

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):	Moat Lodge
Address:	Adamstown Road, Lucan
Eircode:	K78P7X3
Contractor (Company):	Vincent Kerrins
Manager:	Ursula Hilliard
Contracted Capacity:	32
Profile (e.g. singles/families):	SF
Previous issues checked. Note made of any issues that were not addressed.	N/A
Every bedroom on register checked against bedroom list (on residents register)	N/A

Date of Inspection:	30/08/2023
Arrival Time:	14:45
Departure Time:	16:00
Inspector:	Sigita Gaidauskaite
IPPS/IPAS/QTS:	IPPS

Previous Inspection

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

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.

N/A

Part 1: Fire & Documentation

Request & review the following items:

- Copy of Resident Register on day of inspection. ☒
- Note the occupancy on day of inspection: 32
- Copy of staff list from day of inspection. ☒
- Note the name of person on duty today: Vicent Kerins
- 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? ☒
- Is security provided by external company? ☐
- 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
30/09/21	John Barrett	Passed.
11/11/22	John Barrett	Passed.

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)
30/09/2021	John Barrett	Y	N	N	Y
11/11/2022	John Barrett	Y	N	N	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)
30/09/2021	John Barrett	Y	N	N	Y
11/11/2022	John Barrett	Y	N	N	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)
Daily	Manager on duty.	Y	N	N	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
8/6/23.	2	10	None as voluntary.	7 min	N

Staff Instruction and Training (Fire Safety)

Staff member(s)	Course	Instructor	Duration	Date
All staff	Fire Safety/Equipment	Proshield H&S.	Half Day	15/11/22
All staff	Evacuation Procedure	Proshield H&S.	Half Day	16/11/22

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

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

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. ☒
- 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		
Designated Liaison Person details (Child Protection)	Yes.	
Safety Statement/Child Safety Statement	Yes.	
Supervision of children notice		
IOM Voluntary Return Posters	Yes	
Anti-human trafficking Posters	Yes.	
'No to Violence & Harassment' Posters	Yes.	
Note:		

- 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 signs 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. ☒

- Note the heating arrangements.

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

N/A

Note the heating arrangement (for whole centre):

Centre is adequately heated throughout and thermostats are present in each of the residents' rooms.

Wi-Fi

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

Note results of speed tests and locations:

There is open Wi-Fi present in the B&B – no password required.

Wi-Fi tested in the dining area 114.4 is the download speed.

Wi-Fi in lobby, 2nd floor corridor and 2.4/5g

Kitchen Facilities for Residents to Cook for themselves (if Independent Living): N/A.

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

- Are the cooking stations clean and functional? ☐
- Are there sufficient cooking utensils? ☐
- Is there a separate cooking station & utensils for halal cooking? ☐
- 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:

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. ☒
- 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:

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):

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 a

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:

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:

Shopping off-site (card/voucher system in place) – N/A

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:

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:

N/A

Laundry Facility

- Laundry Service in Place? ☒
- Sufficient self-service machines for number of residents? ☒
- All machines are functional? ☒
- Opening hours are reasonable? Yes
- Area is clean and clear of hazards? ☒

- Supply of washing powder available to residents? ☐

Note any issues with or comments on laundry area:

N/A

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:

N/A

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:

