

# **IPPS/IPAS**

## **Independent Inspection Report**

*for Self Catering Accommodation*

<b><u>Centre:</u></b>	<b>Carroll Village</b>
<b><u>Inspector:</u></b>	<b>Shane MacLoughlin</b>
<b><u>Date of Inspection:</u></b>	<b>20/10/22</b>

## **Centre Details**

<b>Name and address of Centre</b>	Carroll Village Dundalk Co. Louth
<b>Contractor</b>	East Coast Catering Ireland
<b>Manager</b>	Orla O'Grady / Robbie Hyslop
<b>Contact Name</b>	Orla O'Grady
<b>Telephone Number</b>	0863816674
<b>Fax Number</b>	0429386351
<b>E-mail address</b>	carrollvillage@eccci.ie
<b>Capacity per MOA (current capacity)</b>	107 (82)
<b>Type of occupancy</b>	Families, single males, single females
<b>Health Board Area</b>	N/A
<b>Community Welfare Officer name</b>	Anne Matthews
<b>Environmental Health Officer name</b>	N/A

## **Inspector Details**

<b>Name of Inspector</b>	Shane Mac Loughlin
<b>Date of Inspection</b>	20/10/22
<b>Time of Arrival and Departure</b>	Arrival: 3pm / Depart: 6pm

## **Documents to Collect**

<b>Guest Register</b>	Obtained current register
<b>Safety Statement</b>	Viewed
<b>Other</b>	

## **Documents to View**

<b>Fire Register</b>	Reviewed.
<b>House Rules</b>	Reviewed.
<b>Code of Practice</b>	Reviewed.
<b>Child Protection training certs</b>	Reviewed.
<b>Other</b>	

**List of issues noted in previous inspection:**

Issue	Progress to date
n/a	

## Reception

<b>Was a receptionist on duty on arrival?</b>	Yes manager Robbie Hyslop
<b>Was a manager on duty on arrival?</b>	Yes, Robbie Hyslop
<b>List the staff on the premises during the period of the inspection:</b> Centre manager Orla O Grady	
<b>Is 24 hour supervision provided?</b>	Yes
<b>List the staff providing this supervision:</b> Included in staff list	

<b>Is each resident issued with a key for his/her bedroom?</b>	No – as self catering apartments keys to main door of apartment provided only.
<b>Is each resident issued with a key for his/her apartment?</b>	Yes, each resident is issued with own swipe access card.
<b>Is each resident issued with a key for main entrance door?</b>	Same apartment swipe card also provides access to front of building complex.

<b>Is a list of emergency numbers available in the manager's office?</b>	Yes, posted in Manager's office.
<b>Are first aid kits available at the centre? <i>Specify location</i></b>	. 1 burns unit kit, 1 first aid kit and 1 eye wash kit located in Manager's office.

<b>What procedures are in place to allow residents to receive visitors?</b>	Visitors allowed into Apartment complex between 10.00am – 10.30pm.
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<b>Are staff aware of the Code of Practice (governing staff conduct) &amp; how are they made aware?</b>	East Coast Catering Ireland code of practice for persons working in accommodation centres in place. ECCI code adapted from IPPS/IPAS booklet. All staff have signed acknowledgement declaration.
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*\*A copy of the agency's "Code of Practice for persons working in accommodation centres" can be obtained from IPPS/IPAS*

<b>Does the centre have a safety statement?</b>	Yes. Safety Statement up to date.
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<b>Any further comments on the reception area/facilities:</b>  No reception area as such, managers office has been fully refitted for office use only.
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# House Rules

<b>How are residents informed and made aware of the House Rules?</b>
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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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<b>Is a copy of the House Rules on display?</b> <i>Specify location</i>
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Yes, posted on two notice boards within the main reception building.
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<b>Did you make sure that IPPS/IPAS House Rules and Procedures are displayed at the centre?</b>
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Yes posted within block facilities.
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<b>Do notices displayed at the centre accurately reflect the information contained in the House Rules?</b>
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Yes
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<b>Comments:</b> i.e. Child protection signage, no smoking signage in place.
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## Fire Safety

