

## Inspection Form for International Protection Accommodation Services

### EOI & Emergency Contracts

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 EOI & Emergency contracts.

Items **in yellow** apply to centres where families are present only.

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

Accommodation Service Name (Centre):	Meagher's Guest House
Address:	3 Eden Quay, Dublin 1
Eircode:	D01 W896
Contractor (Company):	Eden Quay Taverns LTD
Manager:	Alice Brocklebank
Contracted Capacity:	21
Profile (e.g. singles/families):	Single Females/ Families
Previous issues checked. Note made of any issues that were not addressed.	
Every bedroom on register checked against bedroom list (on residents register)	Yes

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Date of Inspection:	31/08/2023
Arrival Time:	15:20
Departure Time:	17:00
Inspector:	Katie Doran
IPPS/IPAS/QTS:	IPPS

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#### Previous Inspection

Date of last inspection:	N/A
Last Inspector:	
Last inspection carried out by: IPPS/IPAS or 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.

Not applicable

## Part 1: Fire & Documentation

Request & review the following items:

- Copy of Resident Register on day of inspection. ☒
- Note the occupancy on day of inspection: 18
- Copy of staff list from day of inspection. ☒
- Note the name of person on duty today: Stephen Jordan
- Copy of catering menu from day of inspection (where relevant). ☐
- View list of emergency numbers. ☒
- Date of last Environmental Health Officer Inspection (if applicable) \_\_\_\_\_
- If there has been any pest control issues, a copy of most recent report ☒

### Security

- Is 24 hour supervision provided? There is a staff member available through the pub until 2am approx
- Is security provided by external company? Security is provided by the doormen of the pub
- 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
10/2022	Abacus Fire and Safety LTD	Due for maintenance 10/2023

#### 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)
15/05/2023	H.E. Electrical	Y	N	N/A	Y
14/02/2023	H.E. Electrical	Y	N	N/A	Y

#### 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)
16/07/2023	Alice Brocklebank	Y	N	N/A	Y

17/07/2023	Alice Brocklebank	Y	N	N/A	Y
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#### 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)
16/07/2023	Alice Brocklebank	Y	N	N/A	Y
17/07/2023	Alice Brocklebank	Y	N	N/A	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
(no records)					
(no records)					

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

Staff member(s)	Course	Instructor	Duration	Date
Keith Kavanagh	Fire Warden; Michael Slattery Associates Limited; Fire Safety Engineers	Alan Burke	-	15/11/2021

#### 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:	Each bedroom details fire evacuation plans

## 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** – *(The following are not mandatory for EOI/Emergency Contracts however should be noted as part of the assessment).*

- Reception area has a staff member present. ☐  
**There is a pub under the accommodation centre with a duty manager 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	No	
Designated Liaison Person details (Child Protection)	Yes	
Safety Statement/Child Safety Statement	Yes	
Supervision of children notice	Yes	
IOM Voluntary Return Posters	No	
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 are no visitors allowed in this centre. There is no reception area, however, the centre is placed over a public house**

- 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. **There are no public bathrooms.**

- Note the heating arrangements.

**Note any issues seen in reception area/visitor meeting room/public toilet:**

**There is no reception area or visitor meeting room.**

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

**Gas central heating**

#### 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:**

**Access to WiFi provided – speed test on day; 35mbps download; 7mbps upload.**

#### **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:

**Communal cooking space with 1 oven and hob. Sink, cupboards with utensils, dining ware, cookware. 1 small fridge. Microwave. Kettle/ toaster. 6 chairs and dining table.**

- Are the cooking stations clean and functional? ☒
- Are there sufficient cooking utensils? ☒
- Is there a separate cooking station & utensils for halal cooking?  
**No**
- 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 observed in or comments on residents' kitchen:**

**This is a self-catering centre with 18 residents. There is one oven with a hob and one microwave available for residents to cook with.**

#### **Dining Area**

Can be either communal or within each accommodation unit.

