

## Inspection Form for International Protection Accommodation Services

### Regional Lot 1 & 2

The purpose of this inspection is to ensure that the accommodation provider is providing an accommodation service as contracted.

This template applies to centres on regional tender contracts. Items in yellow apply to centres where families are present only.

**Fill in this page prior to inspection:**

Accommodation Service Name (Centre):	Richmond Court
Address:	Richmond Street, Longford Town
Eircode:	N39 XX19
Contractor (Company):	Mint Horizon Ltd.
Manager:	Carmel Foley
Contracted Capacity:	82
Profile (e.g. singles/families):	Single Males
Previous issues checked. Note made of any issues that were not addressed.	Yes
Every bedroom on register checked against bedroom list (on residents register)	Yes

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Date of Inspection:	19/12/2022
Arrival Time:	10.00am
Departure Time:	12.00pm
Inspector:	Caitriona Mulhall and Bernie Loughrey
IPPS/IPAS/QTS:	IPPS

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### Previous Inspection

Date of last inspection:	03/12/2022
Last Inspector:	Fergal Duane
Last inspection carried out by: IPPS/IPAS or QTS	QTS

Summary of issues from last inspection and confirmation of actions from contractor:

Note to inspector: Please check on this inspection that these items have been addressed.

(copy & paste from previous report)

Fire Safety:

- Room 407 Used candle in room. Removed from room.

- Food Safety : No Issues

Bedrooms:

- Room 502 Replace bulb in room.

The area was extremely clean in all communal areas.

## Part 1: Fire & Documentation

Request & review the following items:

- Copy of Resident Register on day of inspection. ☒
- Note the occupancy on day of inspection: 66
- Copy of staff list from day of inspection. ☒
- Note the name of person on duty today: Paula Murphy
- Copy of catering menu from day of inspection. Not applicable
- View list of emergency numbers ☒
  - Ensure list contains the following numbers; Local Garda station 24 hr number, Local hospital, Local fire station, Duty Social Work Team Out of hours, GP Service and RIA out of hours number.
- Evidence that Residents Committee Meetings are being facilitated, take note of date of last meeting (do not take a copy of the minutes). *No meetings have been held since Covid but residents can approach management at any time.* ☒
- View Maintenance Log – is there evidence that residents can report issues and that these are addressed swiftly? ☒

### Security

- Is 24 hour supervision provided? ☒
- Is security provided by external company? No.
- Name of security provider \_\_\_\_\_
- Does the centre have CCTV? ☒

### Fire Register

- Confirm that the centre is using the register as provided by the Department. ☒
- Check the following. Copy the 2 most recent entries under each heading:

#### Emergency Lighting Inspection Schedule

Date	Inspected by: Company Name/Staff Member (position)	Comments
10/05/2022	Eamon Keogh	Ok
14/12/2022	Staff	Ok

#### Fire Alarm & Detection System Inspection Schedule

Date	Inspected by: Company Name/Staff Member (position)	OK? (Y/N)	Defect	Remedial Action Taken (Y/N)	Sign Off (Y/N)
12/11/2022	Sharp Group	Y			Ok
22/08/2022	Sharp Group	Y			Ok
19/12/2022	Staff	Y			Ok

**Fire Alarm Sound Check done weekly – 7<sup>th</sup> and 14<sup>th</sup> December**

**Fire Fighting Equipment Inspection Schedule** (Include all fire extinguishers, hose reels and fire blankets.)

Date	Inspected by: Company Name/Staff Member (position)	OK? (Y/N)	Defect	Remedial Action Taken (Y/N)	Sign Off (Y/N)
11/12/2022	Staff				Y
06/08/2022	Sharp Group				Y

**Fire Exit Doors / Means of Escape Inspection Schedule**

Date	Inspected by: Company Name/Staff Member (position)	OK? (Y/N)	Defect	Remedial Action Taken (Y/N)	Sign Off (Y/N)
19/12/2022	Staff				Y
18/12/2022					Y

**Fire Drill Procedure Inspection Schedule**

Date & Time	Number of staff involved in drill	Number of residents present in centre	Number of residents evacuated	Evacuation time (length of time it took to evacuate)	Comments
29/09/2022	4	34	34	2 mins 55 secs	All ok
28/06/2022	4	30	30	3 mins 59 secs	All ok

