-SCHOOL INSPECTION TOOL AND INSPECTION OUTCOME REPORT GUIDANCE NOTE  
CHILD CARE (PRE-SCHOOL SERVICES) (NO 2) REGULATIONS, 2006**

**APPENDIX 3**

**INSPECTION OUTCOME REPORT**

**Information on Records**

**Regulation 30** (Insurance)

Compliant	Non -Compliant ✓	Not Applicable
Non -Compliance Information	At the time of inspection there were 40 children present. The insurance policy provided at the time of inspection stated that the number of children insured is 30 (am) and 35 (pm).	
Action Required	The pre-school children attending the service must be adequately insured against injury while attending the service.	

**General Information**

**Regulation 29** (Furnishing of Information to HSE)

Compliant ✓	Non -Compliant	Not Applicable
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SAMPLE