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. ☑

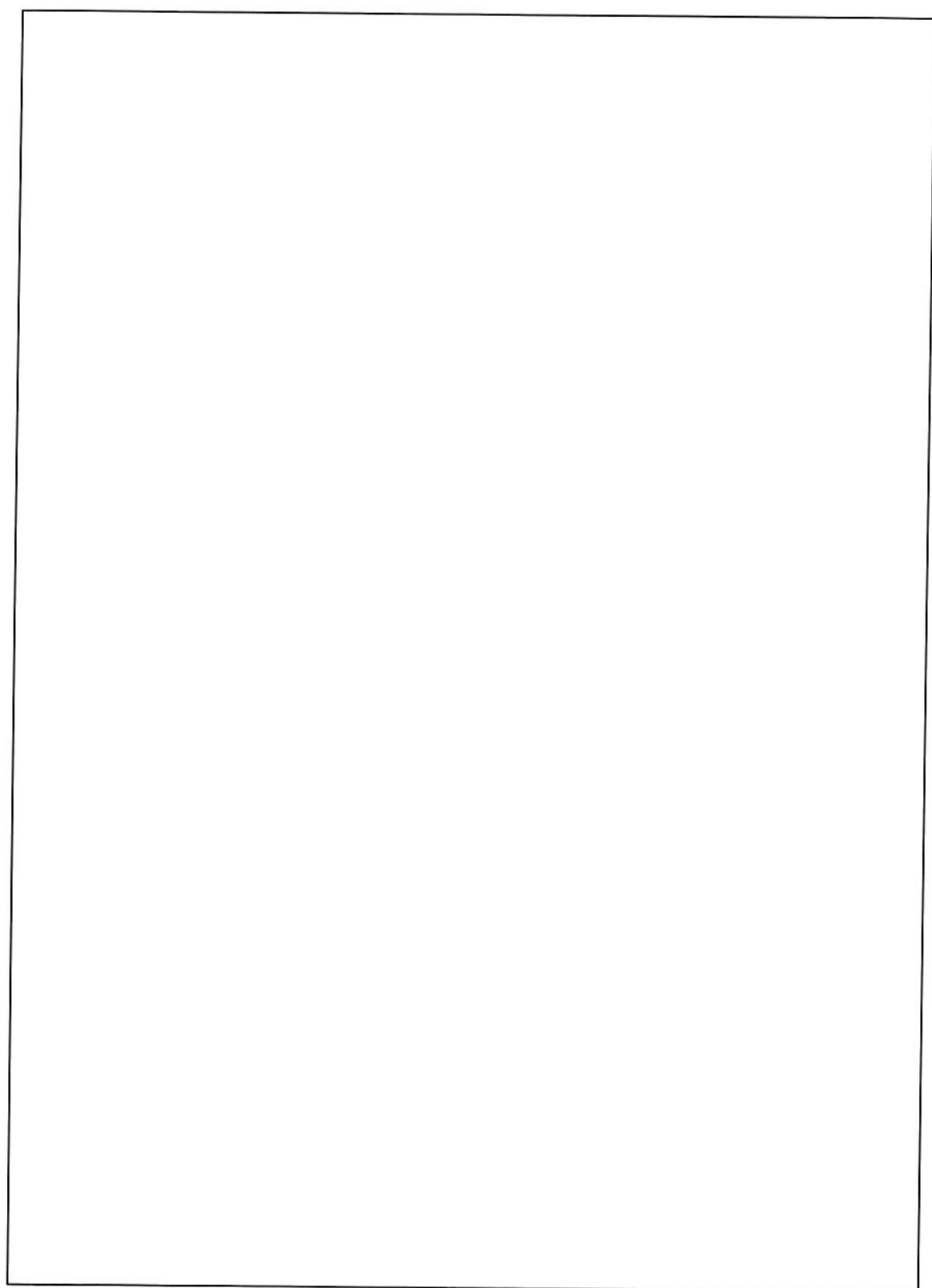
Note any issues seen in or comments on any bedrooms (include room number):

All room in good conditions.

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.



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 have been any pest control issues, get a copy of most recent report.
- Manager has signed the declaration.

Follow up:

- Check sample food hall 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.

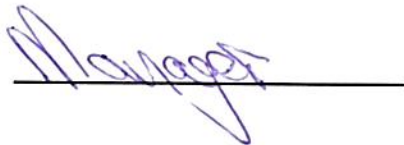
This inspection, by a Department official, is primarily to examine how the terms of the Contract are being complied with in the centre.

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:



Position:



Date:



Visit report | Inspection | July 24, 2023



LG VAUGHAN PEST MANAGEMENT
ESTABLISHED 1993

Report number: 2420154

Customer name: Moat Lodge BnB

Address: Adamstown Road - K78 P7X3 Lucan Co. Dublin

Visit type: Inspection

Technician: Jonnie Vaughan

Task:

Visit date: Monday, July 24, 2023

Comments: Routine service visit. Each monitoring point checked and reset. Visual inspection of premises completed. No evidence of rodent activity found and no proofing issues noted.

