

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):	Hibernian Hotel
Address:	Main Street, Abbeyleix, Co. Laois
Eircode:	R32 XC85
Contractor (Company):	Flodale Ltd
Manager:	Anne Walshe
Contracted Capacity:	63
Profile (e.g. singles/families):	Families, Couples, Singles
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- If any rooms were not inspected it was noted.

Date of Inspection:	28/08/23
Arrival Time:	2:45 p.m.
Departure Time:	4:20 p.m.
Inspector:	Jade McEvoy
IPPS/IPAS/QTS:	IPS

Previous Inspection

Date of last inspection:	14/12/2022
Last Inspector:	Jade McEvoy
Last inspection carried out by: IPPS/IPAS or QTS	IPPS

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)

Kitchen floor is visibly not clean

In kitchen food is left out uncovered

Food gathering in the kitchen sink

Dirty pots and pans left around the sink in the kitchen

No cupboard doors on any of the cupboards, even the ones containing food

Cookers/ hobs visibly not clean

Broken glass underneath one of the cooking stations, a box collecting glass containers which had no lid, poses a health and safety risk

Overall a low level of hygiene present in the kitchen area

The carpet in the upstairs corridors (floor 1) is in urgent need of replacement

Very worn, stained throughout with a low level of cleanliness being present

Bungalow 6- Broken pot outside the door posing safety risk to children, room very cluttered

Bungalow 3- The outside door is damaged and decaying and needs to be replaced

Room 14- Bulb in bathroom is not working and needs to be replaced

Room 11- The mould on the bathroom ceiling is very prominent and needs to be addressed

Room 21- Mould on bathroom ceiling and room is cluttered

Room 18- Bathroom ceiling paint is peeling and needs to be repaired

Room 10- Issue with windows needs to be addressed/ maintenance needed as water is getting into the room on wet days

Fire Drill Procedure Inspection Schedule needs to be carried out and recorded in fire register

Part 1: Fire & Documentation

Request & review the following items:

- Copy of Resident Register on day of inspection. ☒
- Note the occupancy on day of inspection: 48
- Copy of staff list from day of inspection. ☒
- Note the name of person on duty today: Mark/ Anne
- Copy of catering menu from day of inspection N/A shop on site. ☐
- 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) – N/A residents prefer to approach staff on an need to- basis. ☐
- 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? ☐
- Name of security provider Provided Internally N/A
- 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
27/08/23	Joseph	N/a
26/08/23	Joseph	N/a

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)
21/7/23	Mark	Y	N	N	Y
14/7/23	Mark	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)
24/7/23	Mark	Y	N	N	Y
17/7/23	Mark	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)
27/08/23	Joseph	Y	N	N	Y
28/08/23	Joseph	Y	N	N	Y

Fire Drill Procedure Inspection Schedule – **Not Found**

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

Staff Instruction and Training (Fire Safety)

Staff member(s)	Course	Instructor	Duration	Date
Matthew	Security	Not Listed	30- 40 minutes	19/12/18
Thomas	Security	Not Listed	30- 40 minutes	19/12/18

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:	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

- Reception area has a staff member present. ☒
- First aid kits are available. ☒
Please note provider took posters down when painting and as they were damaged through wear and tear did not put the old ones back up. They requested some of me while inspecting.

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		X
IPAS Code of Practice		X
Complaint Forms		X
Accident/ Incident procedure		X
HSE Breastfeeding Posters		X
Designated Liaison Person details (Child Protection)		X
Safety Statement/Child Safety Statement		X
Supervision of children notice		X
IOM Voluntary Return Posters		X
Anti-human trafficking Posters		X
'No to Violence & Harassment' Posters		X

- 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. ☒

- 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):

On a timer comes on and off throughout the day.

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:

Name of Wi-Fi: Hibwifi

Connection is good in the office / reception.

However with the old buildings walls are thick and it is difficult for connection to travel.

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 Kitchen

- 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 seen in, or comments on, residents kitchen:

Clean and functional new counter tops and cupboards installed.

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. ☒
- 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)

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. ☐
- 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 TV present in this room , manager says residents requested it this way to have a quiet 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). ☒
- There must be at least two meeting rooms. ☐

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

Just 1 meeting room and only has a couple of chairs

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
Sugar	May 2025	1.39
Pasta	March 2026	1.40
Orange Juice	January 2024	1.19
Beef on the bone		9.00
Fairy Liquid	N/A	2.20

Note date of last inspection by Environmental Health Officer:

February 2023

Note any issues observed in food hall:

No issues , clean , and prices displayed

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. ☒
- There is a safe, outdoor, clean outdoor children's play area. ☒
- There is a teen room/homework room which has TV & other recreational facilities. These are functional and clean. – Yes Study room ☒

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 issues

Laundry Facility

- 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:

Open 7 a.m. -10 p.m.

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:

One window Damaged.

Corridors

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

Note any issues with or comments on corridors:

No issues , new paint and carpets since last inspection.

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

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. ☒

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

Additional chairs needed in meeting room.

Damaged window and door need to be replaced.

11- Mould on bathroom ceiling, needs to be addressed.

