RIA

Internal Inspection Report

Centre:	RICHMOND COURT
Inspector:	Killian Morgan
Date of Inspection:	20/12/2018
Time of Arrival & Departure:	09:30 – 13:15

Part 1 General Information on Services

Internal Inspection Report

Centre: Richmond Court

Date of Inspection: 20/12/2018

1.	ÇEI	N.	TRE	DET	ΓΑΙ	LŞ

1. CENTRE DETAILS		
Name and address of Centre	Richmond Court, Richmond Street,	
	Longford Town, Co. Longford.	
Contractor	Mint Horizon limited	
Manager	Carmel Foley	
Who deputises for manager in his/her	Give Job Title only	
absence?	Assistant Manager	
Telephone Number	043 3362015	
Current Contracted Capacity	80	
Current Occupancy (today)	75	
Current Centre Profile (e.g., singles, families etc.)	Single males	
HSE Area	Midlands - Longford / Westmeath	
Public Health Nurse	Mary Farrell	
DSP / CWO name	Jacinta Keogh	
Environmental Health Officer name	Siobhan O' Callaghan	
Local Fire Officer Name	Declan Kilcloyne	
Local Fire Station	Longford Fire Station	
Is the Centre certified by any Quality Manage	ement System Yes 🔲 No 🖂	
(i.e. Q Mark, ISO)?:		
If yes, please give details:		
What was the date of the last certification		
Have you a copy of the Certification	Yes No	
2. Please provide a copy of the follow		
	Check List	
Official Register		
Menu Cycle		
Staffing Lists as follows:	- 10 - 10 - 10 - 10 - 10 - 10 - 10 - 10	
1. Full list of staff employed at the centre (indicating Names, Titles,	
Roles, etc.,)		

2. Indicate who is on duty at time of inspection (today)

3. a separate list of Designated Liaison Persons (child protection)

GENERAL SECURITY & EMERGENCY DETAILS Is 24 hour supervision provided? Yes \boxtimes (Y/N)Give details of roster hours 8am-8pm / 8pm-8am \boxtimes Is security provided by external company? (Y/N) Yes No If yes, give name of company: Yes Does the centre have CCTV? No (Y/N)Is a list of emergency numbers available in the Yes No Manager's office? X Does the list include the following numbers? (Y/N) Yes Νφ Local Garda station 24 hr number Local hospital If no, give details: Local fire station **Duty Social Work Team** Out of hours GP Service RIA out of hours number X Are first aid kits available? (Y/N) Yes No 2-1x managers office, 1x kitchen Where and how many? Job title only (not name) of person responsible: Who is responsible for first aid restocking? Manager Is there a defibrillator in the centre? \boxtimes Yes No How many staff been trained to use it? **HEATING ARRANGEMENTS** What type of heating is used in the centre? Gas

What type of heating is used in the centre? Do residents have control of the heating in their own bedroom? If no, what arrangements are in place? What are the heating 'ON' times? Gas Yes No Dependant on temperature

Are residents provided with a copy of the House Rules on arrival? How does centre management explain house rules to residents on arrival? Manager discusses the Rules with new residents on arrival and goes through RIA booklet.

6 ARRANGEMENTS FOR RESIDENTS & VISITORS (keys / storage / toiletries)

Althoritactive to the test of	() -)
Are residents issued with key for their bedroom?(Yes/No)	Yes 🛛 No 🗌
Are residents issued with key for main door? (Yes/No)	Yes 🛛 No 🗌
If no, give details	
Are there procedures to allow residents to receive visitors? (Give details)	Yes, in the communal room beside reception
Outline visiting times:	10am-10pm
In what areas are visitors allowed in the centre?	Communal room
Any other relevant information:	
Is there a facility for storage of residents' valuables*? (Give details.) (* Storage is at resident's own risk)	Each resident has their own locker in their bedroom
What toiletries are provided to residents on arrival?	Toothpaste, shampoo / soaps provided in shower rooms
What arrangements are in place to replenish these items?	Checked daily by Manager

7 ARRANGEMENTS FOR MAINTENANCE

AMMANGEMENTS FOR MAINTENANCE	
Does the centre have a written procedure in place	Yes
for residents to report maintenance issues? (Yes/No)	
s there a maintenance day book? (Yes/No)	Yes
Describe the maintenance procedure at the centre:	
Day maintenance book in office - maintenance issues are d	ealt with as soon as practicable.
ay manitenance book in office - maintenance issues are a	care with as soon as practical

8 CHILD PROTECTION

CHIEDTROTECTION	
Are measures in place to inform staff and visitors of RIA's Child Protection Policy?	Procedure is in place – however no children present in centre.
(Give details) Are visitors asked to sign a declaration agreeing to adhere to the child protection policy?	n/a
Where is declaration held?	n/a
Is there a sign in book for visitors? Where? Are there notices on public display giving name and	n/a n/a
contact details of Designated Liaison Person? Where? Have Designated Liaison Persons received HSE training?	n/a
Are notices prominently displayed regarding parental supervision of children? Where?	No

9 FOOD SAFETY

Has a HACCP system been implemented? (Yes/No)	Yes No
Have the premises been inspected by an Environmental	Yes
Health Officer? (Yes/No)	
Date of last visit:	27/02/2018

10 NUTRITION / SCHOOL LUNCHES / BABY FORMULA (general arrangements)

Are residents consulted regarding menu / dietary requests? (Give details.)	Yes - there is regular discussion with chef and manager on food and dietary/ethnic requirements etc.
Provide details opposite: Which of the following are provided for school children's packed lunches: Sandwich? What sandwich fillings are available: Cheese? Ham? Chicken? Tuna? Jam? Other? Drinks? Juice? Water? Yogurt? Fruit? Other	n/a Please also provide details of the system for distribution of school lunches:
Is infant formula kept out of public view?	n/a
What arrangements are in place for distribution of infant formula?	n/a

11 ARRANGEMENTS FOR REFRESHMENTS / MEALS OUTSIDE NORMAL MEAL TIMES

Are tea / coffee / drinking water / Snacks etc.	Yes 🛛 No 🗌
available outside mealtimes?	
What food/snacks are available after hours or when	Kitchenette in dining room with tea/coffee, milk,
kitchen is closed?	bread, fruit, cereals etc. available.
Where are the snacks located and how are they	As above
accessed?	
Are meals available for residents who arrive late?	Yes 🛛 No 🗌
(Give details.)	Fridge and microwave in dining room - meals will
	be left plated, can be heated on arrival.
Are meals available for new arrivals?	Yes – as above
(Give details)	
Are packed lunches available for residents	Yes 🛛 No 🗌
travelling to Dublin on official business?	Chef will prepare lunches when advised by
(Give details)	manager.
If the inspection takes place during Ramadan this	n/a
section <u>must</u> be completed.	
What arrangements are in place to facilitate	
residents observing a fast during Ramadan?	

12	EACHITIES	FOR FEEDING BABIE	S
12	PACILITIES	FOR FEEDING DADIE	•

Are the following available?	Not applicable
Access to drinking water (for breastfeeding mothers / for preparation of infant formula)	Yes No
Sterilisers	Yes No
Kettles	Yes No
Fridge (for bottles of EBM* / formula) *Expressed Breast Milk	Yes No
Bottle Warmer	Yes No
Microwave	Yes No
Are these facilities available 24 hours a day	Yes No
Is there a dedicated room provided? Where?	Yes No

13 INDOOR FACILITIES

Are the following are available to residents?	Yes/No
Computers with Internet access	Yes
WIFI	Yes
DVD player	Yes
Computer Games	No
Snooker Table	No
Pool Table	No
Table Tennis Table	No
Board Games	No
Newspapers	No
Books	Yes
Toys / games for children	No
Other	
Give details of any other arrangement or other comments:	

14 TRANSPORT ARRANGEMENTS

Is there a bus service provided?	No
(Yes/No):	
Where does the service go to?	
What is the frequency of the service?	
(List time table opposite)	

15 TV SYSTEM

Is there a specific TV system in place?	Yes No
(give details)	
An average, how many TV channels are	Cable channels in each room , sky sports available in
provided to residents?	lounge
Are residents allowed to erect satellite	No
dishes?	

16 LAUNDRY FACILITIES (General Arrangements)

Are Laundry facilities available in the centre? (Y/N)	Yes 🛛 No 🗌
If No, what service is provided?	
Who launders towels and bedlinen? (e.g., residents, staff, other, etc)	Residents
What procedures are in place for the exchange of towels and bed linen at the centre?	Provided as needed and on request from the manager
What procedures are in place for ironing boards and irons?	Available in laundry
How is washing powder / tablets supplied?	Supplied at reception
Are there specific arrangements for access to the laundry (give details):	No specific arrangements - open access

17 CLEANING (General Arrangements)

Are there cleaning materials and equipment provided by management for residents?	Yes 🛛 No 🗌
What cleaning equipment is available to residents?	Mops, brushes, detergents etc.
What is the procedure for residents to access vacuum cleaners, brushes & other cleaning equipment?	Cleaning staff in house do routine room cleaning – residents may request equipment at anytime and it is provided.
What arrangements are in place if rooms are not cleaned sufficiently by residents?	Cleaning staff will provide assistance, if necessary.

PART 2

Room by Room Inspection

Internal Inspection

Centre: Richmond Court

Date of Inspection: 20/12/2018

Section A- Administration / Communal areas

17 Have you seen the following?

	Location of display
Up to date House Rules	Reception Desk
Complaint Forms	Reception Desk
Accident/ Incident procedure	Reception Desk
HSE Breastfeeding Posters (if applicable)	N/A
Designated Liaison Person details (Child Protection)	N/A
Supervision of children notice	N/A
	1.3.1
Gym Notices (Child Safety – if applicable)	N/A

Reception

Reception

18 Staff Awareness

Anti Human-Trafficking Posters

'NO to Violence & Harassment' Posters

Did you see the RIA Code of Practice*?	Yes
Are all staff aware of RIA Code & House Rules?	Yes
How are staff made aware of RIA Code & House Rules?	
All staff are fully inducted on commencement of employment	t

^{*}A Code of Practice for persons working in accommodation centres

19 FIRE SAFETY

You should record the last 2 entries on the fire register for each of the following sections:

19a EMERGENCY LIGHTING INSPECTION SCHEDULE

<u>Date</u>	Inspected By (Company Name / Position)	Comments
19/12/18	Security in-house	Ok
12/12/18	Security in-house	Ok
03/09/18	Keogh Electrical	Quarter service and test

19b FIRE ALARM & DETECTION SYSTEM INSPECTION SCHEDULE

Date	Inspected By (Company Name / Position)	ОК	Defect	Remedial Action Taken (Y/N)	Sign Off Y/N
27/10/18	Sharp Security		Service and test	Υ	Υ
20/12/18	Internal		Ok	N	Υ
19/12/18	Internal		Ok	N	Υ

19c FIRE FIGHTING EQUIPMENT INSPECTION SCHEDULE

(Include all fire extinguishers, hose reels and fire blankets.)

Date	Inspected By (Company Name / Position)	ОК	Defect	Remedial Action Taken(Y/N)	Sign Off Y/N
14/08/18	Sharp	\boxtimes	Annual service	Υ	Υ
20/12/18	Internal	\boxtimes	Ok	N	Υ
19/12/18	Internal		Ok	N	Υ

19d FIRE EXIT DOORS / MEANS OF ESCAPE INSPECTION SCHEDULE

Date	Inspected By	ОК	Defect	Remedial	Sign Off
	(Company Name /		1	Action	Y/N
	Position)			Taken (Y/N)	
20/12/18	Internal		n/a	n/a	Υ
19/12/18	Internal		n/a	n/a	Υ

19e FIRE DRILL PROCEDURE INSPECTION SCHEDULE

				V
Date & Time	Numbers of staff involved in drill	No. of residents present / evacuated **	Evacuation Time	Comments
02/42/40	ACTAFE		4.40	A11
03/12/18 8:00pm	4 STAFF	23/23	4:10 mins	All evacuated
25/09/18 6:30pm	4 STAFF	27/27	3:45 mins	All evacuated

^{**}Both numbers must be recorded.

19f STAFF INSTRUCTION AND TRAINING (Fire Safety)

Job Description	Course	Instructor	Duration	Date
All staff	Fire Safety	APEX	½ DAY	4th Oct 2017

19g FIRE ASSEMBLY POINTS

Where are the Fire Assembly Points located?	Outside on Richmond Street
Are they marked?	Yes
Are staff aware of locations?	Yes
Comments:	·

19h FIRE ALARM SYSTEM

Is there a fire alarm system in place?	Yes
Are there smoke alarms throughout the premises, inc. bedrooms?	Yes
Are all smoke alarms linked back to a central control panel?	Yes
Are there designated 'Smoking' areas? Include locations	Yes – outside dining room door in courtyard
Comments: Certified by Sharp Group	

19i FIRE EXITS, EMERGENCY LIGHTING, SMOKE ALARMS, FIRE NOTICES

(in corridors & common areas)

(in corridors & common areas)	
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:	

Administration Area:

reception:		
Is the area generally clean?		Yes No
If no please give details:		
Visual Check: Have you noticed any issues re	equiring atte	ention? Yes No
(e.g., fire exit signs, hazards, lighting, notices, dé	cor, etc.)	-
If yes please detail:		
lave you seen the following?		
		Location of display
Up to date House Rules	Yes	Reception
Complaint Forms	Yes	Reception
Accident/ Incident procedure	Yes	Reception
HSE Breastfeeding Posters		n/a
(if applicable)		
Designated Liaison Person details		n/a
(Child Protection)		
Supervision of children notice		n/a
Gym Notices (Child Safety – if applicable)	h 🔲	n/a
anial Banna / Tan Station /State Largelian		a main office
ocial Room / Tea Station (State Location What facilities are provided? Kettle, microw		
	,	
Is the area generally clean?		Yes 🗵 No 📙
If no please give details:		
Visual Check: Have you noticed any issues re	equiring atte	ention? Yes 🗌 No 🛚
f ves please detail:		

DINING AREA:

Please outline the meal times:

riease outline the me			T.			
	From		То			
Breakfast	8:00		10:00			
Lunch	12:30		13:30			
Dinner	4:30		18:00			
Which is the main mea		Lunch	Dinner 🔀			
Is menu cycle available	?	Yes	<u> </u>			
If no, give details of all Breakfast	menu options on d	ay of inspe	ection:			
Lunch						
Dinner						
Is menu cycle on displa			Yes			
Does menu cycle corres	•	/ailahle?	Yes			
If no, ask manager for e			1.03			
Days menu posted on I	•	ac actans.				
Which meal was sample	ed? Break	fast 🔲	Lunch 🛛 Dinner 🗌			
Please describe the me	al in detail (e.g. was i	t hot / cold	, bland / spicy etc.)			
Chicken soup, Chicken	balls, egg fried rice, S	Spanish om	nelette, baked beans, chips and			
salad						
Was there a vegetarian	option?	Yes	s 🛛 No 🛄			
(note salad and vegetal						
considered as vegetaria						
Give details of this opti			anish omlette			
Were there ethnic dish		Yes				
Give details of this opti			icken balls with egg fried rice			
Was fresh foods availal		Yes	s No n/a			
(as per HSE Infant Feed	ling Guidelines)					
In your opinion, does th		ar to Yes	s No 🗌			
provide a good variety?	he food on offer appe					
provide a good variety? Did inspection take place	he food on offer appe ? ce during Ramadan?	Yes	s No			
provide a good variety? Did inspection take place If yes, please outline ar	he food on offer appe? ce during Ramadan? rangements for provi	Yes				
provide a good variety? Did inspection take place	he food on offer appe? ce during Ramadan? rangements for provi	Yes	s No			
provide a good variety? Did inspection take place If yes, please outline ar	he food on offer appe? ce during Ramadan? rrangements for provi tments, etc.):	Yes sion of mea	s No Sals outside of normal mealtimes,			
provide a good variety? Did inspection take place If yes, please outline ar (medical or other appoint)	he food on offer appe ? ce during Ramadan? rrangements for provi ements, etc.):	Yes	s No Sals outside of normal mealtimes,			
provide a good variety? Did inspection take place If yes, please outline ar (medical or other appoint) Is there any damaged s	he food on offer appe ? ce during Ramadan? rrangements for provi ements, etc.):	Yes	s No Sals outside of normal mealtimes,			
provide a good variety? Did inspection take plants If yes, please outline ar (medical or other appoint) Is there any damaged so Is there enough seating	he food on offer appe ? ce during Ramadan? rangements for provi tments, etc.): seating or tables in dir g for residents presen	Yes	s No Sals outside of normal mealtimes,			

KITCHEN AREA: Food Safety Critical Requirements

FOOD SAFETY

Has the premises been inspected by an	Yes
Environmental Health Officer?	
Date of Visit?	11/12/18 - no issues, awaiting letter.
Comments:	

KITCHEN AREA: Food Safety Critical Requirements

Is there a dress code for kitchen and servery staff ye

Please outline: Coat, hat and gloves

Has the manager shown you HACCP Certificates for chefs?	\boxtimes
Was the fridge temperature showing as being between 1 and 5°C?	\boxtimes
Did you see evidence that the fridge temperature is recorded daily?	\boxtimes
Was the freezer temperature showing as being-18°C or below?	\square
Did you see evidence that freezer temperature is recorded daily?	\boxtimes
Are dry food stuffs stored on shelving? (all dry goods should be stored off the ground)	
Has it been demonstrated to you that cooked food is at a temperature above 72°C?	
Is the temperature recorded for all food services (lunch &dinner)	\boxtimes
Is there a record of daily cleaning of kitchen, food service and dining areas?	
Have you seen a record of periodic deep clean of all floors, under and behind cookers/fridges etc.?	
Are bins with waste food covered/lidded?	\boxtimes
Are fly screens present on windows and doors into kitchen?	