- The dining area is clean and functional. ☒
- There is sufficient furniture including tables, chairs.  
**There are only 6 chairs available for 18 residents.**
- Availability of high chairs. ☐
- 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:**

**6 chairs available for 18 residents. Centre has capacity for 21 people.**

#### **Communal Spaces**

These are communal 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 communal space room ☐
- 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 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):**

**No communal space except for kitchen**

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. ☐
- There is a safe, outdoor, clean outdoor children's play area. ☐



- There is a communal space which has TV & other recreational facilities. These are functional and clean. ☐

**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):**

**No social space**

### **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). ☐

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

**No meeting room**

**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.

Item for sale	Expiration Date	Points Value

**Note date of last inspection by Environmental Health Officer:**

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

**(Not applicable)**

### Shopping off-site (card/voucher system in place)

Please tick:

- Is a card/voucher system in place for residents to shop in the local area? ☒
- Has an agreement been reached with a local shop(s)? ☒
- Is the system fully functional? ☒
- Do the residents have sufficient credit to buy necessary items? ☒

**Note any issues observed with or comments on card/voucher system for external shopping:**

**No issues have been noted with the soldo credit cards provided. Residents receive €45 per week.**

**Residents are provided with breakfast items, snacks, tea and coffee.**

### Catering Service if applicable

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.

HACCP checks	Notes
Food temperature	
Food storage (fridge temperature)	
Food storage (freezer temperature)	
Food safety management system	

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

#### **Laundry Facility**

- Laundry Service in Place? ☒
- Sufficient self-service machines for number of residents? ☐
- All machines are functional? ☒
- Opening hours are reasonable?
- Area is clean and clear of hazards? ☒
- Supply of washing powder available to residents? ☒

**Note any issues with or comments on laundry area:**

**There is one washing machine and one dryer available.**

**The centre has a bi-weekly laundry service which cleans bed linen and towels for residents.**

#### **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:**

**No issues – space is well kept and free from clutter.**

### 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:**

**No issues, stairways are free from obstructions, well lit with fire exit signs and emergency lighting.**



## 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:

- Number of residents to a room.
- 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/ sufficient personal storage, other furniture) are in good condition and fit for use. ☒
- Access to a television (mandatory for EOI, reasonable access in common areas will suffice for Emergency). ☒
- 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

- Sufficient bathroom facilities for number of residents ☒
- Check for mould or other sanitary issues. Note if deep cleaning is required.
- All fixtures are in good condition and fit for use. ☒

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

**No issues seen in bedrooms. Each room has the following facilities; en-suite, television, access to WiFi, small fridge, kettle and ample storage. Rooms are spacious and residents had no complaints regarding the facilities in the rooms.**