13- Small amount of Mould on bathroom ceiling.

21- Room appears cluttered.

18- This room is empty and not being utilised due to another resident refusing to move belongings. Food and unclean dishes present in room, needs to be addressed.

19- Mould present in bathroom, needs to be addressed.

14- Empty at current as family moves out, room is being decorated / re-furbished.

16- Paint appears to be chipping on bathroom ceiling.

15- Residents not in and general key on file would not work. Room not inspected.

Bungalows-

1 – Mould present in bathroom, needs to be addressed.

3 – Door Damaged and window won't open. Management state new door is ordered.

5 – Microwave / cooking facilities in use in the bedroom

6 – Microwave / cooking facilities in use in the bedroom.

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.

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13- Small amount of Mould on bathroom ceiling.

21- Room appears cluttered.

18- This room is empty and not being utilised due to another resident refusing to move belongings. Food and unclean dishes present in room, needs to be addressed.

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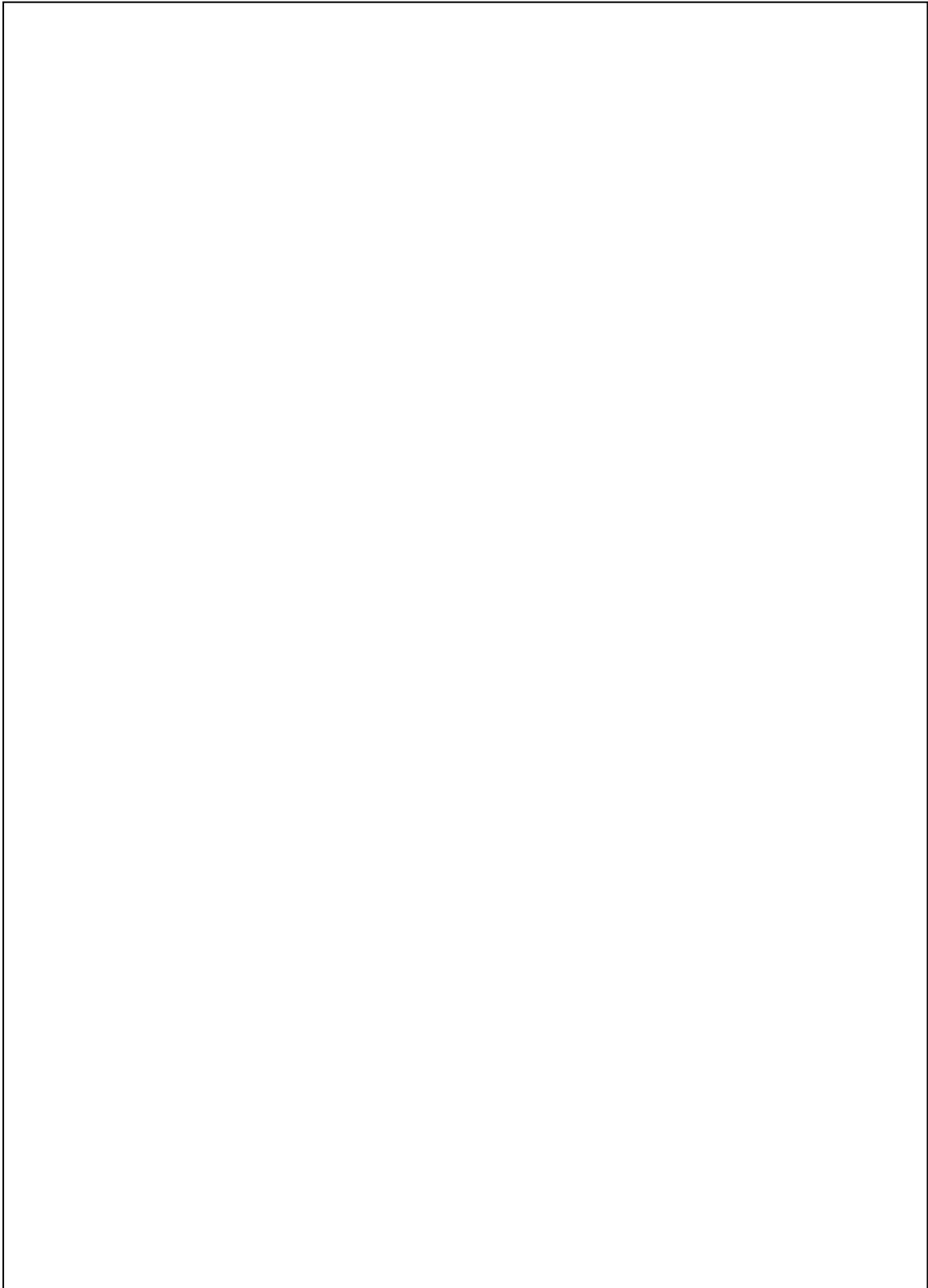
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End of inspection checklist (while onsite):

- 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: _____

Position: _____

Date: _____

Manager Declaration (for IPPS/IPAS inspections)

Manager should be asked to sign this declaration.

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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: Ann Walsh

Position: Manager

Date: 29/8/2023

Manager Declaration

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.