

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): | Belvedere Guesthouse |
| Address: | 6 Belvedere Place, Dublin 1 |
| Eircode: | D01 K6W9 |
| Contractor (Company): | Longfield Ventures |
| Manager: | Brian Farrelly |
| Contracted Capacity: | |
| Profile (e.g. singles/families): | Single Males |
| Previous issues checked. Note made of any issues that were not addressed. | |
| Every bedroom on register checked against bedroom list (on residents register) | |

| | |
|----------------------------|----------------|
| Date of Inspection: | 06.10.2023 |
| Arrival Time: | |
| Departure Time: | |
| Inspector: | Damien Donohoe |
| IPPS/IPAS/QTS: | IPAS |

Previous Inspection

| | |
|---------------------------------------------------------|--|
| Date of last inspection: | |
| 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.

(Copy & paste from previous report)

Part 1: Fire & Documentation

Request & review the following items:

- Copy of Resident Register on day of inspection. ☒
- Note the occupancy on day of inspection: __56__
- Copy of staff list from day of inspection. ☒
- Note the name of person on duty today: ____Diogo____
- 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 |
|------|----------------------------------------------------|----------|
| | | |
| | | |

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) |
|------|----------------------------------------------------|-----------|--------|-----------------------------|----------------|
| | | | | | |
| | | | | | |

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) |
|------------|----------------------------------------------------|-----------|--------|-----------------------------|----------------|
| 12.09.2023 | SEERY | Y | | | |
| 22.09.2023 | SEERY | 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) |
|------|----------------------------------------------------------|-----------|--------|-----------------------------------|----------------|
| | | | | | |
| | | | | | |

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 |
|-------------|--------------------------------------|------------------------------------------------|-------------------------------------|---------------------------------------------------------------|----------|
| | | | | | |
| | | | | | |

Staff Instruction and Training (Fire Safety)

| Staff member(s) | Course | Instructor | Duration | Date |
|-----------------|--------|------------|----------|------|
| | | | | |
| | | | | |

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: | |

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

- 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 reception area/visitor meeting room/public toilet:

Note the heating arrangement (for whole centre):

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.

28.8 MAGABITS PER SECOND

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:

- 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? ☒

There is no communal kitchen for all residents

There are small kitchens/social areas on all floors, within each accommodation unit close to the bedrooms where the residents eat their meals. This area has a TV.

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. ☒

There is no communal dining area for all residents to eat meals.

There are small kitchens/social areas on all floors, close to the bedrooms where the residents eat their meals.

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). ☒

There is no communal kitchen for all residents

There are small kitchens/social areas on all floors, close to the bedrooms, where the residents eat their meals. This area has a TV.

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. ☐

There is no communal/social area for all residents

There are small kitchens/social areas on all floors, close to the bedrooms. This is where the residents eat their meals. This area has a TV.

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). ☐

No evidence of a meeting room for the centre.

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)

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 | |

No evidence of providing separate Halal meals

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? ☒

Laundry is in-house.

Laundry Bags are left out and collected on the landing/ stairs, causing an obstruction.

Mops and Vacuum cleaner also left out on the stairs/landing

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.*) ☐

Bike at stairs blocking a door

Laundry Bags are left out and collected on the landing/ stairs, causing an obstruction.

Mops and Vacuum cleaner also left out on the stairs/landing

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. ☒

ALMOST BEDROOMS SEEMED CRAMPED FOR SPACE,MANY LACK STORAGE.

Room 5 splits into sections A,B,C,D

A, 4 PEOPLE SHARING 2 WARDROBES

B 2 PEOPLE SHARING 1 WARDROBE

C 3 PEOPLE SHARING 1 WARDROBE

D 2 PEOPLE OK

ZONE 4. ROOM 3 SECTIONS A, B. C D

BEDROOM **C**, 3 PEOPLE, 1 WARDROBE

BEDROOM **D** 3 PEOPLE, NO WARDROBE

ZONE 5. SECTIONS D E F G H

D 4 PEOPLE SHARING 1 WARDROBE

E 2 PEOPLE SHARING 1 SMALL WARDROBE

F 3 PEOPLE SHARING 1 WARDROBE

G 3 PEOPLE SHARING 1 WARDROBE

H 4 PEOPLE SHARING 1 WARDROBE

ZONE 6, SECTIONS A B C

A 4 PEOPLE SHARING 1 WARDROBE

B 4 PEOPLE SHARING 1 WARDROBE

C 4 PEOPLE SHARING 1 WARDROBE, (Cramped room. Difficulty entering room. The door doesn't open fully as it hits a bunk bed in the bedroom.)