**Staff Instruction and Training (Fire Safety)**

Staff member(s)	Course	Instructor	Duration	Date
All staff	Fire Safety	Apex Fire	2 hours	22/06/2021

**Fire Exits, Emergency Lighting, Smoke Alarms, Fire Notices** (check as you are going around)

Are fire exits clear from obstruction?	Yes
Are they unlocked?	Yes
Are fire exits clearly posted throughout the building?	Yes
Are all fire doors kept closed?	Yes
Are fire evacuation instructions clearly displayed in the centre?	Yes
Are fire extinguishers clearly visible?	Yes
Is there emergency lighting system in place?	Yes
Comments:	

## Part 2: Accommodation Units & Communal Facilities

Please note that the setup of the centre can either be own door units or bedrooms with communal facilities (or a mix). In the case of own door units, please check each unit against the bedroom, kitchen facilities, dining and living space requirements.

### Reception Area

- Reception area has a staff member present. ☒
- First aid kits are available. ☒

Posters/information are visible, take note of what can be supplied to provider by IPPS	Present	To be provided
Up to date House Rules – confirm that residents are brought through the house rules on arrival	Yes	
IPAS Code of Practice	Yes	
Complaint Forms	Yes	
Accident/ Incident procedure	Yes	
HSE Breastfeeding Posters		N/A
Designated Liaison Person details (Child Protection)	Yes	
Safety Statement/Child Safety Statement		N/A
Supervision of children notice		N/A
IOM Voluntary Return Posters	Yes	
Anti-human trafficking Posters	Yes	
'No to Violence & Harassment' Posters	Yes	

- There is a visitor meeting area in the vicinity of the reception where residents can welcome guests. It is clean, functional, fixtures and fittings are in good condition and fit for purpose. ☒
- There is evidence that a visitor sign in and child safety procedure for visitors is in place. ☒
- There is a public toilet in the vicinity of the reception which is open, clean (evidence of a cleaning list in bathroom), soap, hand drying facilities, toilets are functional and fit for purpose.  
Evidence of leak – ceiling requires painting ☒

- Note the heating arrangements

**Note any issues seen in, or comments on, reception area/visitor meeting room/public toilet:**

**Note the heating arrangement (for whole centre):**

Heating on timer and if residents feel cold they can ask at reception to boost it in-between times

#### WiFi

- Connect to the WiFi that residents use. ☒
- Check the connection at various points throughout the inspection. ☒
- Ask a few residents if the WiFi connection is sufficient. ☒

**Note results of speed tests and locations:**

- Download – 2.85mbps
- Upload – 0.22mbps

#### Kitchen Facilities for Residents to Cook for themselves if Independent Living:

Can be either communal or within each accommodation unit. Note the set up in this centre:

There are six cooking stations

- Are the cooking stations clean and functional? ☒
- Are there sufficient cooking utensils? ☒
- Is there a separate cooking station & utensils for halal cooking? **No halal cooking station but utensils available**
- Check that a food safety management system is in place in fridge/freezers/dry storage areas. ☒
- Do residents have 24/7 access to a Residents Canteen including sink, microwave, kettle, fridges, hot and cold water, cutlery and crockery? ☒

**Note any issues seen in, or comments on, residents kitchen:**

- Kitchen closes for 1 hour a day for cleaning. Floor was very slippery

**Dining Area**

Can be either communal or within each accommodation unit.

