

## 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):	Coolboy Guesthouse
Address:	Coolboy, Letterkenny, Co.Donegal
Eircode:	F92 A8N5
Contractor (Company):	CGM Hospitality Ltd
Manager:	Michael McGettigan
Contracted Capacity:	48
Profile (e.g. singles/families):	Families
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)	Yes

---

Date of Inspection:	29/08/23
Arrival Time:	12.45
Departure Time:	13.52
Inspector:	Okan Ozseker
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: 40
- Copy of staff list from day of inspection. Viewed during inspection
- Note the name of person on duty today: Michael McGettigan
- Copy of catering menu from day of inspection (*where relevant*). N/A
- View list of emergency numbers. ☒
- Date of last Environmental Health Officer Inspection (*if applicable*) N/A
- If there has been any pest control issues, a copy of most recent report. N/A

### Security

- Is 24 hour supervision provided? ☒
- Is security provided by external company? ☐
- Name of security provider 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
17/08/23	Michael McGettigan – Centre Manager	N/A
24/08/23	Centre Manager	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)
28/08/23	Centre Manager	Y	N	N	Y
29/08/23	Veronica McGettigan – Co-Centre Manager	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)
10/07/23	Paddy Ryan – McEnaney group Inspector	Y	N	N	Y
11/08/23	Centre Manager	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)
28/08/23	Co – Centre Manager	Y	N	N	Y
29/09/23	Centre Manager	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
08/06/23	2	31	31	5-10 minutes	N/A
23/08/23	3	39	39	5 minutes	N/A

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

Staff member(s)	Course	Instructor	Duration	Date
Michael McGettigan – Centre Manger	Fire extinguisher centre evacuation procedure	Shaun O'Donnell	2 hours	21/01/23
Veronica McGettigan – Co Centre Manager	Fire extinguisher centre evacuation procedure	Paddy Ryan	1 hour	23/08/23

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

- 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:**

**No issues noted.**

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

**Oil, underfloor heating. Thermostat in every room – public access**

#### 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:**

**30.0Mbps Download/20.5 Mbps upload – Kitchen and Corridor**

#### **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:

The kitchen facilities are communal.

- 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.  
N/A
- 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:**

**There are two cookers and six ovens.**

### **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:**

**No issues noted.**

### **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):**

**There are two living rooms. There is CCTV in operation in communal areas.**

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. ☒

- 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 issues noted.**

## **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:**

**There are two Meeting rooms.**

**One Meeting room is one of the living rooms.**

**No CCTV in Office/Meeting room.**

**Food Hall if applicable- (Onsite Shop) – N/A**

- 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:**

**N/A**

### 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 noted.**

### 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? Yes
- Area is clean and clear of hazards? ☒
- Supply of washing powder available to residents? ☒

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

**No issues noted.**

### **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:**

**No issues noted.**

#### **Corridors**

- All corridors throughout maintained. ☒
- Is the area generally clean? ☒
- Any issues requiring attention? **No**