<b>Is the Fire Safety Register the one provided by IPPS/IPAS ? <i>A copy can be obtained from IPPS.IPAS</i></b>	fire safety register in place.
<b>Name of the local Fire Officer and fire station</b>	Eamonn Woulff - Dundalk Station.
<b>Is the “Means of Escape” Inspection Schedule up to date? <i>Specify interval inspections are recorded – weekly/daily</i></b>	Checked daily by management but recorded weekly in inspection schedule.
<b>Date of last inspection</b>	19/10/22

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

<b>Is the “Fire Detection &amp; Alarm System” Inspection Schedule up to date? <i>Specify interval inspections are recorded</i></b>	Yes
<b>Date of last inspection</b>	20/10/22

<b>Is the “Fire Fighting Equipment” Inspection Schedule up to date? <i>Specify interval inspections are recorded</i></b>	Checked weekly by management
<b>Date of last inspection</b>	20/10/22

<b>Date and Time of last Fire Drill</b>	4/12/21
<b>Number evacuated &amp; time taken</b>	92 persons 11mins- no issues
<b>Comments/Problems noted (if any):</b>	

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

<b>Where are the Fire Assembly Points located?</b>	Front of Apartment complex, on grass area.
<b>Are they marked?</b>	Yes
<b>Are staff aware of the locations?</b>	Yes
<b>Which staff are trained in fire evacuation procedures and by whom?</b>	Orla O’Grady & Robbie Hyslop
<b>Is evidence of training available for inspection?</b>	Yes sign-off in Fire register

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

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

<b>Are fire exits clear from obstruction?</b>	Yes
<b>Are they unlocked?</b>	Yes
<b>Comments:</b>	

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

<b>Are fire extinguishers clearly visible?</b>	Yes
<b>Is there an emergency lighting system in place?</b>	Yes

## **Staff Health and Safety**

<b>Are there specific written procedures, eg for dealing with violent behaviour?*</b>	Yes outlined within Emergency Response Procedure.
<b>Are there general rules for areas such as manual handling?*</b>	In Safety Statement, section 3.11 deals with manual handling.
<b>Is there an accident reporting procedure?*</b>	Yes, outlined in Safety Statement.
<b>Is there regular correspondence with staff?*</b>	Yes, staff meetings conducted on a monthly basis.
<b>Are there any training records for staff?*</b>	Child protection training complete by Orla O Grady &
<b>What supervisory structure is in place?</b>	General Manager supervises management of centre.

*\*include details where applicable*

## **Staff Facilities**

### **Staff Facilities:**

<b>Are designated staff facilities provided?</b>	Yes.
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***If no:***

<b>What facilities are in place?</b>	Apartment has now been fully fitted out as an office
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***If yes:***

<b>Comment on cleanliness and suitability of facilities provided</b>	Brand new fit out.
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## **Communal Rooms / Indoor Facilities**

<b>Are there any communal rooms/facilities provided (details)?</b>	No – communal area on roof with outdoor garden and Barbeque facilities
<b>Comment on condition of communal rooms (if any)</b>	Great space for outdoor socialising
<b>Are there any communal facilities provided (give details) – eg games / tv / library etc</b>	.



## **Outdoor Grounds / Facilities**

- *Conduct a tour of the grounds:*

<b>Does the exterior of the centre require painting?</b>	No.
<b>Are the grounds maintained in good order?</b>	Yes, hedges and grass well maintained.
<b>Are there any facilities available for children outdoors? (give details)</b>	Yes, basketball nets up and court marked out.

### **Comments on outdoor grounds/facilities:**

Grounds well maintained.

