

IPPS/IPAS

Independent Inspection Report

for Self Catering Accommodation

<u>Centre:</u>	Davis Lane, Mallow, Co.Cork
<u>Inspector:</u>	Shane MacLoughlin
<u>Date of Inspection:</u>	22/2/2021

Centre Details

Name and address of Centre	Davis Lane Mallow
Contractor	Millstreet Equestrian Services
Manager	Thomas Duggan
Contact Name	Thomas Duggan
Telephone Number	029 71008
Capacity per MOA (current capacity)	60 (57)
Type of occupancy	Families, single males, single females
Health Board Area	N/A
Community Welfare Officer name	Anne Matthews
Environmental Health Officer name	N/A

Inspector Details

Name of Inspector	Shane Mac Loughlin
Date of Inspection	22/2/2021
Time of Arrival and Departure	Arrival: 4:00pm / Depart: 6.00pm

Documents to Collect

Guest Register	Obtained current register
Safety Statement	Viewed
Other	

Documents to View

Fire Register	Reviewed.
House Rules	Reviewed.
Code of Practice	Reviewed.
Child Protection training certs	Reviewed.
Other	

List of issues noted in previous inspection:

Issue	Progress to date
n/a	

Reception

Was a receptionist on duty on arrival?	n/a
Was a manager on duty on arrival?	Yes, Thomas Duggan
List the staff on the premises during the period of the inspection: Centre manager and housekeeping staff member.	
Is 24 hour supervision provided?	Cctv direct to Millstreet Office and managers mobile
List the staff providing this supervision: Thomas Duggan	
Is each resident issued with a key for his/her bedroom?	N/A – as self catering apartments keys to main door of apartment block provided along with own apartment keys
Is each resident issued with a key for his/her apartment?	Yes.
Is each resident issued with a key for main entrance door?	yes.
Is a list of emergency numbers available in the manager's office?	Yes, posted in Manager's office.
Are first aid kits available at the centre? <i>Specify location</i>	n/a
What procedures are in place to allow residents to receive visitors?	Visitors allowed into Apartment complex
Are staff aware of the Code of Practice (governing staff conduct) & how are they made aware?	Millstreet Equestrian services code of practice for persons working in accommodation centres in place, adapted from IPPS/IPAS booklet. All staff have signed acknowledgement declaration.
<i>*A copy of the agency's "Code of Practice for persons working in accommodation centres" can be obtained from IPPS/IPAS</i>	
Does the centre have a safety statement?	Yes. Safety Statement up to date.
Any further comments on the reception area/facilities:	

House Rules

How are residents informed and made aware of the House Rules?
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IPPS/IPAS Rules and Procedures booklet provided to each resident upon their initial arrival to the centre.
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Is a copy of the House Rules on display? <i>Specify location</i>

Yes, posted on two notice boards within the main reception building.
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Did you make sure that IPPS/IPAS House Rules and Procedures are displayed at the centre?

Yes posted within block facilities.

Do notices displayed at the centre accurately reflect the information contained in the House Rules?
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Yes

Comments: i.e. Child protection signage, no smoking signage in place.
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Fire Safety

Is the Fire Safety Register the one provided by IPPS/IPAS? A copy can be obtained from IPPS/IPAS	IPPS/IPAS fire safety register in place.
Name of the local Fire Officer and fire station	Mallow Fire Station
Is the “Means of Escape” Inspection Schedule up to date? Specify interval inspections are recorded – weekly/daily	Checked daily by housekeeping/ maintenance but recorded weekly in inspection schedule.
Date of last inspection	18/02/21

- *If required remind Manager that fire escape inspection should be recorded at least weekly*

Is the “Fire Detection & Alarm System” Inspection Schedule up to date? Specify interval inspections are recorded	Yes - ¼ statutory inspection by Allied Fire on 10/07/2020 , daily inspection done 21/02/21
Date of last inspection	21/02/21

Is the “Fire Fighting Equipment” Inspection Schedule up to date? Specify interval inspections are recorded	Checked weekly by staff and Munster Fire annually
Date of last inspection	4/02/2021

Date and Time of last Fire Drill	5/12/2020 3.24pm
Number evacuated & time taken	Full evacuation no issues -5mins
Comments/Problems noted (if any):	

- *If required remind Manager that fire drills should be held at least twice a year*

Where are the Fire Assembly Points located?	Front of Apartment complex
Are they marked?	Yes
Are staff aware of the locations?	Yes
Which staff are trained in fire evacuation procedures and by whom?	All residents and cleaners/maintenance staff
Is evidence of training available for inspection?	Yes training done on 19/12/19 by MFS

Is there a fire alarm system in place?	Yes
Are there smoke alarms throughout the premises, inc bedrooms?	Yes
Are all smoke alarms linked back to a central control panel?	Yes
Are there designated “No Smoking” areas? Include locations	Smoking only permitted outside areas.