Where you have not checked boxes above, please provide further details, including any specific corrective actions you may have requested:

Toilets (State Location):

	Number	Soap	Toilet	Hand Towels /	Hot	Sani	itary Bins
			Paper	Dryers	Water		
Unisex:							
Ladies:	1	\boxtimes	\boxtimes				\boxtimes
Gents:	1		\boxtimes	\boxtimes			
Is there a cleaning schedule displayed? Yes No							
Record the last time entry. 20/12/18							
Is the are	a clean? (p	rovide com	ment) Are	ea clean and tidy			
Are all fa	cilities worl	king?			Y€	s 🖂	No *
Visual Ch	eck: Have	you noticed	d any issues	requiring attention	n? Y€	es*	No 🖂
If No, give	e details:						
, 0							

Is the seating in good conditi		posite recept	Yes	No □					
is the seating in good conditi	VIII								
What is the area generally us									
Residents and visitors me	etings, watchi	ng TV, genera	al socialis	ing					
Is the area generally clean?			Yes	⊠ No □					
Visual Check: Have you notic	ced any issues r	equiring attent	tion? Yes	□ No ⊠					
If yes please detail:									
Any other comments? If yes	please detail:								
,									
OUTDOOD CROUNDS / FA/	CILITIES								
DUTDOOR GROUNDS / FAC Please rate the following:	LILITES								
	Very Good	Adequate	Poor*	Needs urgent attention					
Condition of exterior of centre									
Paintwork of the centre									
Maintenance standard of the grounds (e.g. grass cut, walkways clear etc.)									
Cleanliness of the grounds									
(ie., evidence of rubbish etc.)				-					
Where you have rated * plea	ise provide deta	and comme	ents:						
Are there any facilities availa	ble for children	outdoors? Ye	es 🗌	No 🖂					
Comments									
AUNDRY ROOM	Washing	; Machines		Dryers					
AUNDRY ROOM Number		4		Dryers 4					
Number Do they appear to be in wor		; Machines 4 'es							
AUNDRY ROOM Number		4							
AUNDRY ROOM Number Do they appear to be in work Comments: Open 24/7		4							
AUNDRY ROOM Number Do they appear to be in work Comments: Open 24/7		4	Yes	4					
AUNDRY ROOM Number Do they appear to be in work Comments: Open 24/7 CORRIDOR		4	Yes	4					
AUNDRY ROOM Number Do they appear to be in work Comments: Open 24/7 CORRIDOR Is the area generally clean?	king order? Y	4 'es		4 No 🗆					

STAIRWAY				
Is the area generally clean?	Yes	\boxtimes	No	
If no please give details:				
Visual Check: Have you noticed any issues requiring attention?	Yes		No	\boxtimes
(e.g., fire exit signs, hazards, lighting, notices, décor, etc.)				
If yes please detail:				
Gym 1 st Floor				
Is the area generally clean?	Yes	\boxtimes	No	
If no please give details:				
Visual Check: Have you noticed any issues requiring attention?	Yes		No	
If yes please detail: Weight bench, free weights and punch bag				
Computer room 1 st Floor				
Is the area generally clean?	Yes	\boxtimes	No	
If no please give details:				
Visual Check: Have you noticed any issues requiring attention?	Yes		No	
If yes please detail:				

Bedrooms:

CLEANING (General Arrangements) How often are bedrooms inspected? twice weekly Weekly Residents Who cleans the bedrooms? Staff How often do staff clean the bedrooms? Weekly fortnightly Monthly Other Are there cleaning materials and equipment provided by management for \boxtimes No 🗌 Yes residents? Vacuums, mops, brushes, detergents etc. What cleaning equipment is available to residents? Cleaning staff will clean rooms, if What arrangements are in place if rooms are not cleaned sufficiently by residents? necessary. Toilet/showers 401-407 Hand Towels / shower Number Toilet Hot Soap **Dryers** Water Paper Gents: 5 \boxtimes \boxtimes \boxtimes \boxtimes 5 Is there a cleaning schedule displayed? Yes 🖂 No Record the last time entry. 20/12/18 Is the area clean? (provide comment) Yes, area clean and tidy Are all facilities working? Yes 🖂 No * Yes* No Visual Check: Have you noticed any issues requiring attention? If No, give details: Toilet/Showers 301-307 Hand Towels / shower Number Toilet Hot Soap Paper Dryers Water \boxtimes X X Gents: 5 5 Is there a cleaning schedule displayed? Yes 🔀 No | Record the last time entry. 19/12/18 Is the area clean? (provide comment) Yes, area clean and tidy Yes 🖂 No * Are all facilities working? Yes* Visual Check: Have you noticed any issues requiring attention? No If No, give details:

Toilet/Showers 201 - 209

_	Dedule dis	Paper	Dryers	Water 🖂		4
_		\boxtimes		\square		1
_	hadula dis					7
	neadic ais	played?		Ye	es 🖂	No .
st time	entry. 19 ,	12/18				
ean? (pr	ovide com	ment) Ye	s, clean and tidy			
es work	ing?			Y∈	es 🔀	No *
Have y	ou notice	d any issues	requiring attentio	n? Ye	es 🔲	No 🖂
tails:						
6	an? (pr es work Have y	an? (provide com es working? Have you noticed	es working? Have you noticed any issues	an? (provide comment) Yes, clean and tidy es working? Have you noticed any issues requiring attentio	ran? (provide comment) Yes, clean and tidy es working? Yes Have you noticed any issues requiring attention? Yes	ran? (provide comment) Yes, clean and tidy es working? Have you noticed any issues requiring attention? Yes

Toilet /Shower 501/502

	Number	Soap	Toilet	Hand Towels /	Hot	S	hower	
			Paper	Dryers	Water			
Gents:	2	\boxtimes		\boxtimes	\boxtimes		2	
Is there a	cleaning s	chedule dis	played?		Ye	s 🖂	No	
Record ti	he last time	entry.	19/12/18					
Is the are	ea clean? (p	rovide con	nment) Ye:	s, clean and tidy				
Are all fa	cilities wor	king?			Ye	es 🗵	No	
Visual Ch	eck: Have	you notice	d any issues	requiring attention	n? Ye	es 🗌	No	\boxtimes
If No, giv	e details:							
If No, giv	e details:							

BEDROOMS

ROOM NUME	BER 501								
Room Profile:			Room	Capac	ity:		Room Occupancy:		
Single			3				3		
TV	Ensuite	Shared E	Bathro	om	Smoke	e Ala	rm	Fir	e Notice
\boxtimes						\leq			\boxtimes
	Very Good	Adequ	ate	Po	or *	N	eeds	urgent	attention *
Cleanliness									
Is everything	in working order	?		Υ	es 🔀	N	o *		
If *, please given	ve details: Mirro	r in showe	r room	crack	ed				
20014 14414									
ROOM NUME		-			-4		Dee	0	
Room Profile:			Room	Capac	ity:		KOO	m Occu	pancy:
Single TV	Ensuite	Shared E	4 Pathra	om	Smoke	n Ala	4	Ci.	e Notice
10	Ensuite	Shareu	patino	וווט	311106	e Ala		111	e Notice
			\leq			\boxtimes			
	Very Good	Adequ	ıate	Po	or*	N	eeds	urgent	attention *
Cleanliness				L					
Is everything in working order? Yes 🔀 No * 🔝									
If *, please gi	ve details:								
ROOM NUM			D = = ==	C	alder as		Daa	m Ocas	nanau.
Room Profile:	<u> </u>		4	Capac	Jity:		4	m Occı	iparicy.
Single TV	Ensuite	Shared F	1 *			دا∆ ہ	Alarm Fire Notice		
	Liisuite	Jilai eu t	Jatino	OIII	Smoke Alarm				
	Very Good	Adequ	iate	Po	or *	N	eeds	urgent	attention *
Cleanliness								L	
Is everything	in working order	?			′es 🗵	N	o *		
If *, please gi	ve details:								
DOOM ALLINA									
ROOM NUMI			Poom	Cana	citue	_	Poo	vm Occi	Inancu:
Room Profile:Room Capacity:Room Occupancy:Single33					арапсу.				
TV	Ensuite	Shared I		om	Smok	e Ala		Fi	re Notice
			$\overline{\mathbb{Z}}$			\boxtimes			
	Very Good Adequate Poor * Needs urgent attention *								
Cleanliness	70.7 0000	X	78	1		<u> </u>			
	in working order		4	\\	res 🖂	ı	lo *	\sqcap	
If *, please gi		·			<u>k 7</u>				
, piedoe Bi	~~~~~~								

ROOM NUMI	BER 403							
Room Profile			Room	Capa	city:	Roo	m Occupancy:	
Single			4			4		
TV	Ensuite	Shared	Bathro	Bathroom		e Alarm	Fire Notice	
\boxtimes			\boxtimes					
	Very Good	d Adeo	luate	Po	or*	Needs	urgent attention *	
Cleanliness			3					
Is everything	in working orde	r?		Υ	′es 🔀	No *		
If *, please gi	ve details:							
ROOM NUMI								
Room Profile:			i 	Capa	city:	i	m Occupancy:	
Single		1	3			3		
TV	Ensuite	Shared	Bathro	om	Smoke	e Alarm	Fire Notice	
			\boxtimes			<u> </u>	\boxtimes	
	Very Good	d Adeo	uate	Po	or *	Needs	urgent attention *	
Cleanliness								
Is everything	in working orde	r?			es	No *		
If *, please gi	ve details: One	of the slat	s in the	top b	unk is br	oken		
DOOM AND A	25D 405							
ROOM NUMI			Poom	Capa	eitor	Poo	m Occupancy:	
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	in working orde	r?		<u> </u>	res 🖂	No *		
If *, please gi								
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ROOM NUMI	BER 407							
Room Profile			Room	1 Capa	city:	Roc	om Occupancy:	
Single			1			1	· ·	
TV	Ensuite	Shared B	athroo	m	Smoke	Alarm	Fire Notice	
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Cleanliness								
Is everything	in working orde	er?			Yes 🗌	No *	\boxtimes	
If *, please give details: Fire notice missing								

ROOM NUME	BER 406					
Room Profile:		Roo	m Capac	city:	Roo	m Occupancy:
Single		4			4	
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Cleanliness						
Is everything i	in working order	?	Y	'es 🔀	No *	
If *, please giv	e details:					
ROOM NUME	BER 301					
Room Profile:		Roo	m Capac	city:	Roo	m Occupancy:
Single		3			2	
TV	Ensuite	Shared Bath	room	Smok	e Alarm	Fire Notice
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Cleanliness						
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ROOM NUME	BER 303					
Room Profile:		Roc	m Capa	city:	Roc	m Occupancy:
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If *, please given	and and the					
ii , piease gi	ve details:					

ROOM NUMB	SER 304						
Room Profile:			Room	Capac	ity:	Rooi	m Occupancy:
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Cleanliness							
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ROOM NUMB	ER 305						
Room Profile:			Room	Capac	city:	Roo	m Occupancy:
Single			3			2	
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Cleanliness							
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ROOM NUMB	SER 306		Daam	Cama	-i de	Bac	m Ossupansu
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,	Very Good	Adeq	luate	Po	or*	Needs	urgent attention *
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If *, please giv	e details: TV ca	ble dama	ged				
ROOM NUME	BER 307						
Room Profile:			†	Capa	city:		m Occupancy:
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TV	Ensuite	Shared	Bathro	om	Smok	e Alarm	Fire Notice
						\boxtimes	
	Very Good	Adec	quate	Po	or *	Needs	urgent attention *
Cleanliness							
Is everything	in working order	?		1	Yes 🖂	No *	
If *, please giv	ve details:						

ROOM NUMI	BER 201						
Room Profile	•	Ro	om Capa	city:	Roo	Room Occupancy:	
Single		3			2		
TV	Ensuite	Shared Bat	hroom	Smok	e Alarm	Fire Notice	
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Cleanliness							
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ROOM NUM					I n	0	
Room Profile	•		om Capa	city:		m Occupancy:	
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Cleanliness							
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	ciisuite	suite Shared Bathroom Smoke Alarm Fire Notice					
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	Very Good	d Adequat	e Po	oor *	Needs	urgent attention *	
Cleanliness							
	in working orde	r?		Yes 🔀	No *		
If *, please give details:							

ROOM NUME	BER 205								
Room Profile:			Room	Capac	city:	Roc	om O	ccupancy:	
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Cleanliness									
Is everything i	in working order	·?		Y	′es 🛚	No *			
If *, please giv	ve details:								
ROOM NUME	BER 206								
Room Profile:			Room	Capa	ritv:	Roc	om O	ccupancy	:
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			\boxtimes		l				
	Very Good	l Adeq	uate	Po	or*	Needs	urgent attention *		
Cleanliness									
Is everything	in working order	?		١	res 🖂	No *			
TAIRWAY Is the area ge	nerally clean?					Yes	\square	No	
									_
If no please g	ive details:								
	Have you notice signs, hazards, ligh				attentio	n? Yes	\boxtimes	No	
	detail: Damp on				ng – lea	k in roof			
ROOM NUME	3ER 207								
Room Profile:			Room	n Capa	city:	Ro	om C	ccupancy	':
Single			4		1	3	,		
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Cleanliness			₫						
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ROOM NUME								
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Single			2			2		
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	Very Good	Adequate	Poc	or*	Needs	urgent attention *		
Cleanliness								
Is everything	in working order	?	Ye	es 🖂	No *			
If *, please giv	ve details:							

Use this space for any comments or other information not covered in this form:

General Representations

If you were approached by any <u>residents</u> regarding general issues while in the centre please outline the details below:
no
If you were approached by any members of staff regarding general
issues while in the centre please outline the details below:
no
If you were approached by any other persons regarding general
issues while in the centre please outline the details below:
no

Please ensure that no personal information or information that could lead to the identification of an individual is recorded in this section.

Personal representations should be recorded in Part 3.

Manager should be asked to sign this declaration.

This inspection, by a RIA 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:	- Carmel folers	
Position:	Manager	
Date:	20-12-18	
nde	## ## ## ## ## ## ## ## ## ## ## ## ##	*****

Manager should be asked to sign this declaration.

This inspection, by a RIA 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 certifying that the centre is in compliance with all food safety regulations. The manager agrees that the information provided above is correct.

Signed:	Carmol Bley
Position:	Managor
Date:	20-12-12

An Roinn Dlí agus Cirt agus Comhionannais Department of Justice and Equality



Áisneacht Fháilte agus Comhtháite Reception and Integration Agency

Mr. Sean Lyons,
Mint Horizon Limited,
Clondalkin Towers,
Ninth lock Road,
Clondalkin,
Dublin 22.

27th February, 2019.

Dear Mr. Lyons,

The Reception and Integration Agency carried out an inspection at Richmond Court Accommodation Centre on **20**th **December 2018**. A copy of the inspection report is enclosed for your attention and I apologise for the delay in forwarding this to you. Please read the report carefully and do not hesitate to contact me if it contains any discrepancies.

Please reply in writing on or before **Friday 22nd March 2019**, outlining the steps you have taken/propose to take to address the issues raised.

Yours sincerely,

Bernie Loughrey

Internal Inspection Unit

Reception and Integration Agency



Richmond Court
Richmond Street
Longford

Ph: 043 33 62015

Fax: 043 33 62016

Bernie Loughrey Internal Inspection Unit Reception & Integration Agency PO Box 11487 Dublin 2.