## **Laundry Facilities**

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

**If yes:**

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

<b>Who cleans the apartments?</b>	Residents.
<b>Who cleans the communal areas/corridors?</b>	House cleaning contractor three times per week.
<b>How often are apartments inspected by centre staff?</b>	Once a month by Management. Maintenance checks and spot checks also completed.
<b>What arrangements are in place if apartments not sufficiently cleaned by residents?</b>	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**

<b>What type of heating is used in the centre?</b>	Electrical storage heating
<b>Has the issue of heating been discussed with residents?</b>	No issue raised.
<b>Is the heating timed? If so, specify the “on” times</b>	No.

## **Corridors/Stairways**

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

<b>Location/Area:</b>	<b>Comment:</b>
<b>Corridors</b>	New lighting in place throughout

## **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**

<b>No:3</b>					
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					

<b>No:5</b>					
Number of bedrooms	Occupancy	En-suite / bathrooms	Fire Notice	Heating	Smoke alarm (working)
2	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					

<b>No:7</b>					
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	

<b>No:12</b>					
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					

<b>No:14</b>					
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					

<b>No: 19</b>					
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	Window hinges are broken				

<b>No:20</b>					
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					

<b>No:25</b>					
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					

<b>No: 28</b>					
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					

<b>No: 38</b>					
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	

<b>No: 40</b>					
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					

<b>No: 52</b>					
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					

<b>No: 57</b>					
Number of bedrooms	Occupancy	En-suite / bathrooms	Fire Notice	Heating	Smoke alarm (working)
2	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					

<b>No: 58</b>					
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	Kitchen cabinet door off hinge

<b>No:59</b>					
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					

<b>No: 60</b>					
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	Slight mould in bathroom				

<b>No: 61</b>					
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					

<b>No: 62</b>					
Number of bedrooms	Occupancy	En-suite / bathrooms	Fire Notice	Heating	Smoke alarm (working)

2	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					
No: 63					
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					

<b>No: 64</b>					
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					

<b>No: 65</b>					
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					

<b>No: 66</b>					
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	Needs refurbishment – previous residents just moved out
Kitchen area	Oven, stove top, washer/dryer, microwave and fridge clean and well maintained.
Other Comments	

<b>No: 67</b>					
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					

<b>No: 68</b>					
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					

<b>Summary Sheet</b>
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<b>Name of Centre:</b>	Carroll Village
<b>Address:</b>	Dundalk Co. Louth
<b>Proprietor :</b>	East Coast Catering Ireland
<b>Manager:</b>	Orla O'Grady / Robbie Hyslop
<b>Contact Name:</b>	Orla O'Grady / Robbie Hyslop
<b>Capacity Per MOA (Current Occupancy):</b>	107 (82)
<b>Date of Inspection:</b>	20/10/22

Fire issues –

No issues

Apartments

No issues

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# **IPPS/IPAS**

## **Independent Inspection Report**

*for Self Catering Accommodation*

<b><u>Centre:</u></b>	<b>Carroll Village</b>
<b><u>Inspector:</u></b>	<b>Shane MacLoughlin</b>
<b><u>Date of Inspection:</u></b>	<b>7/4/22</b>

## **Centre Details**

<b>Name and address of Centre</b>	Carroll Village Dundalk Co. Louth
<b>Contractor</b>	East Coast Catering Ireland
<b>Manager</b>	Orla O'Grady
<b>Contact Name</b>	Orla O'Grady
<b>Telephone Number</b>	0863816674
<b>Fax Number</b>	0429386351
<b>E-mail address</b>	carrollvillage@eccci.ie
<b>Capacity per MOA (current capacity)</b>	107 (76)
<b>Type of occupancy</b>	Families, single males, single females
<b>Health Board Area</b>	N/A
<b>Community Welfare Officer name</b>	Anne Matthews
<b>Environmental Health Officer name</b>	N/A

## **Inspector Details**

<b>Name of Inspector</b>	Shane Mac Loughlin
<b>Date of Inspection</b>	7/4/2022
<b>Time of Arrival and Departure</b>	Arrival: 10am / Depart: 12pm