- The dining area is clean and functional. ☒
- There is sufficient furniture including tables and chairs. ☒
- Availability of high chairs. Not applicable ☐
- Tea, coffee, drinking water, fruit and snacks available to residents. ☒
- Furniture, fixtures and fittings are in good condition and are fit for use. ☒

**Note any issues observed in, or comments on, the dining area:**

**Living Rooms (for families) – Not applicable**

These are private living room spaces, not used as a bedroom for families. (Not applicable if centre is completely made up of own-door units). –

Please check the following in each living room:

- Room is exclusively used as a living room. ☐
- Room is bookable. ☐
- Room is furnished as a living room including TVs & other recreational facilities. ☐

- Furniture, fixtures and fittings are in good condition and are fit for use. ☐
- No living room should be shared by more than 3 families. N/A ☐
- No CCTV in living rooms. (Even inactive CCTV cameras are not acceptable). ☐

**Note any issues observed in, or comments on, living rooms (note the number of living rooms):**

### Meeting Rooms

Please check the following in each meeting room:

- Minimum of 5 chairs and a table. ☒
- Furniture, fixtures and fittings in good condition. ☒
- Room is bookable by residents. ☒
- Room has a lockable door (from inside). ☒
- No CCTV in the meeting room. (Even inactive CCTV cameras are not acceptable). ☐
- There must be at least two meeting rooms. ☒

**Note any issues observed in, or comments on, meeting rooms:**

3 living rooms but one being used as storage area at the moment

Gym also available which is very well used.

### Food Hall if applicable- (Onsite Shop)

- There is a price list displayed for residents. ☒
- Epos system in operation ☒.
- Records of food delivery. ☒
- Records of refrigerator temperature checks. ☒
- Take samples (at least 5) of food items for sale, the expiration date, price. ☒



- HACCP checks (food temperature, food storage, food safety management system). ☒

Item for sale	Expiration Date	Points Value
Bread	22/12/2022	1.10
Milk	22/12/2022	1.15
Sugar	August 2024	1.10
Yogurt (large)	04/01/2023	1.10
Chicken legs	06/12/2022 – frozen on this date	4.50
Eggs	07/01/2023	1.40
Bananas	No date	1.70

**Note date of last inspection by Environmental Health Officer: Not required as its independent living.**

**Note any issues observed in food hall:**

### Catering Service if applicable – N/A

Please tick:

- Centre has an onsite kitchen providing a catering service ☐
- Catering service is provided through external service ☐
- There is no catering service ☐
- Check that menu provides for all dietary requirements and is nutritionally appropriate. ☐
- Check for any evidence of pest/rodent activity. ☐
- Carry out HACCP checks (food temperature, food storage, food safety management system). ☐

**Note any issues with, or comments on, catering service:**

### Social/Entertainment Spaces

Check the following:

- Social space is furnished appropriately, furniture is in good condition and fit for purpose. ☒
- Social space includes TV, computers and other recreational facilities which are functional and available to residents. ☒
- Fixtures and fittings of social space(s) are in good condition. ☒
- There is a clean, functional and appropriately equipped indoor children's play area. N/A ☐
- There is a safe, outdoor, clean outdoor children's play area. N/A ☐
- There is a teen room/homework room which has TV & other recreational facilities. These are functional and clean. N/A ☐

**Note any issues with, or comments on, social spaces (including if any of the above spaces are not being provided, and note where additional facilities are being provided):**

### Laundry Facility

- All machines are functional. ☒
- Opening hours are reasonable. ☒
- Area is clean and clear of hazards. ☒
- Supply of washing powder available to residents. Available to buy in shop ☒

#### Note any issues with, or comments on, laundry area:

- 3 washing machines and 3 dryers and open 24hrs

### Building Exterior/Grounds:

- Grounds are well kept. ☒
- Pathways are free from hazards. ☒
- Paintwork is in good condition. ☒
- Windows appear clean and in good repair. ☒
- Any other applicable considerations. ☒

#### Note any issues with, or comments on, building exterior/grounds:

### Corridors

- All corridors throughout maintained. ☒
- Is the area generally clean? ☒
- Any issues requiring attention? ☒

**Note any issues with or comments on corridors:**

### Stairways

- All stairways kept clear & maintained. ☒
- Is the area generally clean? ☒
- Any issues requiring attention? (*e.g., fire exit signs, hazards, lighting, notices, décor, etc.*) ☐

**Note any issues with, or comments on, stairs/stairwells:**

Stairways and floors were very wet and slippery but cleaning at the time underway

### Bedrooms

Check each bedroom against the below list. If there are any issues, please note the room number and issue in the box below. In each bedroom, check the following:

#### **Occupancy:**

- No more than 3 residents per bedroom (no more than 3 per bedroom). ☒
- If residents are present, and it is appropriate to engage with them, ask if there are any issues with the accommodation that they would like to discuss (*see Part 3 below*).