22nd March 2019

Ref: Inspection at Richmond Court on the 20th of December 2018

Dear Bernie

I refer to your letter dated 27th of December 2018 and reply as follows:

Fire Safety

No comments, all in order thank you

Food Safety

· No comments, all in order thank you

Bedroom Issues

- Room 501: Mirror replaced in shower room
- Room 404: Bunk bed replaced
- Room 407: Fire notice rehung on door
- Room 306: TV cable replaced
- Stairway block D: Repairs carried out to roof and ceiling & hall repainted

Other issues

 Please note although Richmond Court is a single male centre we do have 2 trained DLP member of staff

I hope the above is to your satisfaction, please contact me if you have any queries

Thank you, Regards

Graham Carry General Manager

	B	Ga CB
& Gravy Mash potato All Toppings(2) African Beef & Sauce Basmaati Rice Lentil (BA) Mixed Salad Custard (2,3)	DINNER Chicken Tikka Masala (1, 2,3, 4) Beef sausage with fried onion	MONDAY BREAKFAST Yogurt (2) Mixture of Cereals (12) Toast / Bread (8.12) Choice of fruit Juices Fruit Porridge Tea / Coffee LUNCH Soup of the day Egg & Veg spaghetti (3.12) Chicken in peper sauce(2) Mash & Chips(2) Boiled Vegetables Seasonal mixed Salad Garlic & Chile Mayo (2, 3, 9)
African Chicken with tomato sauce Plantain Mazmeal Mixed Salad Pitta Bread (8,12) Natural Youghrt (2) Mixi Muffins (2, 3, 12, 14)	Chicken Karahi Biryani Rice (4.8.9,11 12) Chana Dhal	BREAKFAST Boiled Eggs (3) Mixture of Cereals (12) Toast / Bread (8. 12) Choice of fruit Juices Fruit Porridge Tea / Coffee LUNCH Soup of the day Chilli Con Carne Fish Cakes (5.12) Steamed Vegatables Boiled Rice Roast Potatoes Seasonal mixed Salad Salad dressing (2.3.9) All Sauses
African Fish Spicy Rice Dhal (PA) Red kidney beans Mixed Salad Pitta Bread(8.12) Samonlina(12) Fruit cocktail	Chicken Chicken Shammy Kabab (2.4 8,12.14) Fish of the day	BREAKPAST Fruit Yogurt (2) Mixtures of Cereals (12) Toast / Bread (8, 12) Choice of fruit Juices Fruit Porridge Tea / Coffee LUNCH Soup of the day Beef Burgers (8,12) Chicken Burger(2, 8, 13) Fried eggs (2) Chips Okra Curry Seasonal mixed salad Cheese slices (2) All sauces
Yam Okra Curry Potato & Cauliflower Corrinder Rice Pitta Bread (12) Mixed salad Yogurt Chuthey(2) Rice Pudding (2)	DINNER Chicken Curry (PA) Lentil(BA) African Beef & Sauce	BREAKFAST Fried Eggs (3) Mixture of Cereals(12) Toast / Bread (8, 12) Choice of fruit Juices Fruit Porridge Tea / Coffee LUNCH Soup of the day Tagliatelle cabonara(2,12) Fried liver Spicy wedges Baked beans Seasonal mixed Salad Bread Rolls (12) Chilli sauce Cartic Sauce (2,3,8) Chilli Mayo(2,3,8)
African Fish & tornato Sauce (5) White Rice Plaw Rice (2.4, 8.12.14) Chana Dhal Salad All Sauces Mazmeal Custard(2.3)	Stir fly Chicken(8.14) Vegetable Pasta with peper Sauce (2.12)	Fruit Yogurt (2) Mixture of Cereals(§12) Toast / Bread (8.12) Choice of fruit Juices Fruit Porridge Tea / Coffee LUNCH Soup of the day Chicken Vegetable wrap(12) Fish Fingers (2.3.5) Roast Potato Beans Sauce Coleslaw (2. 3. 9.) All Sauces
Alrican Chicken White Rice Mixed Salad Fruit Cocktail	Chicken Biryam(2,4,8,12,14) Veg Curry (PA) (Pak) Dhal	BREAKFAST Selection of Yogurt (2) Mixture of Cereals(12) Toast / Bread (8.12) Choice of fruit Juices Fruit Porridge Tea / Coffee LUNCH Soup of the day Chicken lasagna(2.12) Fish Burgers (2.8.12) Potato Curry Chips Cabbage Salad Tomato & Chilli Sauce(2.3.9) Pitta bread (8.12)
Spicy Rice African Turkey Lentil(BA) Red Kidney Beans All Sauces Mixed salad Rice Pudding(2)	L	But Book Mixtur The Sou Tuna & Chicke Bake Veget Sp Carrot & Tomato & Tomat

^{1.} PEANUTS, 2. MILK, 3. EGGS, 4. NUTS, 5. FISH, 6. CRUSTACEANS, 7. MOLLUSCS, 8. SOYA, 9. MUSTARD, 10. LUPIN, 11. SULPHUR DIOXIDE & SULPHITES, 12. GLUTEN, 13. CELERY/CELERIAC, 14. SESAME SEEDS Please Note: If a resident is a Vegetarian please contact the Manager or the Chef and they will make suitable arangements on a daily basis for you when subminimental them.

							_							_								잗												Week 7
		Halwa(12)	Mixed Salad	Okra Curry	Dhal (PA)	African Sauce	Biryani Rice(2,4,8,12,14)	Willie Nec	University (and	Chicken Curry (PA)	Taco Beef & Toppings	DINNER		Garlic Mayonatse (2, 3, 9)	Chilli Sauce (2, 3, 9)	Seasonal mixed Salad	Mixed Salad	Chips	baked beans	vegetable lasta (E, 12)	Varietable Posts (9 19)	Pizza with all toppings(2,12)	Soup of the Day	LUNCH	Tea / Coffee	Porridge	Fruit	Choice of fruit Juices	Toast / Bread (12)	Mixture of Cereals(12)	Fried Eggs (3)	BREAKFAST	10.40	WOYLAN SO Y
Rice Pudding (2)	All Sauces	Mixed Salad	Plantain	Chana Dhal	Mazmeal	African Beef	Chickpea Curry	Contained Nice	Contact Disc	White Rice	Spicy Chicken wings	DINNER			All Sauces	Seasonal mixed Salad	Spicy Wedges	Roast Vegeatable	pakede pearls	Balanda Bassa	BA Omelette (3)	Chicken balls (2,12)	Soup of the Day	LUNCH	Tea / Coffee	Porridge	Fruit	Choice of fruit Juices	Toast / Bread (12)	Mixture of Cereals(12)	Yogurt (2)	BREAKFAST		THESDAY
		Fruit Cocktail	Mixed Salad		Afircan Plaw(4.8,9,11,12)	White Rice	Lentil[BA]	Difficult Light	African Fish	Fish of the day	Chicken curry (PA)	DINNER		Cheese slices (2)	Mixed Salad	All Sauces	Chicken Soup	Chips	Deer Durgers (o. 12)	Deaf Divident (0 10)	Chicken Burgers(12)	Fish Fingers (2, 3,5, i2)	Soup of the Day	LUNCH	Tea / Coffee	Porridge	Fruit	Choice of truit Juices	Toast / Bread (12)	Mixture of Cereals(12)	Hard Boiled eggs (3)	BREAKFAST		MEDNESDAY
Muffins(2,3,12,14)	Mixed Salad	Mazmeal	All Sauces	Spicy Rice	White Rice	Spinach Curry	Airican Turkey	Diag(rs)	DhallDal	Lamb Shish Kebab(8)	BBQ Chicken Balls(2,3,12)	DINNER			Mixed Salad	All Sauces	Baked Beans	ROBSI POGRIO	Donet Patets	Rolled Vegetables		Spagheeti Bolognaise (12)	Soup of the Day	LUNCH	Tea / Coffee	Porridge	Fruit	Choice of fruit Juices	Toast / Bread (12)	Mixture of Cereals(12)	Yogurt(2)	BREAKFAST		THURSDAY
Halwa(12)		Mixed Salad	Plantain	Basmati Rice	White Rice	Chana Dhal	Airican Ked Kice	full Call Deca	African Reef	Beef Aloo Gust(PA)	Chicken Tandoori(4)	DINNER				Mised Salad	Salad Dressing	All Sauces	All Courses	Collectaw (9 3 G)	Doner Kebab(12)	Fish Cakes (5.12)	Soup of the Day	LUNCH	Tea / Coffee	Pornidge	Fruit	Choice of fruit Juices	Toast / Bread (12)	Mixture of Cereals(12)	Boiled Eggs(3)	BREAKFAST		FRIDAY
	Rice Pudding(2)		Mixed Salad	All Sauces	Lentil(BA)	Bombay Rtce	White Rick	White Diag	African Chicken & Sauce	Boiled Vegetables	Chicken Curry (BA)	DINNER				Seasonal Huxed Salad	All Salices	Danca bears	Baked Reans	Fish Finders(2.3.5.12)	Spinich Omelette(3)	Stirfry Vegetables (3,12,14)	Soup of the Day	LUNCH	Tea / Coffee	Porndge	Fruit	Choice of fruit Julices	loast / bread (12)	Mixture of Cereals(12)	Yogurt(2)	DREAKFAST		SATURDAY
	Custard(2,3)		All Sauces	Mixed Salad	Dhal(PA)	Fried Rice	Willie Nice	White Dice	African Chicken	BBQ Chicken(8, 12)	Nahiri Lamb	DINNER				All Sauces	All Carross	Essential mount folial	Baked Reans	Boiled Vegetables	Beef Burger (12)	Chicken Burger(12)	Soup of the Day	LUNCH	Теа / ∪олее	Pornoge	Fruit	CHoice of fruit Jaires	Chaics of fruit bridge	Muximize of Cercals(12)	Boued Eggs(3)	DREAMAN		SUNDAY

Please Note: If a resident is a Vegetarian please contact the Manager or the Chef and they will make suitable arangements on a daily basis for you - phosodosin distributed when the suitable arangements on a daily basis for you - phosodosin distributed when the suitable arangements on a daily basis for you - phosodosin distributed when the suitable arangements on a daily basis for you - phosodosin distributed when the suitable arangements on a daily basis for you - phosodosin distributed when the suitable arangements on a daily basis for you - phosodosin distributed when the suitable arangements on a daily basis for you - phosodosin distributed when the suitable arangements on a daily basis for you - phosodosin distributed when the suitable arangements on a daily basis for you - phosodosin distributed when the suitable arangements on a daily basis for you - phosodosin distributed when the suitable arangements on a daily basis for your - phosodosin distributed when the suitable arangements of the

1. PEANUTS, 2. MILK, 3. EGGS, 4. NUTS, 5. FISH, 6. CRUSTACEANS, 7. MOLLUSCS, 8. SOYA, 9. MUSTARD, 10. LUPIN, 11. SULPHUR DIOXIDE & SULPHITES, 12. GLUTEN, 13. CELERY/CELERIAC, 14. SESAME SEEDS

		7
Chicken munce with Potato Fried fish of the day (PA) Lentil(BA) African Fish Chickpea Curry Mazmeal Mixed Salad Rice Pudding (2)	DINNER	BREAKFAST Fried Eggs (3) Mixture of Cereals(12) Toast / Breat (12) Choice of fruit Juices Fruit Forridge Tea / Coffee LUNCH Soup of the day Roast Chicken Tuna & sweet corn wraps2,(12) Chips Mashed potatoes (2) Chilli Sauce (2, 3, 9) Garlic Mayonalse (2, 3, 9) Mixed Salad
Chicken Birtyani (4,8.9,11,12) (Chana Dhal African Chicken African Rice White Rice Afgani Rice Mixed Vegetables Curty Mixed Salad Custard (2,3,12)	DINNER	BREAKFAST Yogurt (2) Mixture of Cereals(12) Toast / Bread (12) Choice of fruit Juces Fruit Porridge Tea / Coffee LUNCH Soup of the day Beef burgers (12) Chicken burgers(2,3,12) Fried Eggs(3) Baked Beans Seasonal mixed Salad Spicy Wedges All sauces
Chicken Tikka masala (1.2.4) Beef Sausage Dhal (PA) African Sauce White Rice African Yan Coriander Rice Okra Curry Mixed Salad Halwa (12)	DINNER	WEDNESDAY BREAKFAST Yogurt(2) Mixture of Cereals(12) Toast / Bread (12) Toast / Bread (12) Choice of fruit Juices Fruit Porridge Tea / Coffee LUNCH Soup of the day Stir fry Noodles with Vegetables(8, 12, 14) Chicken Goujons(2,3,8, 12) Baked potatoes Curry Sauce Coleslaw (2,3,9) All Sauces
Chicken Soup (PAMS) Southern Fried Chicken (2,3,9,12) African Turkey & sauce Mazaneal White Rice Spicy Rice Lentil (BA) Mixed Salad Fruit Cocktail	DINNER	BREAKFAST Yogunt(2) Mixture of Cereals(12) Toast / Bread (12) Choice of fruit Juices Fruit Porridge Tea / Coffee LUNCH Soup of the day Egg & fried Rice(3) Boiled Vegetables Baked Beans Chicken Wrap (12) Chips Seasonal Mixed Salad All Sauces
Chicken Curry (BA) Beef Shawarma White Rice Spicy Rice African Sauce Red Kidney Beans Garden peas Chana Dhal Mazmeal Seasonal Mixed salad Rice Pudding (2)	DINNER	BREAKFAST Boiled Eggs(3) Mixture of Cereals(12) Toast / Bread (12) Toast / Bread (12) Choice of fruit Julces Fruit Porridge Tea / Coffee LUNCH Soup of the day Vegatrian Lasagna (2.12) Fried Chicken Leg Rosted Potatos All Sauces Carrot Salad Pitta Bread(8,12)
Lamb Curry(PA) Chicken Tikka Masala African Fish White Rice Birryani Rice Dhal (PA) Mixed Salad Custard (2,3,12)	DINNER	BREAKFAST Yogurt(12) Yogurt(12) Toast / Bread (12) Toast / Bread (12) Choice of fruit Juices Fruit Porridge Tea / Coffee LUNCH Soup of the day Fried Liver & Veg Fish Fingers(2,3,12) Spicy Wedges All Sauces Boilede Mixed Veg Baked Beans Cabbage Salad All Sauces
Vegetable Pasta & Peper Sauce (2) Roast Chicken Rice Splcy Rice African Chicken Mushroom Sauce Lentil(BA) Mixed Salad Fruit Coctail	DINNER	BREAKFAST Boiled Eggs(3) Mixture of Cereals(12) Toast / Bread (12) Choice of fruit Juices Fruit Porridge Tea / Coffee LUNCH Soup of the day Chicken Pasta (12) Fish Cake(2.3,12) Chips Roasted Veg Baked Beans All Sauces Seasonal Salad

1. PEANUTS, 2. MILK, 3. EGGS, 4. NUTS, 5. FISH, 6. CRUSTACEANS, 7. MOLLUSCS, 8. SOYA, 9. MUSTARD, 10. LUPIN, 11. SULPHUR DIOXIDE & SULPHITES, 12. GLUTEN, 13. CELERY/CELERIAC, 14. SESAME SEEDS

Please Note: If a resident is a Vegetarian please contact the Manager or the Chef and they will make suitable arangements on a daily basis for you — Now shown which will have the Normal Chef and they will make suitable arangements on a daily basis for you — Now shown which will have the

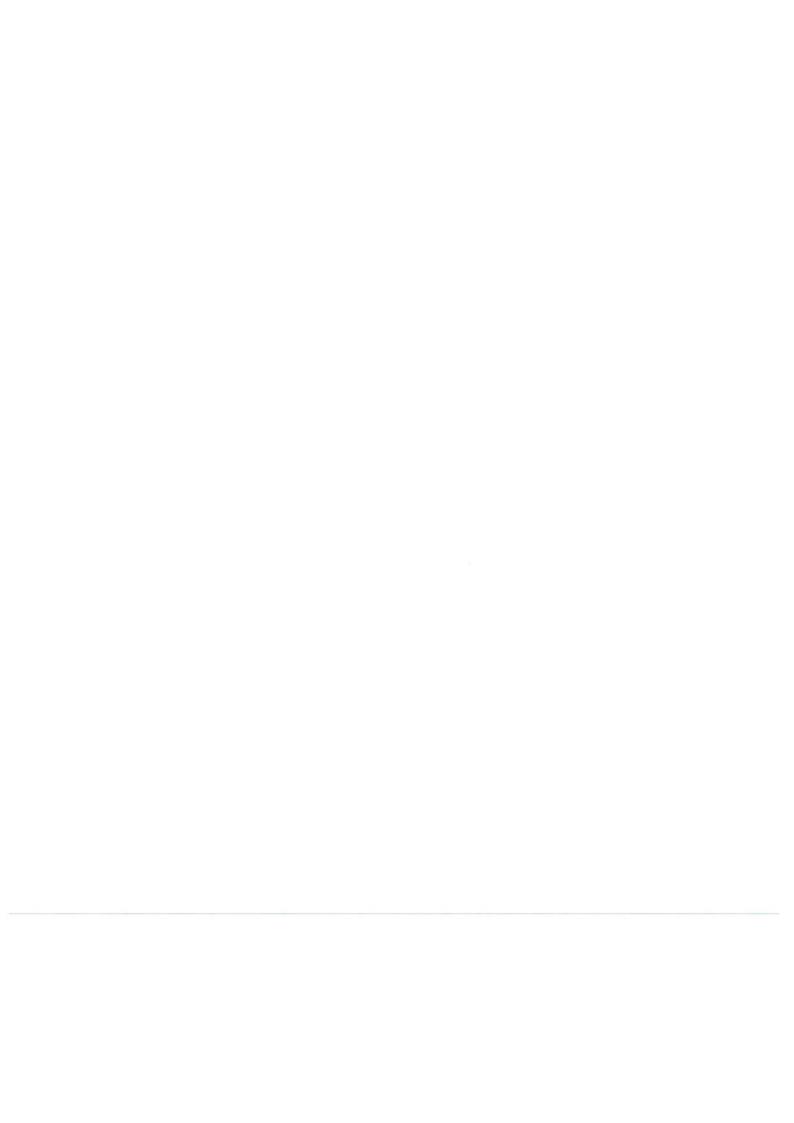
Week 4	APGSTILL	APUSZIYUZIN	THUSCOAY	FRIDAY		SUNDAY
NO WOOD	3867777	** ***	a conference of			
BREAKFAST	BREAKFAST	BREAKFAST	BREAKFAST	BREAKFAST	BREAKFAST	BREAKFAST
Fried Eggs(3)	Yogurt(2)	Boiled Egg(3)	Yogurt(2)	Hard Boiled eggs(3)	Yogurt(2)	Scramled Egg(3)
Mixture of Cereals(12)	Mixture of Cereals(12)	Mixture of Cereals(12)	Mixture of Cereals(12)	Mixture of Cereals(12)	Mixture of Cereals(12)	Mixture of Cereals(12)
Toast / Bread (12)	Toast / Bread (12)	Toast / Bread (12)	Toast / Bread (12)	Toast / Bread (12)	Toast / Bread (12)	Toast / Bread (12)
Choice of fruit Juices	Choice of fruit Juices	Choice of fruit Juices	Choice of fruit Juices	Choice of fruit Juices	Choice of fruit Juices	Choice of fruit Juices
Fruit	Fruit	Fruit	Fruit	Fruit	Frutt	Fruit
Porridge	Porndge	Porridge	Porridge	Porridge	Porridge	Porridge
Tea / Coffee	Tea / Coffee	Tea / Coffee	Tea / Coffee	Tea / Coffee	Tea / Coffee	Tea / Coffee
LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
Soup of the day	Soup of the day	Soup of the day	Soup of the day	Soup of the day	Soup of the day	Soup of the day
				Track Diseases (6 9 E 10)	Vadatable Outobe (2)	Time & circutorm Wran
Vegetable Pasta Bake (2.12)	(9.8.12)	Fish fingers (3, 12)	Potato Omelette (3)	Doner Kebab	Chicken Burgers (12)	(2,3,12)
Fries	Sasuge with Onion	French Fries	Baked Beans	French Fries	Beef Burgers(12)	Spicy wedges
Curry Sauce	Gravy (12)	Carrot & Coriander Salad	Egg Fried Rice (3)	Homemade coleslaw(3.9)	Baked Beans	Chicken Goujons(2.12)
Pitta Bread & Wraps(8.12)	Steamed Vegetables	Pitta Bread & Wrap(8,12)	Mixed Salad	Egg Mayonnaise(2,3,9)	Chips	Potato Curry
Salad Dressing (2,3,9)	Potato Wedges	All Sauces	Steamed Vegetables	Salad dressing (2,3,9)	Tomato & Chilli Sauce	Cabbage Salad
All Sauces	Pitta Bread(8,12) Chilli Sauce(2,3,12,14)		Pitta Bread & Wraps(8,12) Salad dressing (2,3,9)	Pitta Bread & Wraps(8, 12)	Pitta bread/Wraps (8.12) Salad dressing (2.3.9)	Salad dressing (2.3,9) Pitta Bread & Wraps(8.12)
	Salad dressing (2,3.9)					
DINNER	DINNER	DINNER	DINNER	DINNER	DINNER	DINNER
Chicken Jalfrezi	Beef Curry (Pak)	Minced Chicken Kebab	BBQ Chicken	Veg Pasta with	Lamb Korma(4,12)	Chicken Biriyani(4, 12)(BA)
Afirican Chicken in Sauce	Tandoori Chicken(4)	African Turkey & sauce	Fish (BA)	Peper Sauce (2,12)	Sturfried Chicken(8,12,14)	Lentil (BA)
Boiled Rice	Dhal (PAK)	Okra Sauce	African Fish & Sauce	Chicken Curry (BA)	Boiled Rice	African Turkey & Sauce
Spicy Rice & Veg	Birlyani Rice	Chana Dhal	Lentil (BA)	Biriyani Rice(2,4,8,12,14)	Vegetable Rice	Bolied African Rice
Mazmeal	Fried Spinach.onion	Boiled Rice	Chickpea Curry	Boiled Rice	Chana Dhal	Chickpea Curry
Plantatn	& Garlic	Coriander Rice	Boiled Rice	African Chicken sauce	African Beef	Salad
Lentil(BA)	Pitta Bread & Wraps(8.12)	Pitta Bread & Wraps(8,12)	Spicy Rice	Plantain	Mazmeal	Pitta Bread &Wraps(8.12)
Pitta bread & wrap(8,12)	African Beef	Salad dressing & Oils(2.3.9)	Seasonal Mixed Salad	African Rice	Seasonal Mixed Salad	Yogurt Chutney(2)
Natural Yogurt	Massed Potato(2)	,	Mazmeal	Salad dressing & Oils(2,3.9)		
Salad Dressing (2,3,9)	Boiled Rice	Semolina(12)		Pitta Bread & Wrap (8,12)	8	
Mixed Salad	Seasonal mixed Salad	Halwa(12)	Custard (2,3,12)	Dhal(PAK)	Muffin (2,3,12,14)	Fruit Salad
Rice Pudding (2)	3			Rice Pudding (2)		Pruit Salad
	Falooda(2)					