## **Documents to Collect**

<b>Guest Register</b>	Obtained current register
<b>Safety Statement</b>	Viewed
<b>Other</b>	

## **Documents to View**

<b>Fire Register</b>	Reviewed.
<b>House Rules</b>	Reviewed.
<b>Code of Practice</b>	Reviewed.
<b>Child Protection training certs</b>	Reviewed.
<b>Other</b>	

**List of issues noted in previous inspection:**

Issue	Progress to date
No fire issues – Fire Drill over due	Fire drill done 4/12/2021



## Reception

<b>Was a receptionist on duty on arrival?</b>	Yes manager Orla O'Grady
<b>Was a manager on duty on arrival?</b>	Yes, Orla O'Grady
<b>List the staff on the premises during the period of the inspection:</b> Centre manager Orla O Grady	
<b>Is 24 hour supervision provided?</b>	Yes
<b>List the staff providing this supervision:</b> Included in staff list	

<b>Is each resident issued with a key for his/her bedroom?</b>	No – as self catering apartments keys to main door of apartment provided only.
<b>Is each resident issued with a key for his/her apartment?</b>	Yes, each resident is issued with own swipe access card.
<b>Is each resident issued with a key for main entrance door?</b>	Same apartment swipe card also provides access to front of building complex.

<b>Is a list of emergency numbers available in the manager's office?</b>	Yes, posted in Manager's office.
<b>Are first aid kits available at the centre? <i>Specify location</i></b>	. 1 burns unit kit, 1 first aid kit and 1 eye wash kit located in Manager's office.

<b>What procedures are in place to allow residents to receive visitors?</b>	Visitors allowed into Apartment complex between 10.00am – 10.30pm.
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<b>Are staff aware of the Code of Practice (governing staff conduct) &amp; how are they made aware?</b>	East Coast Catering Ireland code of practice for persons working in accommodation centres in place. ECCI code adapted from IPPS/IPAS booklet. All staff have signed acknowledgement declaration.
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*\*A copy of the agency's "Code of Practice for persons working in accommodation centres" can be obtained from IPPS/IPAS*

<b>Does the centre have a safety statement?</b>	Yes. Safety Statement up to date.
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<b>Any further comments on the reception area/facilities:</b>  No reception area as such, managers office has been fully refitted for office use only.
--

# House Rules

<b>How are residents informed and made aware of the House Rules?</b>
--

IPPS/IPAS Rules and Procedures booklet provided to each resident upon their initial arrival to the centre.
--

<b>Is a copy of the House Rules on display?</b> <i>Specify location</i>
---

Yes, posted on two notice boards within the main reception building.
--

<b>Did you make sure that IPPS/IPAS House Rules and Procedures are displayed at the centre?</b>
---

Yes posted within block facilities.
-------------------------------------

<b>Do notices displayed at the centre accurately reflect the information contained in the House Rules?</b>
--

Yes
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<b>Comments:</b> i.e. Child protection signage, no smoking signage in place.
--

## Fire Safety

<b>Is the Fire Safety Register the one provided by IPPS/IPAS ? <i>A copy can be obtained from IPPS.IPAS</i></b>	fire safety register in place.
<b>Name of the local Fire Officer and fire station</b>	Eamonn Woulff - Dundalk Station.
<b>Is the “Means of Escape” Inspection Schedule up to date? <i>Specify interval inspections are recorded – weekly/daily</i></b>	Checked daily by management but recorded weekly in inspection schedule.
<b>Date of last inspection</b>	7/4/22

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

<b>Is the “Fire Detection &amp; Alarm System” Inspection Schedule up to date? <i>Specify interval inspections are recorded</i></b>	Yes
<b>Date of last inspection</b>	7/4/22

<b>Is the “Fire Fighting Equipment” Inspection Schedule up to date? <i>Specify interval inspections are recorded</i></b>	Checked weekly by management
<b>Date of last inspection</b>	6/4/22 & 30/3/22