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

**No issues noted.**

#### **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 noted.**

## 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):**

**Room 10 – Shower was left on upstairs caused some decay above shower in bathroom. Needs to be fixed/painted.**

**No issues in other apartments.**

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

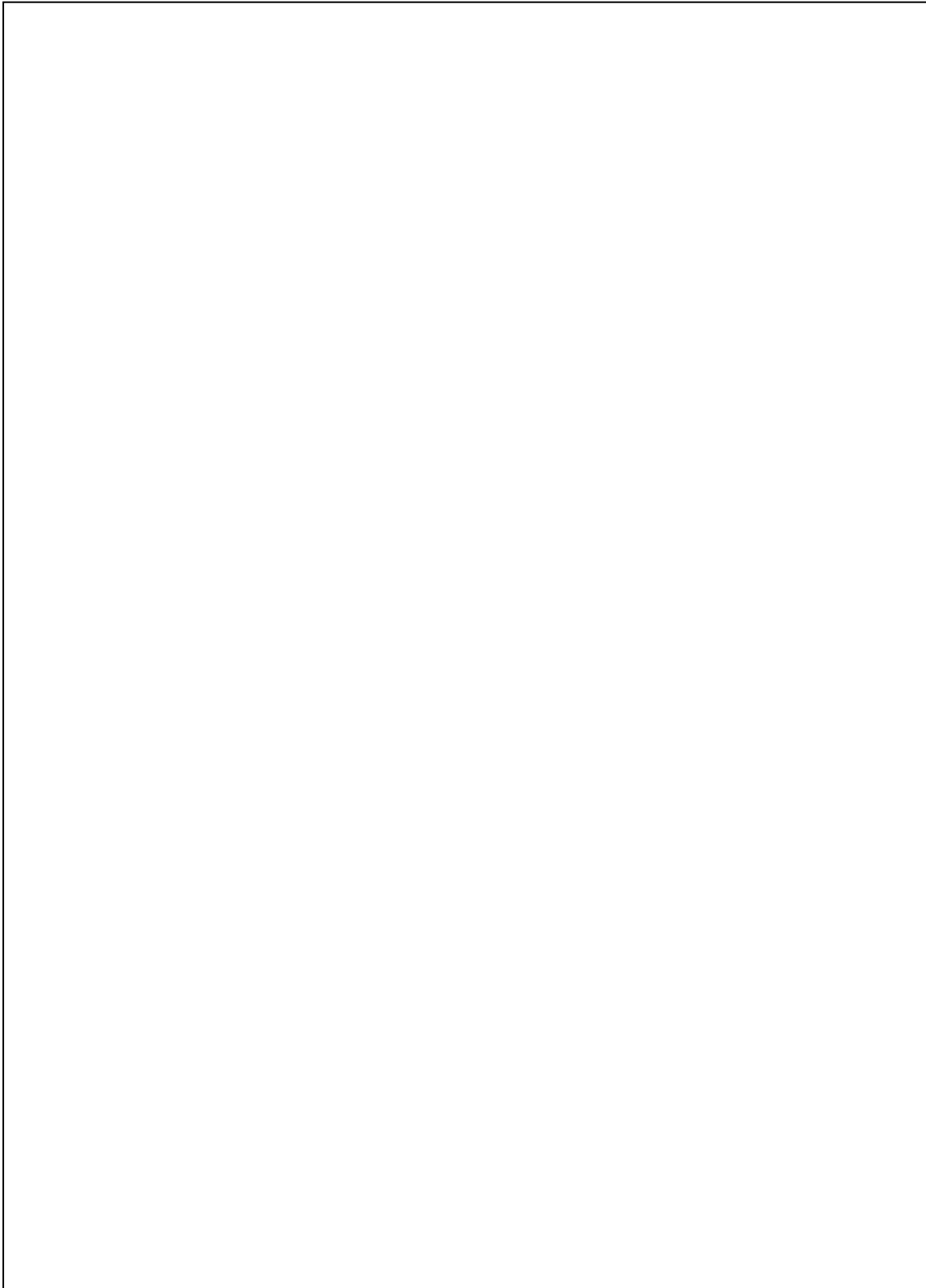
### **Summary of Issues**

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 10 – Shower was left on upstairs caused some decay above shower in bathroom.  
Needs to be fixed/painted.**

**No issues in other rooms.**

Overall very positive feedback from residents, issues above should be well resolved by the issuing of this report as discussion was had with centre manager on exiting the centre.



**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: Michael Mcgottigan

Position: Manager

Date: 29/8/2023

**From:** [Paddy Ryan](#)  
**To:** [Marija Jokic \(DCEDIY\)](#); [Seamus McEnaney](#); [Foleys Bar Info](#)  
**Subject:** Follow Up Inspections at Coolboy Guesthouse, Kilmacrennan, Co Donegal - 13/12/23  
**Date:** Wednesday 13 December 2023 16:42:30

---

**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.

**To the relevant officer at IPAS - Inspection at Coolboy - 13/12/23**

**Centre Name - Coolboy Guesthouse, Kilmacrennan, Co Donegal - Manager - Michael McGettigan**

In relation to the IPAS inspection carried out on the 29/8/23 by Okan Ozeker.