1. PEANUTS, 2. MILK, 3. EGGS, 4. NUTS, 5. FISH, 6. CRUSTACEANS, 7. MOLLUSCS, 8. SOYA, 9. MUSTARD, 10. LUPIN, 11. SULPHUR DIOXIDE & SULPHITES, 12. GLUTEN, 13. CELERY/CELERIAC, 14. SESAME SEEDS
Please Note: If a resident is a Vegetarian please contact the Manager or the Chef and they will make suitable arangements on a daily basis for you— Phenology in Manager or the Manager or the Chef and they will make suitable arangements on a daily basis for you— Phenology in the Manager or the Chef and they will make suitable arangements on a daily basis for you— Phenology in the Manager or the Chef and they will make suitable arangements on a daily basis for you— Phenology in the Manager or the Chef and they will make suitable arangements on a daily basis for you— Phenology in the Manager or the Chef and they will make suitable arangements on a daily basis for you— Phenology in the Manager or the Chef and they will make suitable arangements on a daily basis for you— Phenology in the Manager or the Chef and they will make suitable arangements on a daily basis for you— Phenology in the Manager or the Chef and they will make suitable arangements on a daily basis for you— Phenology in the Manager or the Chef and they will make suitable arangements on a daily basis for you— Phenology in the Chef and they will be a suitable arangements on a daily basis for you— Phenology in the Chef and they will be a suitable arangements on the Chef and they will be a suitable arangements.

RIA

Internal Inspection Report

Centre:	RICHMOND COURT
Inspector:	Audrey Walsh
Date of Inspection:	12/06/2018 2019
Time of Arrival & Departure:	10:30 – 13:30



Part 1 **General Information on Services**

Internal Inspection Report

Centre:

Richmond Court

Date of Inspection: 12/06/2018

1.	CFN	TRE	DET	AI	15
	CLIV				

1. CENTRE DETAILS		
Name and address of Centre	Richmond Court, Richmond Street,	
	Longford Town, Co. Longford.	
Contractor	Mint Horizon limited	
Manager	Carmel Foley	
Who deputises for manager in his/her	Give Job Title only	
absence?	Assistant Manager	
Telephone Number	043 3362015	
Current Contracted Capacity	80	
Current Occupancy (today)	79 (one on hold)	
Current Centre Profile (e.g., singles, families etc.)	Single males	
HSE Area	Midlands - Longford / Westmeath	
Public Health Nurse	Mary Farrell	
DSP / CWO name	Jacinta Keogh	
Environmental Health Officer name	Siobhan O' Callaghan	
Local Fire Officer Name	Declan Kilcloyne	
Local Fire Station	Longford Fire Station	
Is the Centre certified by any Quality Management System Yes No		
(i.e. Q Mark, ISO)?:		
If yes, please give details:		
What was the date of the last certification? N/A		
Have you a copy of the Certification	Yes No	
2. Please provide a copy of the follow		
	Check List	
Official Register		
Menu Cycle		
Staffing Lists as follows:		
1. Full list of staff employed at the centre (indicating Names, Titles, Roles, etc.,)		
2. Indicate who is on duty at time of inspection (today)		
3. a separate list of Designated Liaison Persons (child protection)		

GENERAL SECURITY & EMERGENCY DETAILS \boxtimes (Y/N) Yes No Is 24 hour supervision provided? 8am-8pm / 8pm-8am Give details of roster hours \boxtimes Yes No Is security provided by external company? (Y/N)If yes, give name of company: N/A X (Y/N)Yes No Does the centre have CCTV? Yes \boxtimes Is a list of emergency numbers available in the No Manager's office? X No Does the list include the following numbers? (Y/N) Yes Local Garda station 24 hr number Local hospital If no, give details: Local fire station **Duty Social Work Team** No out of hours GP service - have to call Out of hours GP Service local doc. RIA out of hours number \boxtimes (Y/N)No Are first aid kits available? Yes 2-1 x managers office, 2 x kitchen Where and how many? Job title only (not name) of person responsible: Who is responsible for first aid restocking? Manager No \bowtie Is there a defibrillator in the centre? Yes How many staff been trained to use it? HEATING ARRANGEMENTS What type of heating is used in the centre? Gas \boxtimes Do residents have control of the heating in their own Yes No bedroom? If no, what arrangements are in place? On thermostat and timer What are the heating 'ON' times? Dependant on temperature **HOUSE RULES** Are residents provided with a copy of the House Yes \bowtie No Rules on arrival? How does centre management explain house rules Manager discusses the Rules with new to residents on arrival? residents on arrival and goes through RIA booklet. House rules are hanging on all

bedroom doors.

6 ARRANGEMENTS FOR RESIDENTS & VISITORS (keys / storage / toiletries)

Yes No 🗌
Yes No
Yes, in the communal room beside reception
10am-10pm
Communal room
Each resident has their own locker in their bedroom
Toothpaste, shampoo / soaps provided in shower rooms.
Checked daily by Manager and provided on demand.

7 ARRANGEMENTS FOR MAINTENANCE

Does the centre have a written procedure in place	Yes
for residents to report maintenance issues? (Yes/No)	
Is there a maintenance day book? (Yes/No)	Yes
Describe the maintenance procedure at the centre:	
Day maintenance book in office - maintenance issues are of	lealt with as soon as practicable
and regular room inspections are carried out.	

8 CHILD PROTECTION

Are measures in place to inform staff and visitors of RIA's Child Protection Policy? (Give details)	Procedure is in place – however no children present in centre.
Are visitors asked to sign a declaration agreeing to adhere to the child protection policy?	N/A
Where is declaration held?	N/A
Is there a sign in book for visitors? Where?	N/A
Are there notices on public display giving name and contact details of Designated Liaison Person? Where?	N/A
Have Designated Liaison Persons received HSE training?	N/A
Are notices prominently displayed regarding parental supervision of children? Where?	No

9 FOOD SAFETY

Has a HACCP system been implemented? (Yes/No)	Yes No
Have the premises been inspected by an Environmental	Yes
Health Officer? (Yes/No)	
Date of last visit:	13/12/2018

10 NUTRITION / SCHOOL LUNCHES / BABY FORMULA (general arrangements)

Are residents consulted regarding menu / dietary requests? (Give details.)	Yes – there is regular discussion with chef and manager on food and dietary/ethnic requirements etc.
Provide details opposite: Which of the following are provided for school children's packed lunches: Sandwich? What sandwich fillings are available: Cheese? Ham? Chicken? Tuna? Jam? Other? Drinks? Juice? Water? Yogurt? Fruit? Other	N/A Please also provide details of the system for distribution of school lunches:
Is infant formula kept out of public view?	N/A
What arrangements are in place for distribution of infant formula?	N/A

11 ARRANGEMENTS FOR REFRESHMENTS / MEALS OUTSIDE NORMAL MEAL

TIMES

Are tea / coffee / drinking water / Snacks etc. available outside mealtimes?	Yes No
What food/snacks are available after hours or when kitchen is closed?	Kitchenette in dining room with tea/coffee, milk, bread, fruit, cereals etc. available.
Where are the snacks located and how are they accessed?	As above
Are meals available for residents who arrive late? (Give details.)	Yes No Fridge and microwave in dining room - meals will be left plated, can be heated on arrival.
Are meals available for new arrivals? (Give details)	Yes – as above
Are packed lunches available for residents travelling to Dublin on official business? (Give details)	Yes No Chef will prepare lunches when advised by manager.
If the inspection takes place during Ramadan this section must be completed. What arrangements are in place to facilitate residents observing a fast during Ramadan?	N/A

N/A
Yes No
Yes/No
Yes
Yes

Yes

No

No

Yes Yes

Yes

Yes

No

Regular football/cricket games organised

No

⊠ No

250 cable channels in each room, sky sports available

Yes

in lounge.

No

for residents in the back yard.

Are the following are available to residents?	
Computers with Internet access	
WIFI	

Computer Games

Table Tennis Table

Toys / games for children

Is there a bus service provided?

Where does the service go to?

(List time table opposite)

TV SYSTEM

provided to residents?

What is the frequency of the service?

Is there a specific TV system in place?

An average, how many TV channels are

Are residents allowed to erect satellite

Give details of any other arrangement or other

TRANSPORT ARRANGEMENTS

Snooker Table

Board Games Newspapers

Pool Table

Books

Other

comments:

(Yes/No):

(give details)

dishes?

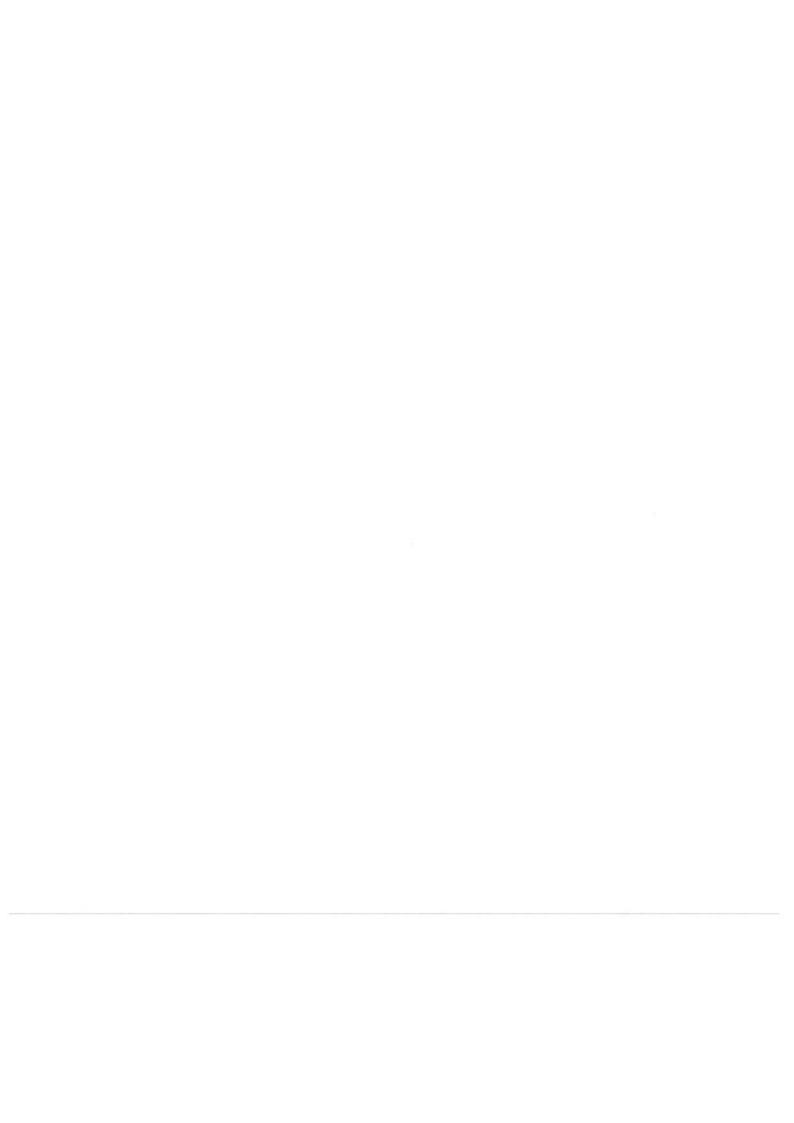
15

16 LAUNDRY FACILITIES (General Arrangements)

Are Laundry facilities available in the centre? (Y/N)	Yes No
If No, what service is provided?	
Who launders towels and bedlinen? (e.g., residents, staff, other, etc)	Residents
What procedures are in place for the exchange of towels and bed linen at the centre?	Provided as needed and on request from the manager
What procedures are in place for ironing boards and irons?	Available in laundry
How is washing powder / tablets supplied?	Freely available at reception
Are there specific arrangements for access to the laundry (give details):	Open access – 24/7

17 CLEANING (General Arrangements)

27 CEE/IIIII (Ceneral / III angenients)	
Are there cleaning materials and equipment provided by management for residents?	Yes No
What cleaning equipment is available to residents?	Mops, brushes, detergents etc.
What is the procedure for residents to access vacuum cleaners, brushes & other cleaning equipment?	Cleaning staff in house do routine room cleaning – residents may request equipment at anytime and it is provided.
What arrangements are in place if rooms are not cleaned sufficiently by residents?	Cleaning staff will provide assistance, if necessary.



PART 2

Room by Room Inspection

Internal Inspection

Centre:

Richmond Court

Date of Inspection: 12/06/2019

Section A- Administration / Communal areas

17 Have you seen the following?

		Location of display
Up to date House Rules		Reception Desk, hung on all bedroom doors
Complaint Forms	\boxtimes	Reception Desk
Accident/ Incident procedure		Reception Desk
HSE Breastfeeding Posters (if applicable)		N/A
HSE Breastfeeding Posters		N/A
Designated Liaison Person details		N/A
(Child Protection) Supervision of children notice	-	N/A
Gym Notices (Child Safety – if applicable)		N/A
IOM Voluntary Return Posters		Reception
-	F 2	
Anti Human-Trafficking Posters		Reception

Reception

18 Staff Awareness

'NO to Violence & Harassment' Posters

Did you see the RIA Code of Practice*?	Yes
Are all staff aware of RIA Code & House Rules?	Yes
How are staff made aware of RIA Code & House Rules?	
All staff are fully inducted on commencement of employmen	t

^{*}A Code of Practice for persons working in accommodation centres

19 FIRE SAFETY

You should record the last 2 entries on the fire register for each of the following sections:

19a EMERGENCY LIGHTING INSPECTION SCHEDULE

<u>Date</u>	Inspected By (Company Name / Position)	Comments	
19/12/18	Security in-house	Ok	
13/05/19	Keogh Electrical	Quarter service and test	
05/06/19	staff	Ok	

19b FIRE ALARM & DETECTION SYSTEM INSPECTION SCHEDULE

Date	Inspected By (Company Name / Position)	ОК	Defect	Remedial Action Taken (Y/N)	Sign Off Y/N
23/04/19	Sharp Security		Service and test	N/A	Υ
12/06/19	Internal		Ok	N	Υ
11/06/19	Internal		Ok	N	Υ
05/06/19	Staff		Bell check		1.5

19c FIRE FIGHTING EQUIPMENT INSPECTION SCHEDULE

(Include all fire extinguishers, hose reels and fire blankets.)