<b>Date and Time of last Fire Drill</b>	4/12/21
<b>Number evacuated &amp; time taken</b>	92 persons 11mins- no issues
<b>Comments/Problems noted (if any):</b>	

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

<b>Where are the Fire Assembly Points located?</b>	Front of Apartment complex, on grass area.
<b>Are they marked?</b>	Yes
<b>Are staff aware of the locations?</b>	Yes
<b>Which staff are trained in fire evacuation procedures and by whom?</b>	Orla O’Grady
<b>Is evidence of training available for inspection?</b>	Yes sign-off on 25/8/2021 in Fire register

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

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

<b>Are fire exits clear from obstruction?</b>	Yes
<b>Are they unlocked?</b>	Yes
<b>Comments:</b>	

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

<b>Are fire extinguishers clearly visible?</b>	Yes
<b>Is there an emergency lighting system in place?</b>	Yes

## **Staff Health and Safety**

<b>Are there specific written procedures, eg for dealing with violent behaviour?*</b>	Yes outlined within Emergency Response Procedure.
<b>Are there general rules for areas such as manual handling?*</b>	In Safety Statement, section 3.11 deals with manual handling.
<b>Is there an accident reporting procedure?*</b>	Yes, outlined in Safety Statement.
<b>Is there regular correspondence with staff?*</b>	Yes, staff meetings conducted on a monthly basis.
<b>Are there any training records for staff?*</b>	Child protection training complete by Orla O Grady
<b>What supervisory structure is in place?</b>	General Manager supervises management of centre.

*\*include details where applicable*

## **Staff Facilities**

### **Staff Facilities:**

<b>Are designated staff facilities provided?</b>	Yes.
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***If no:***

<b>What facilities are in place?</b>	Apartment has now been fully fitted out as an office
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***If yes:***

<b>Comment on cleanliness and suitability of facilities provided</b>	Brand new fit out.
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## **Communal Rooms / Indoor Facilities**

<b>Are there any communal rooms/facilities provided (details)?</b>	No – communal area on roof with outdoor garden and Barbeque facilities
<b>Comment on condition of communal rooms (if any)</b>	Great space for outdoor socialising
<b>Are there any communal facilities provided (give details) – eg games / tv / library etc</b>	.

## **Outdoor Grounds / Facilities**

- *Conduct a tour of the grounds:*

<b>Does the exterior of the centre require painting?</b>	No.
<b>Are the grounds maintained in good order?</b>	Yes, hedges and grass well maintained.
<b>Are there any facilities available for children outdoors? (give details)</b>	Yes, basketball nets up and court marked out.

### **Comments on outdoor grounds/facilities:**

Grounds well maintained.

## **Laundry Facilities**

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

**If yes:**

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

<b>Who cleans the apartments?</b>	Residents.
<b>Who cleans the communal areas/corridors?</b>	House cleaning contractor three times per week.
<b>How often are apartments inspected by centre staff?</b>	Once a month by Management. Maintenance checks and spot checks also completed.
<b>What arrangements are in place if apartments not sufficiently cleaned by residents?</b>	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**

<b>What type of heating is used in the centre?</b>	Electrical storage heating
<b>Has the issue of heating been discussed with residents?</b>	No issue raised.
<b>Is the heating timed? If so, specify the "on" times</b>	No.

## **Corridors/Stairways**

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

<b>Location/Area:</b>	<b>Comment:</b>
<b>Corridors</b>	New lighting in place throughout

## **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**

<b>No:3</b>					
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					

<b>No:5</b>					
Number of bedrooms	Occupancy	En-suite / bathrooms	Fire Notice	Heating	Smoke alarm (working)
2	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					

<b>No:7</b>					
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	

<b>No:12</b>					
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					

<b>No:14</b>					
Number of bedrooms	Occupancy	En-suite / bathrooms	Fire Notice	Heating	Smoke alarm (working)
2	0	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					