Signed by: Vinny (sob)

✓

Checkpoints

Room	Label	Bait or trap type / Checkpoint type	Pest Type	Consumption
Bin area	EMP1	Non-toxic / EMP - External Monitoring Point	Rats and Mice	0%
Kitchen	IMP1	Non-toxic / IMP - Internal Monitoring Point	House Mice	0%
Kitchen	IMP2	Non-toxic / IMP - Internal Monitoring Point	House Mice	0%
Kitchen	IMP3	Non-toxic / IMP - Internal Monitoring Point	House Mice	0%
Office	IMP4	Non-toxic / IMP - Internal Monitoring Point	House Mice	0%
Office	IMP5	Non-toxic / IMP - Internal Monitoring Point	House Mice	0%
Laundry	IMP6	Non-toxic / IMP - Internal Monitoring Point	House Mice	0%
Laundry	IMP7	Non-toxic / IMP - Internal Monitoring Point	House Mice	0%
Dining room	IMP8	Non-toxic / IMP - Internal Monitoring Point	House Mice	0%
Boiler House	IMP9	Non-toxic / IMP - Internal Monitoring Point	House Mice	0%
Boiler House	IMP10	Non-toxic / IMP - Internal Monitoring Point	House Mice	0%

Name 1	Name 2	Name 3	Name 4	30/08/2023
KIM	MANYARA	NYANHHANDA		P
CATHERINA	CHAITA			P
ELLIOT	WENDY	DJJOMI	MOUTO	P
HANI	ABUDULAH	ISSE		P
RAHMO	MOHAMED	SHEIK	AHMED	X
FADIMA	DAHIR			P
SARA	JEMEL	FILI		P
SACDIYO	CALI	MOHAMED		P
TAMBUDZAYI	RUKARA			P
CLEMENT	JABULANI	MAPOSA		P
REBECA	ELIZZABETH	CRUZ	CRUZ	P
ALICIA	DEL	CARMEN		P
MAKA	DEMURASHVILI			P
IGHADE	NGOZI	NAOMI		P
ANA	SIBINDI			P
NEO	GIFT	MOLEFHE		P
NALEDI	GLADYS	KHANYALI	NONDO	P
TAHTO	KATLEGO	PHETO		P
ZINHLE	NHLEKO			P
ZAKINA	ASHORI			P
MONICA	LISETTE	ORELLANNA	ERA	P
HAPPINESS	MNTHALI			P
ENERIK	AGA			P
RAED	AGA			P
SARA	IVSIKU			P
LEDIANA	MUCA			P
IDIL	MAXAMUUD	XUSEEN		P
AMAL	ABDI	SUGOW		P
AMINAZZAHRA	ADBULLAHI	HUSSEIN		P
Marika	Dzlierishvili			P
RODA	ALI	JIBRIL		P

IPAS spot inspection of Moat Lodge B&B 30-08-2023

Staff Present

- Housekeeping Supervisor – Michelle Carney
- Managing Director – Vincent Kearns

From: [Moat Lodge](#)
To: [Marija Jokic \(DCEDIY\)](#)
Subject: Re: Inspection Report Follow Up
Date: Wednesday 29 November 2023 12:19:29

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Hi Marija,
Thank you
I am very pleased with the results of your inspection,

Thanking you

Vinny

On Wed 29 Nov 2023 at 12:06, Marija Jokic (DCEDIY) wrote:

Dear Vincent/Ursula,

Please find attached PDF copies of the IPPS Independent Inspection Reports from IPAS for Moat Lodge Accommodation Centre, dated 30/08/2023 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 Leanaí, Comhionannais, Míchumais, Lánpháirtíochta agus Óige
Dept. of Children, Equality, Disability, Integration & Youth

2nd Floor [Montague Court, 7-11 Montague Street, Dublin 2](#)



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