Date	Inspected By (Company Name / Position)	ОК	Defect	Remedial Action Taken (Y/N)	Sign Off Y/N
14/08/18	Sharp		Annual service	Υ	Υ
12/06/19	Internal		Ok	N	Υ
11/06/19	Internal	\boxtimes	Ok	N	Υ

19d FIRE EXIT DOORS / MEANS OF ESCAPE INSPECTION SCHEDULE

Date	Inspected By (Company Name / Position)	OK	Defect	Remedial Action Taken (Y/N)	Sign Off Y/N
12/06/19	Internal	\boxtimes	n/a	n/a	Υ
11/06/19	Internal	\boxtimes	n/a	n/a	Υ

19e FIRE DRILL PROCEDURE INSPECTION SCHEDULE

Date & Time	Numbers of staff involved in drill	No. of residents present / evacuated **	Evacuation Time	Comments
22/03/19 3:00pm	4 STAFF	24/24	5:00mins	All evacuated
17/01/19 8:00pm	4 STAFF	29/29	4:20mins	All evacuated

^{**}Both numbers must be recorded.

19f STAFF INSTRUCTION AND TRAINING (Fire Safety)

Job Description	Course	Instructor	Duration	Date
All staff	Fire Safety	APEX	½ DAY	4 th Oct 2017

19g FIRE ASSEMBLY POINTS

19h FIRE ALARM SYSTEM

Are there smoke alarms throughout the	Yes
premises, inc bedrooms?	163
Are all smoke alarms linked back to a central control panel?	Yes
Are there designated 'Smoking' areas? Include locations	Yes – outside dining room door in courtyard.

19i FIRE EXITS, EMERGENCY LIGHTING, SMOKE ALARMS, FIRE NOTICES

(in corridors & common areas)

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:	

Administration Area:

Reception:		
Is the area generally clean?		Yes No
If no please give details:		
Visual Check: Have you noticed any issues re (e.g., fire exit signs, hazards, lighting, notices, de	•	ention? Yes No
If yes please detail:		
Have you seen the following?		
Up to date House Rules	Yes	Location of display Reception/back of each bedroom
Op to date nouse Rules	res	door.
Complaint Forms	Yes	Reception
Accident/ Incident procedure	Yes	Reception
HSE Breastfeeding Posters		N/A
(if applicable)	7	
Designated Liaison Person details		N/A
(Child Protection)		
Supervision of children notice		N/A
Gym Notices (Child Safety – if applicable)		N/A
Social Room / Tea Station (State Location	n): opposite	e main office
What facilities are provided? Kettle, microv		
Is the area generally clean?	. 9	Yes No N
If no please give details:		
		untion2 Von D No D
Visual Check: Have you noticed any issues re	equiring atte	ention? Yes No 🗵
If yes please detail:		

DINING AREA:

maintained.

Please outline the meal times:

	From			То	
Breakfast	8:00			10:0	00
Lunch	12:30			13:	30
Dinner	4:30			18:	00
Which is the main me	eal of the da	ay:	Lunch	П	Dinner 🔀
Is menu cycle availab			Yes	$\overline{\boxtimes}$	
,					
If no, give details of	all menu o	ntions on d	av of ins	nectic	on:
Breakfast		parent en a	-, -,	p 0 0 0.10	
Lunch					
Dinner					
Diffiler					
					Tu
Is menu cycle on disp			11.1.2		Yes
Does menu cycle cor				Çini.	Yes
If no, ask manager fo			de details	i:	
Days menu posted o	n Blackboa	ra			
	1 10	10.14			
Which meal was sam		Breakf		.1 1.1	Lunch Dinner
Please describe the r					And the second s
sauces were provide					asty and filling, a variety of
Was there a vegetari		i willcii were		es	No 🗆
(note salad and vege		are not	1,	C 3	
considered as vegeta	7				
Give details of this of		/	0	kra cu	Irry
Were there ethnic di		ale?		es	No 🗆
Give details of this or		,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	1.000		irry, African fish stew
Was fresh foods avai		ants?	-	es	□ No □ N/A
(as per HSE Infant Fe			'		
In your opinion, does			arto Y	es	⊠ No □
provide a good varie		one. appe			
Did inspection take p		Ramadan?	Y	es	□ No ⊠
					utside of normal mealtimes,
(medical or other appo					है । किस्ति के प्राप्त के प्राप्त के प्राप्त के हैं और स्वरंग के स्वरंग किया है । अपने किस्ति के स्वरंग के 🕊 ।
reconstruction and account of the		•			
Is there any damage	d seating or	tables in din	ing room	?	Yes No 🛛
Is there enough seat					
eat their lunch?	175	1.50			
ENTERNATION THE THEORY OF THE PROPERTY OF T			10-2		
Comments: Food wa	s well prese	ented, hot ar	nd tasty.	The d	ining area is clean and well

KITCHEN AREA: Food Safety Critical Requirements

FOOD SAFETY

Has the premises been inspected by an Environmental Health Officer?	Yes
Date of Visit?	11/12/18
Comments: I have viewed the reponented which have since been addressed	ort and there were some minor issues by Management.

KITCHEN AREA: Food Safety Critical Requirements

Is there a dress code for kitchen and servery staff

yes

Please outline: Coat, hat and gloves

Has the manager shown you HACCP Certificates for chefs?	
Was the fridge temperature showing as being between 1 and 5°C?	\boxtimes
Did you see evidence that the fridge temperature is recorded daily?	\boxtimes
Was the freezer temperature showing as being-18°C or below?	\boxtimes
Did you see evidence that freezer temperature is recorded daily?	\boxtimes
Are dry food stuffs stored on shelving? (all dry goods should be stored	\boxtimes
off the ground)	
Has it been demonstrated to you that cooked food is at a temperature	\boxtimes
above 72°C?	
Is the temperature recorded for all food services (lunch &dinner)	\boxtimes
Is there a record of daily cleaning of kitchen, food service and dining	\boxtimes
areas?) (A () () () ()
Have you seen a record of periodic deep clean of all floors, under and	\boxtimes
behind cookers/fridges etc.?	
Are bins with waste food covered/lidded ?	
Are fly screens present on windows and doors into kitchen?	

Where you have not checked boxes above, please provide further details, including any specific corrective actions you may have requested:

Toilets (State Location): Beside dining room

	Number	Soap	Toilet Paper	Hand Towels / Dryers	Hot Water	San	itary Bins
Unisex:							
Ladies:	1	\boxtimes	\boxtimes		\boxtimes		\boxtimes
Gents:	1	\boxtimes	\boxtimes	\boxtimes	\boxtimes		
Is there a	cleaning so	chedule dis	played?		Ye	s 🖂	No 🗌
Record th	ne last time	entry.	11/06/19				
Is the are	a clean? (p	rovide com	ment) Are	a clean and tidy			
Are all fac	cilities worl	king?			Ye	es 🛛	No *
Visual Ch	eck: Have	you noticed	d any issues	requiring attentio	n? Ye	es*	No 🖂
If No, give	e details:						_

COMMUNAL ROOM (State	Location): Op	posite recept	ion	
Is the seating in good condit			Yes	⊠ No □
What is the area generally us	sed for?			
Residents and visitors me		ing TV, genera	al socialis	ing
	0,	0 /0		
Is the area generally clean?			Yes	⊠ No □
Visual Check: Have you notice	ced any issues r	equiring attent	ion? Yes	□ No ⊠
If yes please detail:				
Any other comments? If yes	nlease detail:			
Any other comments: if yes	picase detail.			
OUTDOOR GROUNDS / EA	CHITIES			
OUTDOOR GROUNDS / FAI	CILITIES			
Please rate the following:				
	Very Good	Adequate	Poor*	Needs urgent attention*
Condition of exterior of	П	$\dot{\square}$		П
centre				
Paintwork of the centre		\boxtimes		
Maintenance standard of the	\boxtimes			
grounds (e.g. grass cut,	1.55			
walkways clear etc.)				
Cleanliness of the grounds (ie., evidence of rubbish etc.)				
Where you have rated * plea	se provide deta	ails and comme	nts:	
Timere you have rated piece	ise promue det			
Are there any facilities availa	ble for children	outdoors? Ye	es 🗌	No 🏻
	Appropriate the second of the			ials piled in a corner of
the yard.		******	J	
LAUNDRY ROOM				
	Washing	Machines		Dryers
Number		4		4
Do they appear to be in wor	king order? Y	'es		
Comments: Open 24/7				
CORRIDOR				
Is the area generally clean?			Yes	⊠ No □
If no please give details:				
Visual Check: Have you notice	ced any issues r	equiring attent	ion? Yes	□ No ⊠
If yes please detail:				

STAIRWAY				
Is the area generally clean?	Yes	\boxtimes	No	
If no please give details:				
Visual Check: Have you noticed any issues requiring attention? (e.g., fire exit signs, hazards, lighting, notices, décor, etc.)	Yes		No	\boxtimes
If yes please detail:				
Gym 1 st Floor				
Is the area generally clean?	Yes	\boxtimes	No	
If no please give details:				
Visual Check: Have you noticed any issues requiring attention?	Yes		No	\boxtimes
If yes please detail: Weight bench, free weights and punch bag				
Computer room 1 st Floor				
Is the area generally clean?	Yes	\boxtimes	No	
If no please give details:				
Visual Check: Have you noticed any issues requiring attention?	Yes		No	\boxtimes
If yes please detail:				

Bedrooms:

CLEANING (General Arrangements) How often are bedrooms inspected? twice weekly Weekly Who cleans the bedrooms? Staff Residents How often do staff clean the bedrooms? Weekly fortnightly Monthly Other Are there cleaning materials and equipment provided by management for \boxtimes No \square Yes residents? What cleaning equipment is available to Vacuums, mops, brushes, detergents etc. residents? What arrangements are in place if rooms Cleaning staff will clean rooms, if are not cleaned sufficiently by residents? necessary. Toilet/showers 401-407 Number Toilet Hand Towels / Soap Hot shower Water Paper Dryers X X M Gents: 5 \boxtimes 5 Is there a cleaning schedule displayed? Yes 🖂 No 🗌 Record the last time entry. 11/06/19 Is the area clean? (provide comment) Yes, area clean and tidy Yes 🔀 Are all facilities working? No * Visual Check: Have you noticed any issues requiring attention? Yes* No If No, give details: Toilet/Showers 301-307 Hand Towels / Number Soap Toilet Hot shower Water Paper Dryers X \boxtimes Gents: \boxtimes \boxtimes 5 Is there a cleaning schedule displayed? Yes 🖂 No Record the last time entry. 11/06/19 Is the area clean? (provide comment) Yes, area clean and tidy Are all facilities working? Yes 🖂 No * Visual Check: Have you noticed any issues requiring attention? Yes* No If No, give details:

Toilet/Showers 201 - 209

	Number	Soap	Toilet Paper	Hand Towels / Dryers	Hot Water	S	hower
Gents:	4	\boxtimes		\boxtimes	\boxtimes		4
Record t	a cleaning so he last time ea clean? (pr	entry. 11	/06/19	s, clean and tidy	Ye	s 🛚	No 🗌
	cilities work				Ye	s 🛛	No *
Visual Cl	neck: Have y	ou notice	d any issue:	s requiring attentio	n? Ye	s 🖂	No 🗌
	ve details: om skirting i	needs pai	nting in ro	oms 201 – 203.			

Toilet /Shower 501/502

	Number	Soap	Toilet Paper	Hand Towels / Dryers	Hot Water	S	hower	•
Gents:	2	\boxtimes					2	
	a cleaning so he last time		splayed? 11/06/19		Ye	s 🖂	No	
Is the ar	ea clean? (p	rovide con	nment) Ye	s, clean and tidy				
Are all fa	cilities work	ing?			Ye	s 🛛	No	
Visual Cl	neck: Have y	ou notice	d any issues	requiring attentio	n? Ye	s	No	\boxtimes
If No, giv	e details:							

BEDROOMS

ROOM NUMI	BER 501							
Room Profile			Room	Capa	city:	244500	Roo	m Occupancy:
Single			3				3	
TV	Ensuite	Shared	Bathroo	om	Smok	e Ala	irm	Fire Notice
						\times		\boxtimes
	Very Good	l Adeq	uate	Po	or *	N	eeds	urgent attention *
Cleanliness				[
Is everything	in working order	r?		Υ	′es 🖂	N	o *	
If *, please gi	ve details:							
ROOM NUMI	BER 502		10000					
Room Profile:	AND AND LAND STATE		Room	Capac	ritv:		Roo	m Occupancy:
Single			4	capa	,.		4	in occupancy.
TV	Ensuite	Shared	Bathroo	om	Smok	e Ala	ırm	Fire Notice
\boxtimes			\boxtimes			X		\boxtimes
	Very Good	l Adeq	uate	Po	or *	N	eeds	urgent attention *
Cleanliness		\boxtimes						
Is everything	in working orde	-?		Y	'es 🖂	Ν	o *	
If *, please gi	ve details:							
								•
ROOM NUMI			1929	2	237			
Room Profile:			Room	Capac	city:			m Occupancy:
Single	Familia	Chanad	4		C1-	- 41-	4	Fire Nation
TV	Ensuite	Shared		om	Smok		ırm	Fire Notice
			\boxtimes		L	\boxtimes		
	Very Good	l Adeq	uate	Po	or *	N	eeds	urgent attention *
Cleanliness								
Is everything	in working order	.}	10-1	Υ	'es 🔀	N	o *	
If *, please gi	ve details:							
ROOM NUMI	BER 402							
Room Profile:			Room	Canad	city:		Poo	m Occupancy:
Single	•		3	Capac	city.		3	in Occupancy.
TV	Ensuite	Shared	15,410	om	Smok	e Ala	25500	Fire Notice
			\boxtimes			\boxtimes		
	Very Good	Adequ	uate	Po	or *	N	eeds	urgent attention *
Cleanliness	13.7 0300	, naeq		Г				
554 COLCON, C. 1-11, 111 PROSECUTION	in working orde		Я	Y	'es 🖂	N	o *	
If *, please gi				-	[]		_	
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ROOM NUM	BER 403						
Room Profile			Poor	Cana	city	Por	om Occupancy:
Single	•		4	Capa	city.	4	om Occupancy:
TV	Ensuite	Shared	Bathro	om	Smok	e Alarm	Fire Notice
	Liisuite	Silarea	Datino	OIII	Sillok	C Alaimi	THE NOTICE
\boxtimes			\boxtimes			X	
	Very Good	d Adec	quate	Po	or*	Needs	urgent attention *
Cleanliness							
Is everything	in working order	r?		١	∕es ⊠	No *	
If *, please gi	ve details:						
ROOM NUMI							
Room Profile	:		_	Capa	city:	Roc	om Occupancy:
Single			3			3	1
TV	Ensuite	Shared	Bathro	om	Smok	e Alarm	Fire Notice
\boxtimes		2 - W	\boxtimes			\boxtimes	\boxtimes
	Very Good	Adec	luate	Po	or*	Needs	urgent attention *
Cleanliness							
Is everything	in working order	-?		١	′es 🔀	No *	
If *, please gi	ve details:						
	Constitution of the Consti						
ROOM NUMI				_	W. com	- 1-	
Room Profile:	:		6567	Capa	city:	7000	om Occupancy:
Single	Facility	Chanad	3 Dath sa		C I-	3	Fine Number
TV	Ensuite	Shared	Bathro	om	Smok	e Alarm	Fire Notice
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	Very Good	Adeo	uate	Po	or*	Needs	urgent attention *
Cleanliness							
Is everything	in working order	.5		Y	'es 🖂	No *	
If *, please gi	ve details:						
ROOM NUMI	BER 407						
Room Profile			Room	Capa	citv:	Roc	om Occupancy:
Single			1			1	, , , , , , , , , , , , , , , , , , ,
TV	Ensuite	Shared B	athroo	m	Smoke	Alarm	Fire Notice
		\boxtimes			\boxtimes		
	Very Good	Adequ	ıate	Poor	*	Needs u	rgent attention *
Cleanliness				\boxtimes			76
Is everything	in working orde	r?			Yes 🗌	No *	\boxtimes
	ve details: Evide	*****	residen	t was	smoking	in room	