<b>No: 19</b>					
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	Window hinges are broken				

<b>No:20</b>					
Number of bedrooms	Occupancy	En-suite / bathrooms	Fire Notice	Heating	Smoke alarm (working)
2	0	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					

<b>No:25</b>					
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					

<b>No: 28</b>					
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					

<b>No: 38</b>					
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	

<b>No: 40</b>					
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					

<b>No: 52</b>					
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					

<b>No: 57</b>					
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					

<b>No: 58</b>					
Number of bedrooms	Occupancy	En-suite / bathrooms	Fire Notice	Heating	Smoke alarm (working)
2	0	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	Kitchen cabinet door off hinge

<b>No:59</b>					
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					

<b>No: 60</b>					
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	Slight mould in bathroom				

<b>No: 61</b>					
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					

<b>No: 62</b>					
Number of bedrooms	Occupancy	En-suite / bathrooms	Fire Notice	Heating	Smoke alarm (working)

2	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					
No: 63					
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					

<b>No: 64</b>					
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					

<b>No: 65</b>					
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					

<b>No: 66</b>					
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	Needs refurbishment – previous residents just moved out
Kitchen area	Oven, stove top, washer/dryer, microwave and fridge clean and well maintained.
Other Comments	

<b>No: 67</b>					
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					

<b>No: 68</b>					
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					

<b>Summary Sheet</b>
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<b>Name of Centre:</b>	Carroll Village
<b>Address:</b>	Dundalk Co. Louth
<b>Proprietor :</b>	East Coast Catering Ireland
<b>Manager:</b>	Orla O'Grady
<b>Contact Name:</b>	Orla O'Grady
<b>Capacity Per MOA (Current Occupancy):</b>	107 (76)
<b>Date of Inspection:</b>	10/10/2021

Fire issues –

No issues

Apartments

No issues

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From: David Lardner (DCEDIY)

Sent: Tuesday 29 November 2022 12:59

To: [REDACTED]

Subject: IPPS - Inspection Reports Carroll Village Accommodation Centre - Please review and respond

Dear Mr Williams,

Please find attached PDF copies of the IPPS Independent Inspection Reports from QTS Ltd for Carroll Village Accommodation Centre, dated 07/04/2022 and 20/10/2022 which were completed this year.

I would be grateful if you could please review the reports and if there are any comments on the inspection reports which require remediation I would be grateful if you could please revert back to me by email confirming actions taken.

I would be grateful if we could receive your response by Tuesday 13th December 2022

With Kind regards,

David.

David Lardner  
International Protection Procurement Services

—

The Department of Children, Equality, Disability, Integration and Youth.  
An Roinn Leanaí, Comhionannais, Míchumais, Lánpháirtíochta agus Óige

david.lardner@equality.gov.ie  
+353 (0)1 237 6038  
<https://www.gov.ie/dcediy>

Mr David Lardner  
International Protection Procurement  
Services

12 December 2022

**Re: IPAS Inspection-Carroll Village**

Dear Mr. Lardner,

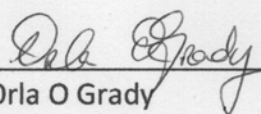
Further to the inspections by IPAS at Carroll Village on 07/04/2022 and 20/10/2022, I wish to confirm that all issues have been rectified.

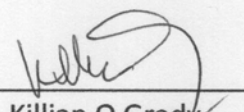
We have a detailed maintenance programme in place and all apartments are in pristine condition prior to occupancy.

We were very pleased with the findings of the audit as it is always satisfying to see that the "systems in place" are actually working. Also, we would like to thank the auditor Shane MacLoughlan for the courtesy he showed and the helpful comments he made during the audit.

Again, we would reiterate our aim to maintain our Centres to the highest standard possible and to have this monitored by both internal and external audits.

Yours Sincerely,

  
\_\_\_\_\_  
Orla O Grady  
Centre Manager

  
\_\_\_\_\_  
Killian O Grady  
General Manager