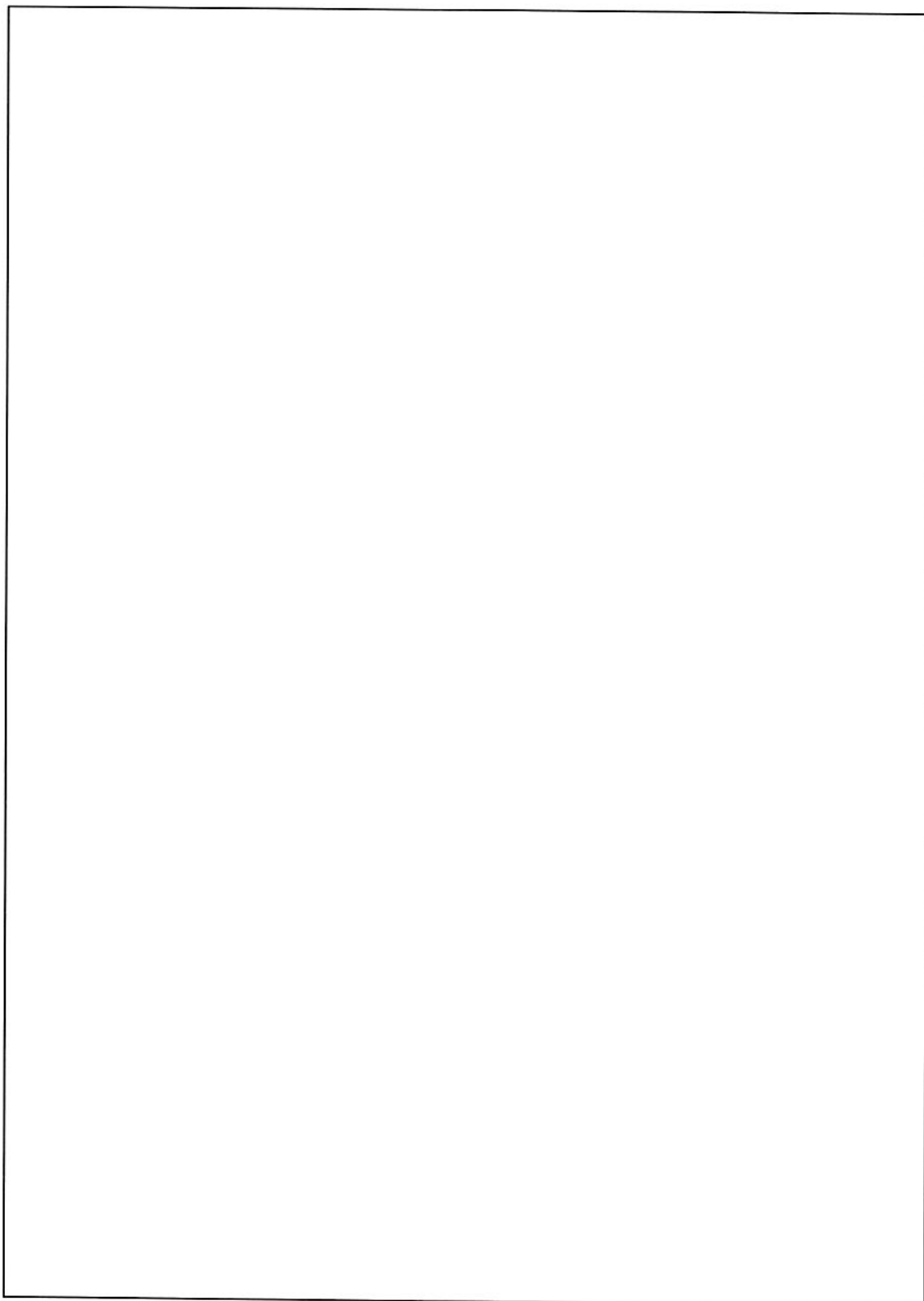
**Access was gained to each room, room number 1 was vacant and awaiting 2 new residents.**

### 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.

Reporting of daily fire checks could be improved upon – ensuring fire doors/ fire equipment are regularly checked by members of staff.

Fire drills/ evacuation must be carried out every six months and recorded.



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

- 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:**

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke, positioned above a horizontal line.

**Position:**

Centre Manager

**Date:**

31.08.2023



## STAFF LIST EDEN QUAY GUESTHOUSE

[illegible]

[illegible]



or's Comments:



MSA

Michael Slattery Associates Limited  
Fire Safety Consultants



ACEI  
Association of Consulting  
Engineers in Ireland



NFFPA  
MEMBER

This is to certify that >

Attended >

Date >

Certified >

Keith Kavanagh

Fire Warden Course

16th November 2021

Alan Burke

Michael Slattery Associates  
Fire Safety Engineers

MSA



# H.E. Electrical LTD.

Electrical Engineers - Consultants, Designers, Contractors

## Emergency Lighting System Report for inspection, testing & servicing

Applicable standard to which the Emergency Lighting System was installed [tick appropriate box(s)]

I.S. 3217:1989 ☐

I.S. 3217:2008 ☐

I.S. 3217:2013 ☐

I.S. 3217:2013+A1:2017 ☒

Evidence Of Commissioning Available Yes ☐ No ☒

Building Name Owner and/or Occupier MEAGHERS PUB.

Address of Building 3 EDEN QUAY DUBLIN 1. DO1W896.

Description of Works QUARTERLY INSPECTION UPSTAIRS ROOMS.