ROOM NUME	3ER 406									
Room Profile:			Room	n Capa	city:		Roo	m O	ccu	pancy:
Single			5				5			
TV	Ensuite	Shared	Bathro	oom	Smok	e Ala	rm		Fire	e Notice
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	Very Good	Adec	uate	Po	or*	N	eeds	urge	nt a	ttention *
Cleanliness										
Is everything	in working order	?		١	′es 🖂	N	o *			
If *, please given	ve details:									
ROOM NUME	301									
Room Profile:			Room	Capa	city:		Roo	m O	ccui	pancy:
Single			3	•			2			
TV	Ensuite	Shared	Bathro	om	Smok	e Ala	rm		Fire	e Notice
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	Very Good	Adeo	luate	Po	or*	N	eeds	urge	nt a	ttention *
Cleanliness	\boxtimes									
Is everything	in working order	?		Υ	′es 🔀	N	o *			
If *, please giv	ve details:									
ROOM NUME	SPECIALITY (SPONSOR)			1 = 0 = 0 = 0 = 0	in g egen, con			nom i a	1-2	
Room Profile:				Capa	city:		_	m O	ccu	pancy:
Single	F ''	61 1	3		6 1		3			
TV	Ensuite	Shared	Bathro	om	Smok	e Ala	rm		Fire	e Notice
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Cleanliness										
Is everything	in working order	?		Υ	'es 🖂	N	0 *			
If *, please giv	ve details:									
ROOM NUME	BER 303									
Room Profile:			Poor	Cana	city		Poo	m O		nancy:
			3	Capac	ully.		3	111 00	LLU	oancy:
Single TV	Ensuite	Shared		om	Smok	e Ala			Fire	e Notice
			\boxtimes			X				\boxtimes
	Very Good	Adeo	uate	Po	or *	Ne	eeds	urge	nt a	ttention *
Cleanliness		Γ	7	1						
	in working order	?			'es 🖂	N	0 *	П		
If *, please giv		•		-	22 2					
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Room Profile: Single TV Cleanliness Is everything in w If *, please give d ROOM NUMBER Room Profile: Single TV Cleanliness Is everything in w If *, please give d ROOM NUMBER ROOM NUMBER Room Profile: Single TV Cleanliness Is everything in w If *, please give d	Ensuite Very Good Vorking order details:	Adeq	3 Bathro	Po Po	Smoke Smoke	Needs No * Roo 3 e Alarm	m Occupancy: Fire Notice urgent attention * m Occupancy: Fire Notice urgent attention *
Cleanliness Is everything in w If *, please give d ROOM NUMBER Room Profile: Single TV Cleanliness Is everything in w If *, please give d ROOM NUMBER ROOM NUMBER ROOM Profile: Single	Very Good vorking order details: 305 Ensuite Very Good Very Good vorking order details:	Adeq	Room 3 Bathro	Po Po	city:	Needs No * Roo 3 e Alarm Needs	urgent attention * m Occupancy: Fire Notice
Cleanliness Is everything in w If *, please give d ROOM NUMBER Room Profile: Single TV Cleanliness Is everything in w If *, please give d ROOM NUMBER ROOM NUMBER Room Profile: Single	Very Good vorking order details: 305 Ensuite Very Good Very Good vorking order details:	Adeq	Room 3 Bathro	Po Po	city:	Needs No * Roo 3 e Alarm Needs	urgent attention * m Occupancy: Fire Notice
Cleanliness Is everything in w If *, please give d ROOM NUMBER Room Profile: Single TV Cleanliness Is everything in w If *, please give d ROOM NUMBER ROOM Profile: Single ROOM Profile: Single	vorking order details: 2 305 Ensuite Very Good Vorking order details:	Shared	Room 3 Bathro	n Capac	city: Smoke	No * Roo 3 e Alarm Needs	m Occupancy: Fire Notice
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ROOM NUMBER Room Profile: Single TV Cleanliness Is everything in w If *, please give d ROOM NUMBER ROOM Profile: Single	Ensuite Very Good Vorking order details:	Shared	Bathro	om Po	Smoke	Roo 3 e Alarm	Fire Notice
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Room Profile: Single TV Cleanliness Is everything in w If *, please give d ROOM NUMBER Room Profile: Single	Ensuite Very Good Vorking order	Adeq	Bathro	Po	Smoke	Alarm Needs	Fire Notice
Room Profile: Single TV Cleanliness Is everything in w If *, please give d ROOM NUMBER Room Profile: Single	Ensuite Very Good Vorking order	Adeq	Bathro	Po	Smoke	Alarm Needs	Fire Notice
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If *, please give d ROOM NUMBER Room Profile: Single	details:	?		Y	′es 🔀	No *	
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ROOM NUMBER Room Profile: Single							
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Cleanliness	\boxtimes			Γ			
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If *, please give d		0.				1907125000	
ROOM NUMBER	307						
Room Profile:			Room	Capac	city:	Roo	m Occupancy:
Single			3			3	
TV	Ensuite	Shared	Bathro	om	Smoke	e Alarm	Fire Notice
\boxtimes			\boxtimes			\boxtimes	
- h	Very Good	Adec	quate	Po	or *	Needs	urgent attention *
Cleanliness	\square						
Is everything in w						** YAV 800 1	
,	working order	?		Υ	res 🖂	No *	

ROOM NUM	BER 201							
Room Profile:			Room Capacity:				Room Occupancy:	
Single			3				2	
TV	Ensuite	Shared	Bathro	om	Smok	e Ala	rm	Fire Notice
			\boxtimes	X		\boxtimes		\boxtimes
	Very Good	Adeq	Adequate Poo			Ne	eeds	urgent attention *
Cleanliness								
Is everything	in working order	?		١	′es 🔀	No	» c	
If *, please gi	ve details:							
ROOM NUME	BER 202							
Room Profile:	The state of the s		Room	Сара	city.		Roo	m Occupancy:
Single			3	cupu	city.		3	in occupancy.
TV	Ensuite	Shared		om	Smok	e Ala	_	Fire Notice
\boxtimes			\boxtimes		[X		\boxtimes
	Very Good	Adeq	uate	Po	or*	Ne	eds	urgent attention *
Cleanliness	\boxtimes							
Is everything	in working order	?		Υ	′es 🖂	No	*	
If *, please giv	ve details:							
ROOM NUME								
Room Profile:				Capa	city:		Roo	m Occupancy:
Single			3				3	
TV	Ensuite	Shared		om	Smok		rm	Fire Notice
			\boxtimes					\bowtie
	Very Good	Adeq	uate	Po	or *	Ne	eds	urgent attention *
Cleanliness								
Is everything	in working order	?		Υ	'es 🖂	No	*	
If *, please giv	ve details:							
ROOM NUME	3ER 204							
Room Profile:	SOURCE TOO STEAM		Room	Сарас	city:	Т	Roo	m Occupancy:
Single			4	cupat	city.		4	in occupancy.
TV	Ensuite	Shared		om	Smok	e Alaı		Fire Notice
\boxtimes	\boxtimes					X		\boxtimes
	Very Good	Adeq	uate	Po	or*	Ne	eds	urgent attention *
Cleanliness			1					
Is everything	in working order	?		Y	′es 🖂	No	*	
If *, please giv								

	BER 205					
Room Profile	:	R	oom Capa	city:	Roo	m Occupancy:
Single		4			4	
TV	Ensuite	Shared Ba	throom	Smok	e Alarm	Fire Notice
\boxtimes		X			\boxtimes	
	Very Good	Adequa	te Po	or *	Needs	urgent attention *
Cleanliness	\boxtimes					
Is everything	in working order	.}		Yes 🔀	No *	
If *, please gi	ive details:					
ROOM NUM	BER 206					
Room Profile	:	R	oom Capa	city:	Roo	m Occupancy:
Single		2			2	
TV	Ensuite	Shared Ba	throom	Smok	e Alarm	Fire Notice
		\boxtimes			\boxtimes	
	Very Good	Adequa	te Po	or*	Needs	urgent attention *
Cleanliness						
Is everything	in working order	?		res 🖂	No *	
If *, please gi	ve details:	Residents d	not wan	t TV in r	oom.	
901A26 P653						
					Vos	M Na 🗆
Is the area ge	enerally clean?				Yes	⊠ No □
					Yes	No 🗌
Is the area ge If no please g		ed any issues	requiring	attentio		No D
Is the area ge If no please g Visual Check:	ive details:			attentio		
Is the area ge If no please g Visual Check:	rive details: Have you notice signs, hazards, ligh			attentio		
If no please g Visual Check: (e.g., fire exit	rive details: Have you notice signs, hazards, ligh			attentio		
Is the area ge If no please g Visual Check: (e.g., fire exit:	rive details: Have you notice signs, hazards, ligh			attentio		
Is the area ge If no please g Visual Check: (e.g., fire exit:	rive details: Have you notice signs, hazards, ligh detail:			attentio		
Is the area ge If no please g Visual Check: (e.g., fire exit: If yes please	Have you notice signs, hazards, light detail:	nting, notices, o			n? Yes	
Is the area ge If no please g Visual Check: (e.g., fire exit: If yes please of	Have you notice signs, hazards, light detail:	nting, notices, o	décor, etc.)		n? Yes	No 🗌
Is the area ge If no please g Visual Check: (e.g., fire exit: If yes please of	Have you notice signs, hazards, light detail:	notices, o	oom Capa	city:	n? Yes	No 🗌
Is the area ge If no please g Visual Check: (e.g., fire exit: If yes please of ROOM NUMI Room Profile Single	Have you notice signs, hazards, light detail:	R 4	oom Capa	city:	n? Yes	Mo □
Is the area ge If no please g Visual Check: (e.g., fire exit: If yes please of ROOM NUMI Room Profile Single TV	Have you notice signs, hazards, light detail: BER 207 :	R 4 Shared Ba	oom Capa	city:	Roo 4 e Alarm	Mo Occupancy: Fire Notice
Is the area ge If no please g Visual Check: (e.g., fire exit: If yes please of ROOM NUMI Room Profile Single TV	Have you notice signs, hazards, light detail: BER 207 : Ensuite	R 4 Shared Ba	oom Capa throom	city: Smok	Roo 4 e Alarm	Mo Occupancy: Fire Notice
Is the area ge If no please g Visual Check: (e.g., fire exit: If yes please c ROOM NUMI Room Profile Single TV Cleanliness	Have you notice signs, hazards, light detail: BER 207 : Ensuite	R A Shared Ba Adequa	oom Capa throom	city: Smok	Roo 4 e Alarm	Mo m Occupancy: Fire Notice

Room Profile:			Room Capacity:			R	Room Occupancy:		
Single			4			4			
TV	Ensuite	Shared	Bathroo	m	Smoke	Alarn	n	Fire Notice	
\boxtimes					\boxtimes			\boxtimes	
	Very Good	Adeq	uate	Po	or*	Nee	ds ur	gent attention	
Cleanliness									
Is everything i	n working order?)		Υ	'es 🖂	No 3	*]	
If *, please giv	e details:								

Room Profile:			Roo	Room Occupancy:	
	2		2		
Ensuite	Shared Bathro	om Smo	ke Alarm	Fire Notice	
	\boxtimes		\boxtimes	\boxtimes	
Very Good	Adequate	Poor *	Needs	urgent attention *	
n working order?		Yes 🔀	No *		
	Very Good	Ensuite Shared Bathro	Ensuite Shared Bathroom Smo	Ensuite Shared Bathroom Smoke Alarm Very Good Adequate Poor * Needs	

Use this space for any comments or other information not covered in this form:

General Representations

If you were approached by any <u>residents</u> regarding general issues while in the centre please outline the details below:

Resident approached Manager in Dining area and requested a replacement toaster.

If you were approached by any <u>members of staff</u> regarding general issues while in the centre please outline the details below:
No
If you were approached by any other persons regarding general
issues while in the centre please outline the details below:
No

Please ensure that no personal information or information that could lead to the identification of an individual is recorded in this section.

Personal representations should be recorded in Part 3.

Manager should be asked to sign this declaration.

This inspection, by a RIA 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 sho	ould be asked to sign this declaration.
This inspection, by a R are being complied wi	IA official, is primarily to examine how the terms of the Contract th in the centre.
	that the person carrying out the inspection is not certifying that ance with all food safety regulations. The manager agrees that ded above is correct.
Signed:	
Position:	
Date:	



Richmond Court

Richmond Street

Longford

Ph: 043 33 62015

Fax: 043 33 62016

Ms Bernie Loughrey Reception & Integration Agency PO Box 11487 Dublin 2

18th July 2019

Dear Bernie

Thank you for your letter dated 26th June 2019, in relation to your inspection of Richmond Court on the 12th June 2019.

Fire Safety

No issues noted thank you

Food Safety

No issues noted thank you

Other issues

- Left over renovation materials have been removed from back yard
- New toaster was provided as requested by resident

Bedroom Issues

 Room 407: This room is cleaned by our staff on a daily basis, numerous warnings have been issued to resident for smoking and general disregard for cleanliness in his room. When raised with the resident he just ignores the manager. Can your office review please, as this is a serious safety issue and should be allowed to continue.

I hope the above is to your satisfaction, please contact me if you have any queries.

Regards

Graham Carry



Internal Inspection Report

Centre:	RICHMOND COURT
Inspector:	Bernie Loughrey
Date of Inspection:	28/03/2018
Time of Arrival & Departure:	10.00 – 14.00

Part 1 General Information on Services

Internal Inspection Report

Centre:

Richmond Court

Date of Inspection:

28/03/2018

1	CEI	V	۲R	ĒΩ)ET	ΊΑ	LS

Name and address of Centre	Richmond Court, Richmond Street, Longford Town, Co.Longford
Contractor	Mint Horizon limited
Manager	Carmel Foley
Who deputises for manager in his/her	Give Job Title only
absence?	Assistant Manager
Telephone Number	043 3362015
Current Contracted Capacity	80
Current Occupancy (today)	77
·	
Current Occupancy (today)	
Current Occupancy (today)	
Current Occupancy (today) Current Centre Profile (e.g., singles, families et	c.) Single male only
Current Occupancy (today) Current Centre Profile (e.g., singles, families etc	Midlands - Longford / Westmeath
Current Occupancy (today) Current Centre Profile (e.g., singles, families et HSE Area Public Health Nurse	Midlands - Longford / Westmeath Mary Farrell
Current Occupancy (today) Current Centre Profile (e.g., singles, families etc.) HSE Area Public Health Nurse DSP / CWO name	Midlands - Longford / Westmeath Mary Farrell Jacinta Keogh

2. Please provide a copy of the following

What was the date of the last certification?

Have you a copy of the Certification

(i.e. Q Mark, ISO)?:

If yes, please give details:

	Check List
Official Register	x
Menu Cycle	x
Staffing Lists as follows:	
1. Full list of staff employed at the centre (indicating Names, Titles, Roles, etc.,)	x
2. Indicate who is on duty at time of inspection (today)	
3. a separate list of Designated Liaison Persons (child protection)	

Yes

No

GENERAL SECURITY & EMERGENCY DETAILS Is 24 hour supervision provided? (Y/N)Yes Х No Give details of roster hours 8am-8pm / 8pm-8am Is security provided by external company? (Y/N) Yes No If yes, give name of company: Does the centre have CCTV? (Y/N) Yes No Is a list of emergency numbers available in the Yes No Manager's office? Does the list include the following numbers? (Y/N) Yes No Local Garda station 24 hr number Local hospital Local fire station If no, give details: **Duty Social Work Team** Out of hours GP Service RIA out of hours number Are first aid kits available? (Y/N)Yes No Where and how many? 2 one in managers office, 1 in kitchen Who is responsible for first aid restocking? Job title only (not name) of person responsible: manager Is there a defibrillator in the centre? Yes No x How many staff been trained to use it? **HEATING ARRANGEMENTS** What type of heating is used in the centre? Gas Do residents have control of the heating in their own Yes No bedroom? If no, what arrangements are in place? On thermostat and timer What are the heating 'ON' times? Depending on outside temperature **HOUSE RULES** Are residents provided with a copy of the House Yes x No Rules on arrival? How does centre management explain house rules Discussion and goes through RIA to residents on arrival? booklet

6 ARRANGEMENTS FOR RESIDENTS & VISITORS (keys / storage / toiletries)

What arrangements are in place to replenish these items?	Checked daily by Manager		
What toiletries are provided to residents on arrival?	Toothpaste, shampoo / soaps provided in shower rooms		
Is there a facility for storage of residents' valuables*? (Give details.) (* Storage is at resident's own risk)	Each resident has their own locker in their bedroom		
Any other relevant information:			
In what areas are visitors allowed in the centre?	Communal room only		
Outline visiting times:	10am-10pm		
Are there procedures to allow residents to receive visitors? (Give details)	Yes but only in communal room beside reception		
If no, give details			
Are residents issued with key for main door? (Yes/No)	Yes x No		
Are residents issued with key for their bedroom?(Yes/No)	Yes x No		

7 ARRANGEMENTS FOR MAINTENANCE

Yes	<u>-</u>
Yes	

8 CHILD PROTECTION

Are measures in place to inform staff and visitors of RIA's Child Protection Policy? (Give details)	Procedure is in place – however no children present in centre.
Are visitors asked to sign a declaration agreeing to adhere to the child protection policy?	n/a
Where is declaration held?	n/a
Is there a sign in book for visitors? Where?	n/a
Are there notices on public display giving name and contact details of Designated Liaison Person? Where?	n/a
Have Designated Liaison Persons received HSE training?	n/a
Are notices prominently displayed regarding parental supervision of children? Where?	no

9 FOOD SAFETY

Has a HACCP system been implemented? (Yes/No)	Yes x No
Have the premises been inspected by an Environmental	Yes
Health Officer? (Yes/No)	
Date of last visit:	27/02/2018

10 NUTRITION / SCHOOL LUNCHES / BABY FORMULA (general arrangements)

Are residents consulted regarding menu / dietary requests? (Give details.)	Yes – open discussion with chef and manager on food and dietary/ethni requirements etc.	
Provide details opposite: Which of the following are provided for school children's packed lunches: Sandwich? What sandwich fillings are available: Cheese? Ham? Chicken? Tuna? Jam? Other? Drinks? Juice? Water? Yogurt? Fruit? Other	n/a Please also provide details of the system for distribution of school lunches:	
Is infant formula kept out of public view?	n/a	
What arrangements are in place for distribution of infant formula?	n/a	

11 ARRANGEMENTS FOR REFRESHMENTS / MEALS OUTSIDE NORMAL MEAL TIMES

Yes x No
Kitchenette in dining room with teas, coffees, milk and bread left out.
Fridge and microwave in dining room meals will be left plated
Yes x No Fridge and microwave in dining room meals will be left plated of heating on arrival
Yes – as above
Yes x No Chef will make up lunches when advised by manager.
n/a

12 F	FACILITIES	FOR	FEEDING	BABIES
------	------------	------------	---------	--------

Are the following available?	Not applicable
Access to drinking water (for breastfeeding mothers / for preparation of infant formula)	Yes No
Sterilisers	Yes No
Kettles	Yes No
Fridge (for bottles of EBM* / formula) *Expressed Breast Milk	Yes No
Bottle Warmer	Yes No
Microwave	Yes No
Are these facilities available 24 hours a day	Yes No
Is there a dedicated room provided? Where?	Yes No

13 INDOOR FACILITIES

Are the following are available to residents?	Yes/No
Computers with Internet access	Yes
WIFI	Yes
DVD player	Yes
Computer Games	No
Snooker Table	No
Pool Table	No
Table Tennis Table	No
Board Games	No
Newspapers	No
Books	Yes
Toys / games for children	No
Other	
Give details of any other arrangement or other	
comments:	