**Physical Aspects:**

- Furniture (Beds, wardrobes, TV, other furniture) are in good condition and fit for use. ☒
- Fixtures and fittings (floor covering, curtains, blinds, light fittings, paintwork, window openers including child restrictors) are properly maintained and are fit for use. ☒
- Heating and safety equipment do not present issues (e.g. is smoke alarm uncovered, does the room feel warm enough, any fire hazards). ☒

**Bathroom**

- Bathroom is for exclusive use of one bedroom (either ensuite or a bathroom within 20m of the bedroom). ☒
  - Check for mould or other sanitary issues. Note if deep cleaning is required.
  - All fixtures are in good condition and fit for use. ☒
- 
- 5 Showers, 5 toilets and 3 hand basins on each floor of the rooms beginning with 3 and 4– all ok
  - 3 showers, 2 toilets and 2 sinks for rooms beginning – also number of ensuites.
  - Room 501 ensuite and 1 shower toilet and sink for 501 and 502

**Note any issues seen in, or comments on, any bedrooms (include room number):**

- Room 307 – Room not inspected
- Room 306 – Heater turned off room seemed cold.
- Room 407 – Room not inspected
- Room 406 – Chest of drawers broken
- Room 404 – Vent covered
- Room 207 – No TV per resident request but wire exposed.

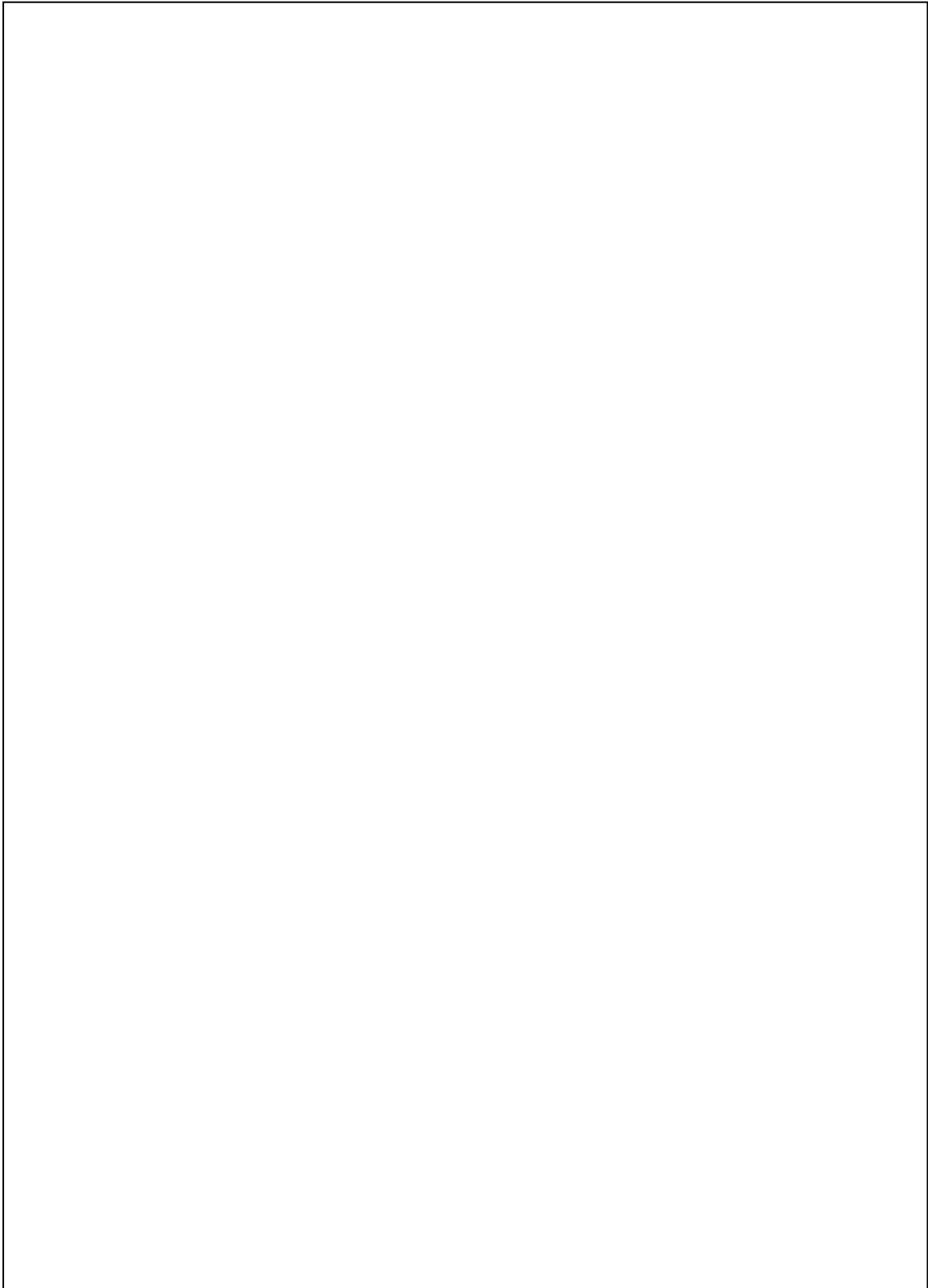
**Note any issues seen in, or comments on, any bedrooms (include room number):**