Bathroom needs painting, also paint the ceiling(Mould)

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

Part 3 - Representations

Use this page to note any representations by staff or residents. Please note any child protection concerns here or any issues that residents raised with you. This page will not be included in the published version as it will include resident names and personal information.

2 Residents in Zone 6 mentioned the water was brown in the kitchen.

Water looked unclean when taps turned on. Eventually water turned clear as the taps ran longer.

Resident wants a transfer. Suffers from back and leg problems. His room is upstairs , top floor.

Summary of Issues

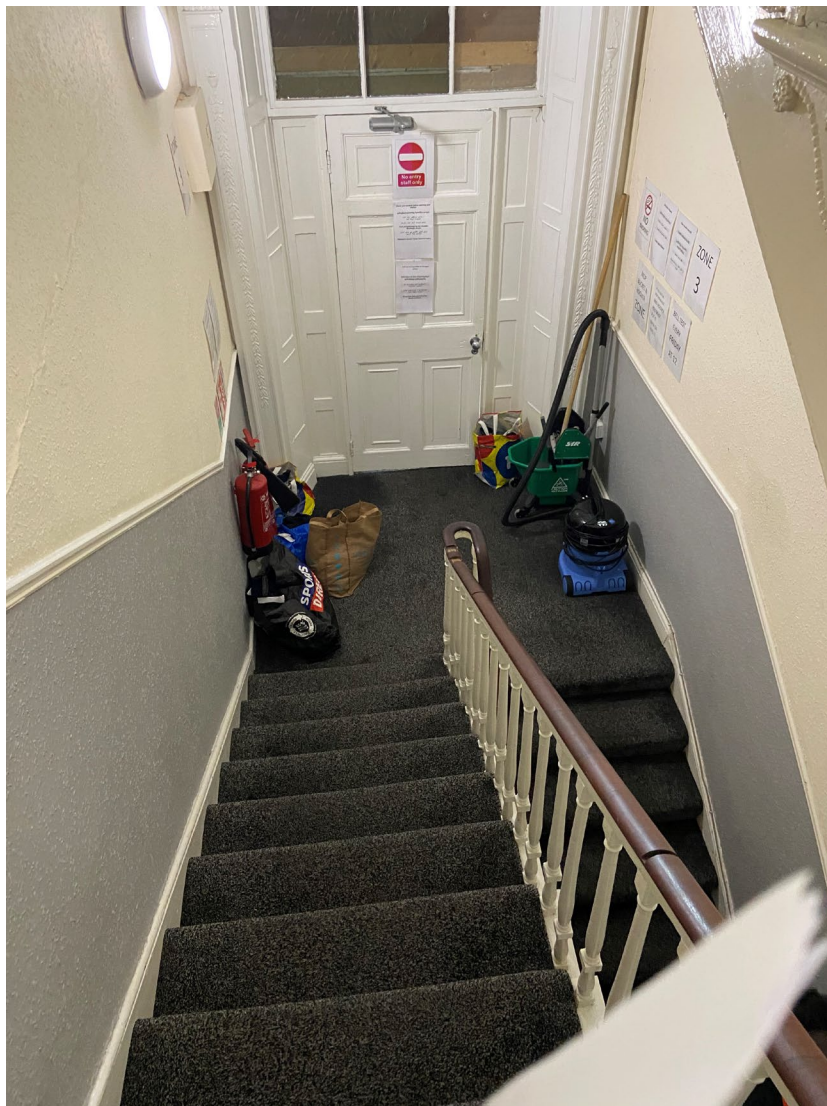
Fill in after inspection. This, along with the report, will be sent to the contractor, and the next inspector will use this section to verify that issues have been addressed on the next inspection.

As above

Also

Staff bathroom – needs painting

Zone 6 Toilet/Bathroom –Paint Ceiling, fan needs attention



End of inspection checklist (while onsite):

- Date of last Environmental Health Officer Inspection (if applicable)
- Resident Register from day of inspection 51
- Staff list and name of person on duty on day of inspection YES
- Catering menu from day of inspection (if applicable) NOT AVAILABLE
- If there has been any pest control issues, get a copy of most recent report.
- Manager has signed the declaration. YES

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: _____