As Installed Drawing(s) No

☒ Quarterly Inspection and Test

☐ Special Servicing following a fault

☐ Other non-routine attention

I/We hereby declare that the Emergency Lighting System at the above building, and as detailed above, has been inspected, tested and/or serviced by me/us in accordance with the requirements of 16.2.4 (quarterly inspection) of I.S. 3217:2013+A1:2017 and with reference to the applicable standard(s) to which the emergency lighting system was installed, that all relevant details have been recorded in the logbook in accordance with Clause 14 and the schedule for periodic inspections & tests due dates has been updated.

I/We hereby declare that were this report relates to a special servicing following a fault(s) and/or other non-routine attention that the details of any deficiencies, defects and/or faults otherwise discovered and any necessary corrective action(s) required or carried out have been recorded in the logbook.

Comments/Recommendations NEXT TEST DUE  $\approx$  4 WEEKS. 14-05-23.

I/We confirm my/our competence to undertake this work

Name MICHAEL HAMILTON

Position ELECTRICIAN

Signed: ellu

Date: 14.10.2023

For and on behalf of (company) H.E. Electrical LTD

Qualification Number

DC062014/0283



## Fire Detection and Alarm System: Schedule of Servicing/Testing

Name of company responsible for servicing: H.E. Electrical LTD

Address of above: Alexandra House, The Sweepstakes, Ballsbridge, Dublin 4

SCHEDULE IF TESTING OF FIRE ALARM SYSTEM AT:

Name of premises: Meagher's Pub

Address of premises: 3 Eden Quay, Dublin 1.




System	Protected Areas
	Ground Floor Public Area
	Basement Bar Area
	Public Toilets
	Kitchen
	Staff Areas

Planned Servicing Frequency					
Weekly	Monthly	2 Monthly	Quarterly	6 Monthly	Other
			✓		

This is to certify that the detection and alarm system(s) as outlined above have been serviced and tested on the latest date indicated below in accordance with the requirements of I.S.

3218:2013+A1:2019 and as set out in the relevant detailed report.

The system(s) are in acceptable working order and any ongoing work or exceptions are noted in the system logbook on the relevant date. The responsible person has been notified of all such entries.

Next Service Due Within 4 Weeks of	Service Engineers	Signature	Date
01 10 21 2022	JC HE ELEC		15 10 21 22
15 10 21 22	JC HE ELEC		22 10 21 22
08 10 21 23	JC HE ELECTRICAL		07 10 21 23
1 1			1 1
1 1			1 1
1 1			1 1
1 1			1 1



## Service Report

### Type of Call

- ☒ Routine  
☐ Inspection  
☐ Additional  
☐ Emergency  
☐ Advice Sheet Over Page

### Date of Visit

17.02.23

### Report No.

Name MEXMERS  
 Address EDEN QUAY  
District 2

### Service Work Carried Out

ROUTINE SERVICE.

ON THIS VISIT, ALL ROBBIT POINTS IN  
THE BARS, CELLAR AND KITCHEN WERE  
INSPECTED.

NO ROBBIT ACTIVITY TO REPORT.

EKK IN GOOD WORKING ORDER.

### Evidence of Pests Found on This Visit

- |                                |                                      |   |
|--------------------------------|--------------------------------------|---|
| <input type="checkbox"/> Rats  | <input type="checkbox"/> Birds       | <input type="checkbox"/> Stored Product Insects |
| <input type="checkbox"/> Mice  | <input type="checkbox"/> Cockroaches | <input type="checkbox"/> Textile Pests          |
| <input type="checkbox"/> Flies | <input type="checkbox"/> Ants        | <input type="checkbox"/> Others (specify)       |

Prep. Used	Quantity	Prep. Used	Quantity

BRADON EDWARDS

Signed for Principal Environmental Services

   
Signed for Customer

**From:** [Alice Brocklebank](#)  
**To:** [Marija Jokic \(DCEDIY\)](#)  
**Subject:** AW: Inspection Report Follow Up  
**Date:** Wednesday 29 November 2023 11:35:22  
**Attachments:** [Antibullying Policy Meaghers Eden Quay Guesthouse.docx](#)  
[Child Safeguarding Statement Meaghers Eden Quay new.docx](#)  
[Supervision of Children.docx](#)

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**CAUTION:** This eMail originated from outside your organisation and the BTS Managed Desktop service. Do not click on any links or open any attachments unless you recognise the sender or are expecting the email and know that the content is safe. If you are in any doubt, please contact the OGCIO IT Service Desk.