During inspection please pay attention to fire exits, emergency lighting and fire notices:

Are fire exits clear from obstruction?	Yes
Are they unlocked?	Yes
Comments:	

Are fire exits clearly posted throughout the building?	Yes, posted on all floors.
Are fire evacuation instructions clearly displayed in the centre?	Yes, posted in all rooms.

Are fire extinguishers clearly visible?	Yes
Is there an emergency lighting system in place?	Yes

Staff Health and Safety

Are there specific written procedures, eg for dealing with violent behaviour?*	Yes outlined within Emergency Response Procedure.
Are there general rules for areas such as manual handling?*	Safety n Safety Statement deals with manual handling.
Is there an accident reporting procedure?*	Yes, outlined in Safety Statement.
Is there regular correspondence with staff?*	Yes, staff meetings conducted on a monthly basis.
Are there any training records for staff?*	Child protection training complete by all Mill street Equestrian Services staff
What supervisory structure is in place?	General Manager supervises management of centre.

**include details where applicable*

Staff Facilities

Staff Facilities:

Are designated staff facilities provided?	Yes.
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If no:

What facilities are in place?	All in Millstreet - manged from Drishane castle
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If yes:

Comment on cleanliness and suitability of facilities provided	Drishane Castle very well run.
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Communal Rooms / Indoor Facilities

Are there any communal rooms/facilities provided (details)?	No
Comment on condition of communal rooms (if any)	N/A
Are there any communal facilities provided (give details) – eg games / tv / library etc	No.

Outdoor Grounds / Facilities

- *Conduct a tour of the grounds:*

Does the exterior of the centre require painting?	No.
Are the grounds maintained in good order?	Town centre location.
Are there any facilities available for children outdoors? (give details)	Playground and large public park within 200 m

Comments on outdoor grounds/facilities:

Town Centre location.

Laundry Facilities

Does the centre have a laundry room?	No.
If no, what service is provided?	Each Apartment fitted with own washer/dryer facility.

If yes:

	Type (industrial/domestic)	Number
Washing Machines	Each Apartment fitted with own washer/dryer facility.	
Dryers		
Are all machines in working order? yes		

Representations

If you were approached by any residents while in the centre please outline the details below:

-none

If you were approached by any members of staff while in the centre please outline the details below:

none

Cleaning

Who cleans the apartments?	Residents.
Who cleans the communal areas/corridors?	House cleaning on going presence in apartment block.
How often are apartments inspected by centre staff?	Minimum Once a month by Management. Maintenance checks and spot checks also completed.
What arrangements are in place if apartments not sufficiently cleaned by residents?	Discussion between Management and residents as to cleaning requirements. If consistent verbal warnings provided, a written warning is given. IPPS/IPAS contacted if still persists.

Heating

What type of heating is used in the centre?	Central gas heating
Has the issue of heating been discussed with residents?	No issue raised.
Is the heating timed? If so, specify the "on" times	No.

Corridors/Stairways

Please note any cleaning/décor issues relating to corridors/stairs below:

Location/Area:	Comment:
all	Very clean and well maintained

Apartments/Bedrooms

- All apartments must be inspected, whether occupied or not.
- In each apartment:
 - Look for the fire evacuation notice
 - Is smoke alarm in place & operational
 - Check heating – is it working
 - Check for dampness in bathroom
 - Check decorative order
 - Check cleanliness
 - Check occupancy against current week's register

Apartment Inspection

No:1					
Number of bedrooms	Occupancy	En-suite / bathrooms	Fire Notice	Heating	Smoke alarm (working)
2	3	Yes	Yes	Yes	Yes
Décor	Painted walls, carpet floors, living room with lounge, television, tables, chairs & wardrobes in bedrooms.				
Cleanliness	Satisfactory				
Kitchen area	Oven, stove top, washer/dryer, microwave and fridge clean and well maintained.				
Other Comments					

No:2					
Number of bedrooms	Occupancy	En-suite / bathrooms	Fire Notice	Heating	Smoke alarm (working)
3	6	Yes	Yes	Yes	Yes
Décor	Painted walls, carpet floors, living room with lounge, television, tables, chairs & wardrobes in bedrooms.				
Cleanliness	Satisfactory				
Kitchen area	Oven, stove top, washer/dryer, microwave and fridge clean and well maintained.				
Other Comments					

No: 3					
Number of bedrooms	Occupancy	En-suite / bathrooms	Fire Notice	Heating	Smoke alarm (working)
3	6	Yes	Yes	Yes	Yes

Décor	Painted walls, carpet floors, living room with lounge, television, tables, chairs & wardrobes in bedrooms.
Cleanliness	Satisfactory
Kitchen area	Oven, stove top, washer/dryer, microwave and fridge clean and well maintained.
Other Comments	Timber bench outside is very close to edge of railings

No: 4					
Number of bedrooms	Occupancy	En-suite / bathrooms	Fire Notice	Heating	Smoke alarm (working)
2	4	Yes	Yes	Yes	Yes
Décor	Painted walls, carpet floors, living room with lounge, television, tables, chairs & wardrobes in bedrooms.				
Cleanliness	Satisfactory				
Kitchen area	Oven, stove top, washer/dryer, microwave and fridge clean and well maintained.				
Other Comments					