### Summary of Issues

Fill in after inspection. This, along with the report, will be sent to the contractor, and the next inspector will use this section to verify that issues have been addressed on the next inspection.

- Room 307 – Room not inspected
- Room 306 – Heater turned off room seemed cold.
- Room 407 – Room not inspected
- Room 406 – Chest of drawers broken
- Room 404 – Vent covered
- Room 207 – No TV per resident request but wire exposed.
- Public Toilet - Evidence of leak – ceiling requires painting





#### **End of inspection checklist (while onsite):**

- Previous issues checked. Note made of any issues that were not addressed.
- Every bedroom on register checked against bedroom list (on residents register)
- You have:
  - Date of last Environmental Health Officer Inspection if applicable
  - Resident Register from day of inspection
  - Staff list and name of person on duty on day of inspection
  - Catering menu from day of inspection if applicable
  - If there has been any pest control issues, get a copy of most recent report.
- Manager has signed the declaration.

#### **Follow up:**

- Check sample foodhall prices against the IPAS Points and Products list, note any discrepancy.
- Create the summary of issues sheet
- Scan report, register, staff list, menus (if applicable) to IPPS. Include the confidential issues page.
- The report can be scanned handwritten, no need to type it if it is legible and appropriate for publication.

**Manager Declaration (for IPPS/IPAS inspections)**

**Manager should be asked to sign this declaration.**

This inspection, by a Department official, is primarily to examine how the terms of the Contract are being complied with in the centre.

The manager accepts that the person carrying out the inspection is not charged with certifying the centre is in compliance with all fire safety regulations. The manager agrees that the information provided above is correct.

**Signed:**

Paula Murphy

**Position:**

Duty Manager

**Date:**

19/12/22

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**Richmond Court**

**Richmond Street**

**Longford**

**Ph: 043 33 62015**

**Fax: 043 33 62016**

17<sup>th</sup> January 2023

Dear Luke

Thank you for your email dated 12<sup>th</sup> of January 2023, in relation to your inspection of Richmond Court on the 19<sup>th</sup> of December 2023.

**Fire Safety**

- No issues noted thank you

**Food Safety**

- No issues noted thank you

**Other issues**

- Public toilet, leak repaired and ceiling repainted

**Bedroom Issues**

- Room 307: not inspected, noted
- Room 306: Heating is working residents had chosen to turn off heating
- Room 407: not inspected, noted
- Room 406: Chest of drawers replaced with new
- Room 404: Vent uncovered on day of inspection
- Room 207: Wire exposed, this wire would need to remain in case of request to return TV. Not hazardous this is coaxial cable without any electricity charge

I hope the above is to your satisfaction. I would like to thank our management and staff for their efforts, please contact me if you have any queries on the above.

Thank you

Kind regards

*Carmel Foley*

Carmel Foley