I can confirm, I inspected the premises today and all points raised have been addressed.

I have attached photos for your convenience

**Points raised**

**No 1 - Fire Register** - I have attached all relevant fire book entries for your convenience. Fire books are used daily at all our centres.

**No 2 - Posters** - In the report attached it mentions two posters / notices

**Child Supervision notice --- HSE breastfeeding notice.**

Can you forward both notices when available and i'll ensure they are displayed at all centres, please

I can confirm that this centre has a **Child Safeguarding Statement** displayed and it has been approved by Tulsa

**No 3 - High-chairs** - I can confirm that management has purchased a number of high-chairs and they are available for use - They are located on site, under the stairs, next to the kitchen area, for resident use only - **see photos attached**

**No 4 - Window restrictors** - I can confirm that all windows on the upper levels have window restrictors in place and did so on the time of inspection - **see photo attached**

**No 5 - Maintenance ( Bedroom no 10 )**

The leak and ventilation issue in bedroom no 10 has been addressed - **see photo attached**

**No 6 - Indoor & Outdoor play areas for kids - photos attached**

The manager is in the process of adding an indoor play area for children. An outdoor area is available at the centre - **see photo attached**

**Attached**

**\*\* Photos of relevant points \*\***

I would like to thank IPAS for their assistance to date and I will ensure that high standards are maintained at this centre.

There is a dedicated manager on site to cater for all residents' needs. The manager is also trained in child & fire safety

Kind Regards

Paddy Ryan,

Compliance Officer

McEnaney Group





TOILETS























# WEEKLY

## 6. EMERGENCY LIGHTING INSPECTION SCHEDULE

\* Attach all copies of maintenance certificates to folder

Date:	Inspected by:	Date:	Inspected by:	Date:	Inspected by:
18/10/23	M. van Settya				
25/10/23	Michael van Settya				
1/11/23	M. van Settya				
2/11/23	M. van Settya				
6/11/23	Uane Meyer				
7/11/23	Michael van Settya				
8/11/23	Michael van Settya				
9/11/23	Michael van Settya				
14/11/23	Veronica McGettigan				
21/11/23	Veronica McGettigan				
28/11/23	Veronica McGettigan				
5/12/23	Veronica McGettigan				
12/12/23	Michael van Settya				
13/12/23	Michael van Settya				



DAILY

7. FIRE ALARM & DETECTION SYSTEM INSPECTION  
SCHEDULE

\* Attach all copies of maintenance certificates to folder

Date	Inspected by	OK	Defect	Action/By	Sign Off
8/12/23	✓ McGettigan	✓	—	—	✓ McGettigan
9/12/23	✓ McGettigan	✓	—	—	✓ McGettigan
10/12/23	✓ McGettigan	✓	—	—	✓ McGettigan
11/12/23	Michael Mc Gettigan	✓	—	—	Michael Mc Gettigan
12/12/23	Michael Mc Gettigan	✓	—	—	Michael Mc Gettigan
13/12/23	Michael Mc Gettigan	✓	—	—	Michael Mc Gettigan



1.

## FIRE SAFETY REGISTER

### Centre Details

Premises Name

COOLBOY GUEST HOUSE

Address

COOLBOY  
LETTERKENNY,  
CO. DONEGAL,  
IRELAND.

Telephone

087/2305823 / 087-3160923

Fax

E-mail

vmghospitalityservices@outlook.com

Company/Owner  
Details

Veronica Mc Gelligan.

Centre Manager

Michael Mc Gelligan / Veronica Mc Gelligan

### Fire Brigade Details

Fire Officer

Joseph Mc TAGGART.

Fire Station  
Location

LETTERKENNY

Telephone

0749121676

\*Please note all fields are required to be completed



EVERY 6 MONTHS.  
A.B.C

# 10. FIRE DRILL PROCEDURE INSPECTION SCHEDULE

[illegible]