14 TRANSPORT ARRANGEMENTS

Is there a bus service provided?	No
(Yes/No):	
Where does the service go to?	
What is the frequency of the service?	
(List time table opposite)	

15 TV SYSTEM

Is there a specific TV system in place? (give details)	Yes x No
An average, how many TV channels are provided to residents?	Cable channels in each room, sky sports in lounge
Are residents allowed to erect satellite dishes?	No

16 LAUNDRY FACILITIES (General Arrangements)

And Lauredou familities as at the latest to the contract to th	T.,
Are Laundry facilities available in the centre? (Y/N)	Yes x No
If No, what service is provided?	
Who launders towels and bedlinen?	Residents
(e.g., residents, staff, other, etc)	
What procedures are in place for the exchange of	Provided as needed and on request by Manager
towels and bed linen at the centre?	a substitution of the subs
What procedures are in place for ironing boards	Available in laundry
and irons?	·
How is washing powder / tablets supplied?	Supplied at reception
Are there specific arrangements for access to the	No specific arrangements - open access
laundry (give details):	pull decess

17 CLEANING (General Arrangements)

Are there cleaning materials and equipment provided by management for residents?	Yes x No
What cleaning equipment is available to residents?	Mops, Brushes, Detergents
What is the procedure for residents to access vacuum cleaners, brushes & other cleaning equipment?	Cleaning personnel in house do routine room cleaning – residents may request equipment at anytime and it is provided
What arrangements are in place if rooms are not cleaned sufficiently by residents?	Cleaner on staff



PART 2

Room by Room Inspection

Internal Inspection

Centre: Richmond Court

Date of Inspection: 28/03/2018

Section A- Administration / Communal areas

17 Have you seen the following?

		Location of display
Up to date House Rules	x	Reception Desk
Complaint Forms	х	Reception Desk
Accident/ Incident procedure	х	Reception Desk

HSE Breastfeeding Posters		N/A	
(if applicable)			
Designated Liaison Person details (Child Protection)		N/a	
Supervision of children notice		N/A	
Gym Notices (Child Safety – if applicable)		N/A	
IOM Voluntary Return Posters	Yes	main hall	
Anti Human-Trafficking Posters	Yes	main hall	
'NO to Violence & Harassment' Posters	yes	main hail	

18 Staff Awareness

Did you see the RIA Code of Practice*?	Х
Are all staff aware of RIA Code & House Rules?	X
How are staff made aware of RIA Code & House Rules?	
On hiring all staff are fully inducted	

^{*}A Code of Practice for persons working in accommodation centres

19 FIRE SAFETY

You should record the last 2 entries on the fire register for each of the following sections:

19a EMERGENCY LIGHTING INSPECTION SCHEDULE

<u>Date</u>	Inspected By (Company Name / Position)	Comments
21/03/2018	Security in-house	All in working order
14/03/2018	Security in-house	All in working order
20/05/2017	Keogh Electrical	All in working order

19b FIRE ALARM & DETECTION SYSTEM INSPECTION SCHEDULE

Data						
Date	Inspected By	OK	Defect	Remedial Action	Sign Off	
	(Company Name /			Taken (Y/N)	Y/N	
	Position)			, , , , , ,	1719	
03/08/17	Sharp Security	х	n/a	n/a	Υ	
27/03/18	Internal	x	n/a	n/a	Y	
26/03/18	Internal	х	n/a	n/a	v	

^{21/03/2018 -} Fire alarm sound check - all ok.

19c FIRE FIGHTING EQUIPMENT INSPECTION SCHEDULE

(Include all fire extinguishers, hose reels and fire blankets.)

Date	Inspected By (Company Name / Position)	ОК	Defect	-	Remedial Action Taken (Y/N)	Sign Off Y/N
03/08/17	Sharp	х	n/a		n/a	Y
11/09/17	Sharp		Replace extinguishers	-	Y	Y
27/03/18	Internal	х	n/a		n/a	Y
26/03/18	Internal	x	n/a		n/a	Y

19d FIRE EXIT DOORS / MEANS OF ESCAPE INSPECTION SCHEDULF

Date	Inspected By	ОК	Defect	Remedial	Sign Off
	(Company Name / Position)		001000	Action Taken (Y/N)	Y/N
27/03/18	Security in-house	x	n/a	n/a	Υ
26/03/18	Security-in-house	х	n/a	n/a	Y

19e FIRE DRILL PROCEDURE INSPECTION SCHEDULE

Date & Time	Numbers of staff involved in drill	No. of residents present / evacuated **	Evacuation Time	Comments
13/02/18 4.30pm	11 STAFF	27/27	3.30 mins	All evacuated
05/01/18 7pm	4 STAFF	21/21	4.30 mins	All evacuated

^{**}Both numbers must be recorded.

19f STAFF INSTRUCTION AND TRAINING (Fire Safety)

Job Description	Course	Instructor	Duration	Date
All staff	Fire Safety	APEX	½ DAY	4th Oct 2017

19g FIRE ASSEMBLY POINTS

Outside on Richmond Street
No
Yes
103

19h FIRE ALARM SYSTEM

Yes
Yes
Yes
Yes – outside dining room door in courtyard
-

19i FIRE EXITS, EMERGENCY LIGHTING, SMOKE ALARMS, FIRE NOTICES

(in corridors & common areas)

(iii corridors & common areas)	
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:	

Administration Area:

is the area generally clean?			
			Yes x No
If no pl <mark>ease g</mark> ive details:			
Visual Check: Have you noticed any issues re	equiring atte	ention?	Yes No x
(e.g., fire exit signs, hazards, lighting, notices, dé			I NO X
If yes please detail:			
lave you seen the following?			
		Location o	f display
Up to date House Rules	Yes	Reception	
Complaint Forms	No	Reception	
Accident/ Incident procedure	No	Reception	
HSE Breastfeeding Posters		n/a	
(if applicable)		11/ 4	
Designated Liaison Person details		n/a	
(Child Protection)		117 64	
Supervision of children notice		n/a	-
Gym Notices (Child Safety – if applicable)		n/a	
Gym Notices (Child Safety – if applicable)		n/a	
Gym Notices (Child Safety – if applicable)		n/a	
Gym Notices (Child Safety – if applicable)		n/a	
): opposite		
ocial Room / Tea Station (State Location		main office	
ocial Room / Tea Station (State Location What facilities are provided? Kettle, microw		main office	No T
ocial Room / Tea Station (State Location What facilities are provided? Kettle, microw s the area generally clean?		main office in dining room	No
ocial Room / Tea Station (State Location) What facilities are provided? Kettle, microw s the area generally clean? f no please give details:	ave, toaster	main office in dining room Yes x	No No x
Ocial Room / Tea Station (State Location) What facilities are provided? Kettle, microw Is the area generally clean? If no please give details: Visual Check: Have you noticed any issues ref	ave, toaster	main office in dining room Yes x	
What facilities are provided? Kettle, microwns the area generally clean? If no please give details: Visual Check: Have you noticed any issues recommended.	ave, toaster	main office in dining room Yes x	
Ocial Room / Tea Station (State Location) What facilities are provided? Kettle, microw is the area generally clean? If no please give details: Visual Check: Have you noticed any issues ref	ave, toaster	main office in dining room Yes x	
what facilities are provided? Kettle, microws the area generally clean? f no please give details: Visual Check: Have you noticed any issues reference please detail: Te-school Room: Single male centre	ave, toaster	main office in dining room Yes x	
what facilities are provided? Kettle, microw s the area generally clean? f no please give details: Visual Check: Have you noticed any issues refer yes please detail: re-school Room: Single male centre is the area generally clean?	quiring atte	main office in dining room Yes x	
what facilities are provided? Kettle, microw s the area generally clean? f no please give details: Visual Check: Have you noticed any issues rect yes please detail: re-school Room: Single male centre is the area generally clean? Yes / No f no please give details:	quiring atte	main office in dining room Yes x ntion? Yes] No x
A point of the station (State Location) What facilities are provided? Kettle, microw is the area generally clean? If no please give details: Visual Check: Have you noticed any issues reading the state of yes please detail: The school Room: Single male centre is the area generally clean? Yes / No	quiring atte	main office in dining room Yes x ntion? Yes	No x

DINING AREA:

Please outline the meal times:

	From		То			
Breakfast	8	74.	9:30			
Lunch	12:30		2			
Dinner	4:30		6			
Which is the main mea	l of the day:	Lunch		Dinner x		W-14
Is menu cycle available? Yes			X	-	-	
If no, give details of al	l menu options on a	day of insp	ection	1:		
Breakfast		,				
Lunch			*****			
Dinner					<u> </u>	
			.			
Is menu cycle on displa	w2			Vor		
Does menu cycle corre	·	unilable?		Yes		
If no, ask manager for e				Yes		
Days menu posted on	-	iue uetaiis.				
Days mend posted on	Diackboard					
Which meal was sampl	ed? Break	efact		Lunch x	Div	
Please describe the me			Lbland			nner 🔝
Chicken burger, beef bu						
standard .	arger, rish migers, en	ips, currors	annu -	IOOG Was D	i o very g	ooa
Was there a vegetarian	option?	Ye	s x	No		
(note salad and vegetal	•	-	, ,	140		
considered as vegetaria						
Give details of this opti-		Ca	rrot an	d coriande	r salad	
Were there ethnic dish		Ye		No		
Give details of this opti-	on:	Afr	rican ch	nicken with	tomato	sauce
•				ening mer		
Was fresh foods availab	ole for Infants?	Yes		7 No		1/a
(as per HSE Infant Feed	ing Guidelines)			 -		, -
In your opinion, does th	ne food on offer appe	ear to Yes	5 X	No		
provide a good variety?	ı					
Did inspection take place	e during Ramadan?	Yes	5	No	x	
If yes, please outline an	rangements for provi	ision of mea	als outs	ide of norr	nal mealt	imes.
(medical or other appoint						
Is there any damaged se	eating or tables in dir	ning room?		Yes	No x	-
Is there enough seating	for residents presen	t to sit dow	n and	Yes x N	lo 🗌	
eat their lunch?						
	nt variety in meals o	ffered and	all food	d sampled	was of hi	gh
standard						

KITCHEN AREA: Food Safety Critical Requirements

FOOD	SAFETY		

Has the premises been inspected by an	Yes
Environmental Health Officer?	
Date of Visit?	February 2018 - no issues, awaiting
	letter.
Comments:	

KITCHEN AREA: Food Safety Critical Requirements

Is there a dress code for kitchen and servery staff

ves

Please outline: Coat, hat and gloves

Has the manager shown you HACCP Certificates for chefs?	
Was the fridge temperature showing as being between 1 and 5°C?	X
Did you see evidence that the fridge temperature is recorded daily?	
Was the freezer temperature showing as being-18°C or below?	
Did you see evidence that freezer temperature is recorded daily?	X
Are dry food stuffs stored on shelving? (all dry goods should be stored off the ground)	
Has it been demonstrated to you that cooked food is at a temperature above 72°C?	
is the temperature recorded for all food services (lunch &dinner)	X
Is there a record of daily cleaning of kitchen, food service and dining areas?	
Have you seen a record of periodic deep clean of all floors, under and behind cookers/fridges etc.?	\boxtimes
Are bins with waste food covered/lidded?	
Are fly screens present on windows and doors into kitchen?	- D
	_ <u>K_J</u>

Where you have not checked boxes above, please provide further details, including any specific corrective actions you may have requested:

23 PUBLIC TOILET (State Location): One large restroom with toilet on ground floor

Number Soap Toilet Hand Towels / Hot Sanitary Bins Paper Dryers Water Unisex: 1 х Х X Ladies: Gents: Is there a cleaning schedule displayed? Yes [No X Record the last time entry. Is the area clean? (provide comment) yes Are all facilities working? No *□ Yes x Visual Check: Have you noticed any issues requiring attention? Yes* No x If No, give details:

24 COMMUNAL ROOM	/ (State Locati	ion):			
Is the seating in good condit	tion?		Yes	X No	
What is the area generally u	sed for?		Yes	X No	
Residents and visitors me Computer room:		ng TV, genera	ıl socialisi		
Is the area generally clean?			Yes	X No	
Visual Check: Have you noti	ced any issues r	requiring atten			X
,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	,	equing accen	100111 103		^
If yes please detail:					
Any other comments? If yes	please detail:	-	***		
OUTDOOR GROUNDS / FA	CILITIES				
Please rate the following:					
	Very Good	Adequate	Poor*	Noodsur	gent attentio
Condition of exterior of	Very doug		POUL	Meeas urg	gent attentio
centre		X		-	
Paintwork of the centre		×			
Maintenance standard of the		×			
grounds (e.g. grass cut, walkways clear etc.)				į	
Cleanliness of the grounds (ie., evidence of rubbish etc.)		x			
Where you have rated * plea	se provide deta	ils and commi	L ents:		
	·				
Are there any facilities availa	ble for children	outdoors? Yo	es	No x	
Comments	-				
, m.					
AUNDRY ROOM	· - · - · · · · · · · · · · · · · · · ·				
B		Machines		Dryers	
Number		4		4	
Do they appear to be in work Comments: All brand new	-	es			
Comments. An Digital New	and in working	order.			·
ORRIDOR					
s the area generally clean?			Yes	x No	
If no please give details:				- 110	
Visual Check: Have you notic	ed any issues re	equiring attent	tion? Yes	No	\boxtimes
f yes please detail: Cleaner	engaged fulltim	ne			

CTA	i	D1	40	1.66	3.5
NIA	ı	кν	nu	- 43	. ¥

Is the area generally clean?	Yes	х	No 🗌	
If no please give details:				_
Visual Check: Have you noticed any issues requiring attention? (e.g., fire exit signs, hazards, lighting, notices, décor, etc.)	Yes		No >	(
If yes please detail:	_		_	_

Bedrooms:

CLEANING (General Arrangements) How often are bedrooms inspected? twice weekly x Weekly Who cleans the bedrooms? Staff x Residents How often do staff clean the bedrooms? Weekly x fortnightly Monthly Other Are there cleaning materials and equipment provided by management for Yes No 🗌 residents? What cleaning equipment is available to Vacuums, Mops, Brushes, Detergents residents? What arrangements are in place if rooms Cleaning staff will clean rooms are not cleaned sufficiently by residents? Toilet/showers 401-407 Number Soap Toilet Hand Towels / Hot shower Paper Dryers Water Gents: 4 х х 4 Is there a cleaning schedule displayed? Yes No X Record the last time entry. is the area clean? (provide comment) yes - very clean all new installations Are all facilities working? Yes x No * Visual Check: Have you noticed any issues requiring attention? Yes* No x If No, give details: Toilet/Showers 301-307 Number Toilet Soap Hand Towels / Hot shower Paper Dryers Water Gents: 4 х Х 4 Is there a cleaning schedule displayed? Yes No X Record the last time entry. Is the area clean? (provide comment) yes - very clean all new installations Are all facilities working? Yes x No *[Visual Check: Have you noticed any issues requiring attention? Yes* No x If No, give details:

Toilet/Showers 201 - 209

	Number	Soap	Toilet Paper	Hand Towels / Dryers	Hot Water	shower
Gents:	4	x	х	×	х	4
Record t	e cleaning so he last time ea clean? (pr	entry.	· ·	s – very clean all ne	Yes w installation	No X
	cilities work				Yes	
Visual Ch	neck: Have y	ou notice	d any issue:	s requiring attention	n? Yes	*No
				r 205 and 206 which re waiting on plumb		iring and

Toilet /Shower 501/502

	Number	Soap	Toilet Paper	Hand Towels / Dryers	Hot Water	shower
Gents:	2	х	х	х	х	2
Record t	a cleaning so he last time ea clean? (p	entry.		s – very clean all ne	Ye:	
	cilities work					x No*
Visual Ch	eck: Have	you notice:	d any issue:	s requiring attentio	n? Ye:	s* No x
If No, giv	e details:		7464		,	

BEDROOMS

ROOM NUM	BER 501	-		,				
Room Profile		Roon	Room Capacity:			Room Occupancy:		
Single		3			3			
TV	Ensuite	Shared Bathro	om	Smoke Al	arm	Fire Notice		
	Very Good	Adequate	Poo	r* N	leeds	urgent attention *		
Cleanliness]				
	in working order				4o *			
If *, please gi	ve details: No b a	se on bed - resi	dent doe	esn't requ	ire on	e.		
ROOM NUM	BER 502							
Room Profile		Room	n Capacit	y:	Roo	m Occupancy:		
Single		4			4			
TV	Ensuite	Shared Bathro	om	Smoke Ala	arm	Fire Notice		
				\boxtimes				
Cleanliness	Very Good	Adequate	Poor	· * V	leeds	urgent attention *		
	in working order		Vo.		lo *			
If *, please gi		<u> </u>	163	· M	10			
ROOM NUME								
Room Profile:		Room	Capacit	у:	Roo	т Оссиралсу:		
Single		4			4	Ye.		
TV	Ensuite	Shared Bathro	om	Smoke Ala	ırm	Fire Notice		
	Very Good	Adequate	Poor	* N	eeds	urgent attention *		
Cleanliness								
Is everything i	in working order	?	Yes	i 🖂 N	o *			
If *, please giv	e details: Mana	ger told new res	ident wh	o is on to	p bun	k that she would		
try to get him	another bed wh	en one became	available	2.				
ROOM NUME	BER 402							
Room Profile:	· · · · · · · · · · · · · · · · · · ·	Room	Capacity	/:	Roor	m Occupancy:		
Single		3			3	Jeografie).		
TV	Ensuite	Shared Bathro	om S	Smoke Ala	rm	Fire Notice		
\boxtimes		X		\boxtimes		\boxtimes		
	Very Good	Adequate	Poor	* N	eeds i	rgent attention *		
Cleanliness								
Is everything i	n working order)	Yes	N	o * [
If *, please giv	e details:				_	-		