No: 5					
Number of bedrooms	Occupancy	En-suite / bathrooms	Fire Notice	Heating	Smoke alarm (working)
2	5	Yes	Yes	Yes	Yes
Décor	Painted walls, carpet floors, living room with lounge, television, tables, chairs & wardrobes in bedrooms.				
Cleanliness	Satisfactory				
Kitchen area	Oven, stove top, washer/dryer, microwave and fridge clean and well maintained.				
Other Comments					

No: 6					
Number of bedrooms	Occupancy	En-suite / bathrooms	Fire Notice	Heating	Smoke alarm (working)
1	3	Yes	Yes	Yes	Yes
Décor	Painted walls, carpet floors, living room with lounge, television, tables, chairs & wardrobes in bedrooms.				
Cleanliness	Satisfactory				
Kitchen area	Oven, stove top, washer/dryer, microwave and fridge clean and well maintained.				
Other Comments	Heater in hall and bedrooms not working correctly				

No: 7					
Number of bedrooms	Occupancy	En-suite / bathrooms	Fire Notice	Heating	Smoke alarm (working)
1	3	Yes	Yes	Yes	Yes
Décor	Painted walls, carpet floors, living room with lounge, television, tables, chairs & wardrobes in bedrooms.				
Cleanliness	Satisfactory				
Kitchen area	Oven, stove top, washer/dryer, microwave and fridge clean and well maintained.				
Other Comments					

No: 8					
Number of bedrooms	Occupancy	En-suite / bathrooms	Fire Notice	Heating	Smoke alarm (working)
2	5	Yes	Yes	Yes	Yes
Décor	Painted walls, carpet floors, living room with lounge, television, tables, chairs & wardrobes in bedrooms.				
Cleanliness	Satisfactory				
Kitchen area	Oven, stove top, washer/dryer, microwave and fridge clean and well maintained.				
Other Comments					

No: 9					
Number of bedrooms	Occupancy	En-suite / bathrooms	Fire Notice	Heating	Smoke alarm (working)
3	7	Yes	Yes	Yes	Yes
Décor	Painted walls, carpet floors, living room with lounge, television, tables, chairs & wardrobes in bedrooms.				
Cleanliness	Satisfactory				
Kitchen area	Oven, stove top, washer/dryer, microwave and fridge clean and well maintained.				
Other Comments					

No: 10					
Number of bedrooms	Occupancy	En-suite / bathrooms	Fire Notice	Heating	Smoke alarm (working)
2	3	Yes	Yes	Yes	Yes
Décor	Painted walls, carpet floors, living room with lounge, television, tables, chairs & wardrobes in bedrooms.				
Cleanliness	Satisfactory				
Kitchen area	Oven, stove top, washer/dryer, microwave and fridge clean and well maintained.				
Other Comments					

No: 11					
Number of bedrooms	Occupancy	En-suite / bathrooms	Fire Notice	Heating	Smoke alarm (working)
2	6	Yes	Yes	Yes	Yes
Décor	Painted walls, carpet floors, living room with lounge, television, tables, chairs & wardrobes in bedrooms.				
Cleanliness	Satisfactory				
Kitchen area	Oven, stove top, washer/dryer, microwave and fridge clean and well maintained.				
Other Comments					

No: 12					
Number of bedrooms	Occupancy	En-suite / bathrooms	Fire Notice	Heating	Smoke alarm (working)
1	2	Yes	Yes	Yes	Yes
Décor	Painted walls, carpet floors, living room with lounge, television, tables, chairs & wardrobes in bedrooms.				
Cleanliness	Satisfactory				
Kitchen area	Oven, stove top, washer/dryer, microwave and fridge clean and well maintained.				
Other Comments	Emergency evacuation arrangements for resident with respect to difficulty on steps to be reviewed/risk assessed.				

No: 13					
Number of bedrooms	Occupancy	En-suite / bathrooms	Fire Notice	Heating	Smoke alarm (working)
1	3	Yes	Yes	Yes	Yes
Décor	Painted walls, carpet floors, living room with lounge, television, tables, chairs & wardrobes in bedrooms.				
Cleanliness	Satisfactory				
Kitchen area	Oven, stove top, washer/dryer, microwave and fridge clean and well maintained.				
Other Comments					

Summary Sheet

Name of Centre:	Davis Lane
Address:	Mallow, Co Cork
Proprietor :	Millstreet Equestrian services
Manager:	Peter Czyszczonek
Contact Name:	Thomas Duggan
Capacity Per MOA (Current Occupancy):	60 (57)
Date of Inspection:	22/2/2021

Fire issues –

Apartment 12 - Emergency evacuation arrangements for resident with respect to difficulty on steps to be reviewed/risk assessed.

Apartments

Apartment no.6 Heater in hall and bedroom not working correctly.

Apartment no.3 – Timber bench is close to edge of protective railings and presents a risk for children climbing near railing edge.