Good morning Marija

Thanks for sending the report. Just a few amendments to your report (marked in yellow):

1. We don't have a **breastfeeding poster** on display because we do not accept children below the age of 5 years in our center. This was discussed before our opening with the contracting Department of IPAS. The stairs in the center are unsuitable and risky for younger children. Also, access with buggies, etc., is inappropriate.
2. **Supervision of Children:** Our notice board has a supervision Notice for residents (communal kitchen and hallway second Floor). I'm attaching those documents for your review.
3. **Availability for high chairs:** we do not provide high chairs because we do not accept children below the age of 5 years in our center. This was discussed before our opening with the contracting Department of IPAS. The stairs in the center are more suitable and safe for older children.
4. **Child restrictors window:** There are child restrictions at the window and additional outside metal security bars in front of windows with children (Rooms 1 and 3)- those are the only two rooms for single mothers with children over the age of 5. I'm happy to take pictures and send them on.
5. **Outside and inside play areas:** we do not provide those areas. We are located in Dublin City Center, and many amenities are around the Corner, e.g., Stephens Green playground (5 minutes walk, etc.). This was all discussed before opening.

Please let me know if you need further information.

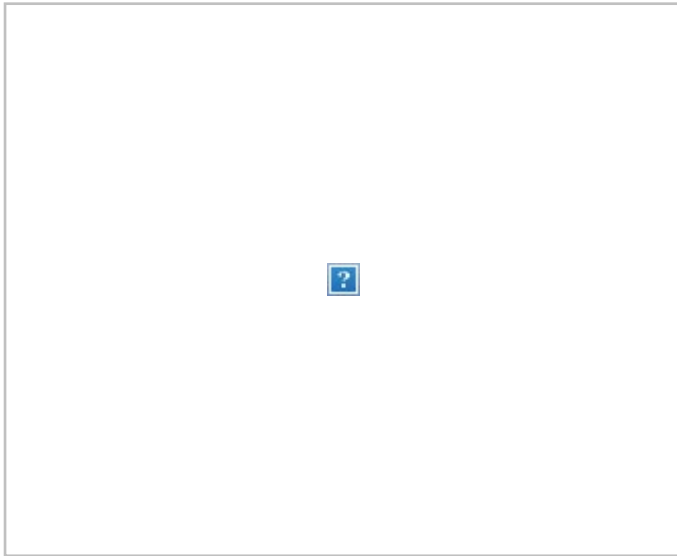
Best regards

Alice

**MEAGHERS**  
**Eden Quay Guesthouse**

***Alice Brocklebank***  
***Centre Manager***

3 Eden Quay  
Dublin 1  
D01 W896



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**Von:** [Marija Jokic \(DCEDIY\)](#)

**Gesendet:** Mittwoch, 29. November 2023 11:02

**An:**

**Cc:** [DCEDIY IPPS](#)

**Betreff:** Inspection Report Follow Up

Dear Alice,

Please find attached PDF copies of the IPPS Independent Inspection Reports from IPAS for Meaghers Guesthouse Accommodation Centre, dated 19/09/2023 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 Wednesday, the 13/12/2023.

Kind regards,  
International Protection Procurement Service

**Seirbhísí an tSoláthair Cosaint Idirnáirsiúnta**

International Protection Procurement Services

**An Roinn Leanai, Comhionannais, Michumais, Lánpháirtíochta agus Óige**

Dept. of Children, Equality, Disability, Integration & Youth

**2<sup>nd</sup> Floor Montague Court, 7-11 Montague Street, Dublin 2**