ROOM NUM Room Profile		-	Room C	annoite		D-	Ann 0	
Single	- 1	_	4	apacity:			oom Occupancy:	
TV	Ensuite	Sharen	Bathroor	n Sn	noke Al	3 arm	E:	re Notic
		511111111111111111111111111111111111111		of Silloke Alai		GI III	ļ	e NOUC
			\boxtimes		\boxtimes			\boxtimes
al "	Very Good	d Ade	quate	Poor *		Needs	urgent	attentio
Cleanliness		<u> </u>					🗌	_
	in working orde			Yes		10 *	\boxtimes	
If *, please gi	ve details: Cracl	k in bedro	om wall.					
	-					_		_
ROOM NUM						-		
Room Profile.	:		Room C	apacity:			m Occu	pancy:
Single TV	Ensuite	Sharad	3 Bathroon	n C	oke Al	3		- NI - 11
	rusuite	Silared	Dathioon	ıı Sır	oke Al	arm	Fir	e Notice
			\bowtie		\boxtimes			\boxtimes
	Very Good	Aded	uate	Poor *	Į N	leeds	urgent a	attentio
Cleanliness								
				K	7			
Is everything	in working order	?		Yes 🔀) N	lo *		
Is everything If *, please giv		7	17.8	Yes 🔀	<u> </u>	lo *	Ц	
		?		Yes 🔀		lo * 		-
If *, please giv	ve details:	·		Yes		la *		
If *, please giv	ve details:	?	Door C					
If *, please given ROOM NUME Room Profile:	ve details:		Room Ca			Roo	m Occuj	рапсу:
ROOM NUME Room Profile: Single	ve details: BER 405		3	opacity:		Roo 3		
ROOM NUME Room Profile: Single	ve details:		-	opacity:	oke Ala	Roo 3		
ROOM NUME Room Profile: Single	ve details: BER 405		3	opacity:		Roo 3		
ROOM NUME Room Profile: Single TV	ve details: BER 405 Ensuite Very Good	Shared	3 Bathroom	opacity:	oke Ala	Roo 3		Notice
ROOM NUME Room Profile: Single	ve details: BER 405 Ensuite	Shared	3 Bathroom	ppacity:	oke Ala	Roo 3	Fire	Notice
ROOM NUME ROOM Profile: Single TV Cleanliness Is everything i	Ensuite Very Good Win working order	Shared	3 Bathroom	ppacity:	oke Ala	Roo 3	Fire	Notice
ROOM NUME Room Profile: Single TV Cleanliness	Ensuite Very Good Win working order	Shared	3 Bathroom	Poor *	oke Ala	Roo 3 Irm	Fire	Notice
ROOM NUME ROOM Profile: Single TV Cleanliness Is everything i	Ensuite Very Good Win working order	Shared	3 Bathroom	Poor *	oke Ala	Roo 3 Irm	Fire	Notice
ROOM NUME ROOM Profile: Single TV Cleanliness Is everything i	Ensuite Very Good Win working order	Shared	3 Bathroom	Poor *	oke Ala	Roo 3 Irm	Fire	Notice
ROOM NUME ROOM Profile: Single TV Cleanliness Is everything i	Ensuite Very Good Very Good working order ve details:	Shared	3 Bathroom	Poor *	oke Ala	Roo 3 Irm	Fire	Notice
ROOM NUME ROOM Profile: Single TV Cleanliness Is everything i If *, please giv	Ensuite Very Good Very Good ve details:	Shared	3 Bathroom	Poor * Yes	oke Ala	Roo 3 Irm eeds	Fire	Notice
ROOM NUME ROOM Profile: Single TV Cleanliness Is everything if *, please giv	Ensuite Very Good Very Good ve details:	Shared	Bathroom wate	Poor * Yes	oke Ala	Roo 3 Irm eeds	Fire	Notice
ROOM NUME Room Profile: Single TV Cleanliness Is everything if *, please giv ROOM NUMB ROOM Profile:	Ensuite Very Good Very Good ve details:	Shared	Bathroom wate Room Ca	Poor * Yes X	oke Ala	Roo 3 Irm eeds o *	Fire	Notice Notice
ROOM NUME Room Profile: Single TV Cleanliness Is everything if *, please giv ROOM NUMB Room Profile: Single	Ensuite Very Good W in working order ve details:	Shared Adeq	Bathroom wate Room Ca	Poor * Yes Smo	oke Ala	Roo 3 Irm eeds o *	Fire No	Notice Notice
ROOM NUME Room Profile: Single TV Cleanliness Is everything if *, please giv ROOM NUMB Room Profile: Single TV	Ensuite Very Good Working order ve details: ER 407 Ensuite	Shared Adeq ? Shared B:	Bathroom wate Room Ca athroom	Poor * Yes Smo	oke Ala	Roo 3 eeds o *	m Occup	e Notice
ROOM NUME Room Profile: Single TV Cleanliness Is everything if *, please giv ROOM NUMB Room Profile: Single TV	Ensuite Very Good W in working order ve details:	Shared Adeq	Bathroom wate Room Ca athroom	Poor * Yes Smo	oke Ala	Roo 3 eeds o *	Fire No	e Notice

ROOM NUMBI	ER 406					
Room Profile:			Room Capa	acity:	Roc	om Occupancy:
Single			4		4	
TV	Ensuite	Shared	Bathroom	Smok	e Alarm	Fire Notice
			\boxtimes		X	
	Very Good	Adeq	juate P	oor *	Needs	urgent attention *
Cleanliness						
Is everything in	n working order	?		Yes 🔀	No *	
If *, please give	e details:					
ROOM NUMBE	ER 301					
Room Profile:	LIC SOI		Room Capa	icity:	Poo	m Occup <mark>ancy:</mark>
Single			3	icity.	2	in Occupancy.
TV	Ensuite	Shared	Bathroom	Smok	e Alarm	Fire Notice
			\boxtimes	<u> </u>	X	X
K-2	Very Good	Adaa	uata D	oor*		
Cleanliness	very dood	Adeq		50r ·	Needs	urgent attention *
		2	7,	Yes 💢	No *	
is everything in	i working arger			I C3 Z	NU	
Is everything in If *, please give						
Is everything in If *, please give					*118	
If *, please give	e details:				118	
If *, please give	e details:		Boom Cone	ait		
If *, please give ROOM NUMBE Room Profile:	e details:		Room Capa	city:		m Occupancy:
If *, please give ROOM NUMBE Room Profile: Single	e details: ER 302		3		3	
If *, please give ROOM NUMBE Room Profile: Single TV	e details:					m Occupancy: Fire Notice
If *, please give ROOM NUMBE Room Profile: Single	e details: ER 302		3		3	
If *, please give ROOM NUMBE Room Profile: Single TV	e details: ER 302		3 Bathroom		3 e Alarm	Fire Notice
ROOM NUMBE Room Profile: Single TV	ER 302 Ensuite	Shared	3 Bathroom	Smoke	3 e Alarm	
ROOM NUMBE ROOM Profile: Single TV Cleanliness	Ensuite Very Good	Shared Adeq	Bathroom uate Po	Smoke	3 e Alarm	Fire Notice
ROOM NUMBE Room Profile: Single TV Cleanliness Is everything in	Ensuite Very Good working order	Shared Adeq	Bathroom uate Po	Smoke	3 e Alarm Needs	Fire Notice
ROOM NUMBE ROOM Profile: Single TV Cleanliness Is everything in If *, please give	Ensuite Very Good working order e details:	Shared Adeq	Bathroom uate Po	Smoke	3 e Alarm Needs	Fire Notice
ROOM NUMBE ROOM Profile: Single TV Cleanliness Is everything in If *, please give	Ensuite Very Good working order e details:	Shared Adeq	Bathroom uate Po	Smoke	Needs No *	Fire Notice
ROOM NUMBE Room Profile: Single TV Cleanliness Is everything in If *, please give ROOM NUMBE ROOM Profile:	Ensuite Very Good working order e details:	Shared Adeq	Bathroom uate Po	Smoke	Needs No *	Fire Notice
ROOM NUMBE ROOM Profile: Single TV Cleanliness Is everything in If *, please give	Ensuite Very Good working order e details:	Shared Adeq	Bathroom uate Po	Smoke	Needs No *	Fire Notice
ROOM NUMBE ROOM Profile: Single TV Cleanliness Is everything in If *, please give ROOM NUMBE ROOM Profile: Single	Ensuite Very Good working order details:	Shared Adeq	Bathroom wate Po Room Capa 3	Smoke	Needs Roo 3	Fire Notice
ROOM NUMBE Room Profile: Single TV Cleanliness Is everything in If *, please give ROOM NUMBE Room Profile: Single TV	Ensuite Very Good working order details: R 303 Ensuite	Shared Adeq	Bathroom Room Capa Bathroom	Smoke	Needs No * Roo 3 e Alarm	Fire Notice urgent attention * m Occupancy: Fire Notice
ROOM NUMBE Room Profile: Single TV Cleanliness Is everything in If *, please give ROOM NUMBE Room Profile: Single TV	Ensuite Very Good working order details:	Shared Adeq	Bathroom Room Capa Bathroom	Smoke	Needs No * Roo 3 e Alarm	Fire Notice
ROOM NUMBE Room Profile: Single TV Cleanliness Is everything in If *, please give ROOM NUMBE ROOM Profile: Single TV	Ensuite Very Good working order details: R 303 Ensuite Very Good Very Good	Shared Adeq	Bathroom Room Capa Bathroom Round Po	Smoke	Needs No * Roo 3 e Alarm	Fire Notice urgent attention * m Occupancy: Fire Notice

ROOM NUM	BER 304							
Room Profile	:	Ro	Room Capacity:			Room Occupancy:		
Single		3			3			
TV	Ensuite	Shared Bat	hroom	Smol	ke Alarm	Fire Notice		
\boxtimes		\boxtimes		<u> </u>				
	Very Good	Adequat	e Po	or *	Needs	urgent attention *		
Cleanliness	\boxtimes		"		1			
Is everything	in working orde	r?	Y	'es 🔀	No *			
If *, please gi	ve details:							
						"		
ROOM NUME								
Room Profile:		Ro	om Capac	city:	Roc	om Occupancy:		
Single		3			3			
TV	Ensuite	Shared Bath	room	Smok	e Alarm	Fire Notice		
\boxtimes		\boxtimes			X			
	Very Good	Adequate	Po	or*	Needs	urgent attention *		
Cleanliness								
Is everything i	n working order	?	Υ	es 🔯	No *			
If *, please giv	e details:				<u> </u>			
ROOM NUMB	ER 306							
Room Profile:	500	Roy	om Capac	i+	Boo			
Single		3	этт сарас	ity.	3	m Occupancy:		
TV	Ensuite	Shared Bath	room	Smok	e Alarm	Fire Notice		
		\boxtimes		X		M		
	Very Good	Adequate	Par	- *				
Cleanliness	Very dood	Auequate	POC	or *	Needs	urgent attention *		
	n working order	<u> </u>		es 🖂	No *			
If *, please giv		<u> </u>		-3 🔼	INO .			
, bicase 814								
ROOM NUMB	ER 307							
Room Profile:		Roc	ım Capaci	ity:	Roo	m Occupancy:		
Single		3			3			
TV	Ensuite	Shared Bath	room	Smoke	Alarm	Fire Notice		
						\boxtimes		
	Very Good	Adequate	Pod	r*	Needs	urgent attention *		
Cleanliness				7				
s everything ir	working order)	Ye	s 🖂	No *			

ROOM NUM	BER 201					_	
Room Profile	:		Room Capacity:			F	Room Occupancy:
Single			3		3		
TV	Ensuite	Shared	Bathroo	m	Smok	e Alarr	n Fire Notice
			\boxtimes			X	
	Very Good	d Adec	quate	Po	or *	Nee	eds urgent attention *
Cleanliness			\subseteq	ĺ			
Is everything	in working orde	r?			res 🗵	No	*
If *, please gi	ve details:			,			
ROOM NUMI	BER 202						
Room Profile:			Room C	lapai	city:		Room Occupancy:
Single	-		3	-apa	,.	3	
TV	Ensuite	Shared	Bathrooi	m	Smoke		·
\boxtimes			\boxtimes				\boxtimes
	Very Good	Adeo	uate	Po	or*	Nee	ds urgent attention *
Cleanliness							
Is everything	in working order	?		Y	'es 💢	No '	*
			sted new			d it so	metimes doesn't
work.		•					
							78.
ROOM NUME	BER 203						
Room Profile:			Room C	apac	ity:	R	oom Occupancy:
Single			3			3	
TV	Ensuite	Shared	Bathroor	n	Smoke	Alarm	n Fire Notice
	Very Good	Adeq	uate	Po	or *	Nee	ds urgent attention *
Cleanliness							
Is everything i	in working order	5		Y	es 🔀	No ⁴	•
If *, please giv	e details: Ceilin	g damage	d due to	leak	from ba	throo	m.
ROOM NUMB	SER 204						
Room Profile:			Room C	anac	ity:	R	oom Occupancy:
THE RESERVE OF THE PARTY OF THE					,	4	
			4			- 4	
Single TV	Ensuite	Shared	4 Bathroor	n	Smoke		
Single		Shared		n	Smoke	Alarm	-
Single TV			Bathroor			Alarm	Fire Notice
Single TV	Ensuite		Bathroor			Alarm	Fire Notice
TV Cleanliness	Ensuite	Adeq	Bathroor	Por		Alarm	Fire Notice ds urgent attention *

ROOM NUM	BER 205	-				
Room Profile	::	R	oom Capa	acity:	Roo	om Occupancy:
Single		4			4	
TV	Ensuite	Shared Ba	throom	Smoke	Alarm	Fire Notice
\boxtimes		X				
273	Very Goo	d Adequa	te Pr	oor*	Needs	urgent attention *
Cleanliness	\square					
Is everything	íл working orde	r?	-	Yes 🔀	No *	
If *, please gi	ve details:					
ROOM NUM	BER 206	<u></u>				
Room Profile		R	oom Capa	city:	Roc	m Occupancy:
Single		2	odin odpa	<u> </u>	2	orr occupancy.
TV	Ensuite	Shared Bat	throom	Smoke		Fire Notice
				JIIIORE		THE NOTICE
\boxtimes						
	Very Good	Adequat	e Po	or *	Needs	urgent attention *
Cleanliness						
Is everything	in working order	·?		res 🔀	No *	
If *, please giv						
ROOM NUME						
Room Profile:			om Capac	city:		m Occupancy:
Single TV	Ensuite	4	<u> </u>		4	
1.4	Elisuite	Shared Bat	nroom	Smoke /	Alarm	Fire Notice
		\boxtimes				
	Very Good	Adequat	e Po	or *	Needs	urgent attention *
Cleanliness						
Is everything i	n working order	?	Υ	es 🖂	No *	
If *, please giv	e details:					
ROOM NUMB	ER 208	196		_		
Room Profile:		Ro	om Capac	itv:	Rooi	n Occupancy:
Single		4			4	poodpaney.
TV	Ensuite	Shared Bat	hroom	Smoke A	Alarm	Fire Notice
		\boxtimes		\boxtimes		
	Very Good	Adequate	Po	or *	Needs (rgent attention *
Cleanliness					-	
Is everything in working order? Yes No *						
f *, please giv	e details:					

-

Room Profile:		Room	Canacity	Roor	n Occupancy:
Single	~	2	Room Capacity:		Occupancy.
TV	Ensuite	Shared Bathroo	m Sn	2 noke Alarm	Fire Notice
X		\boxtimes			
	Very Good	Adequate	Poor *	Needs u	rgent attention *
Cleanliness	\boxtimes				
Is everything i	n working order?		Yes	No*	7
If *, please giv	e details:	_			
Jse this space	for any comme	nts or other inf	ormation	not covered	in this form:
Manager sta	ted that they are	e in the proces	s of chan	ging all the b	unk beds for
Manager sta more moder	ted that they are	e in the proces	s of chan	ging all the b	ounk beds for

Manager should be asked to sign this declaration.

This inspection, by a RIA 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:

Carmol foly

Position:

Manager

Date:

28-03-2018

Manager should be asked to sign this declaration.

This inspection, by a RIA 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 certifying that the centre is in compliance with all food safety regulations. The manager agrees that the information provided above is correct.

Signed:

Pained folloy

Position:

Manager

Date:

28-03-2018

General Representations

	by any residents regarding general issues use outline the details below:
no	
	by any members of staff regarding general replease outline the details below:
no	
.,	
	by any other persons regarding general replease outline the details below:
no	

Please ensure that no personal information or information that could lead to the identification of an individual is recorded in this section.

Personal representations should be recorded in Part 3.

Mr. Sean Lyons Mint Horizon Ltd. Clondalkin Towers, Ninth Lock Road, Clondalkin, Dublin 22.

25th April 2018

Dear Mr. Lyons

The Reception and Integration Agency carried out an inspection at the Richmond Court Hotel on 28th March 2018. A copy of the report is enclosed for your attention and I apologise for the delay in forwarding this to you. Please read the report carefully and do not hesitate to contact me if it contains any discrepancies.

During the course of the inspection a number of small number of issues were highlighted.

Please reply in writing on or before Friday 11th May outlining the steps you have taken/propose to take to address each of the issues raised.

Yours sincerely,

Bernie Loughrey

Internal Inspection Unit

Reception and Integration Agency





Richmond Court

Richmond Street

Longford

Ph: 043 33 62015

Fax: 043 33 62016

Ms Bernie Loughrey
Reception & Integration Agency
PO Box 11487
Dublin 2

11th May 2018

Dear Bernie

Thank you for your letter dated 25th of April 2018, in relation to your inspection of Richmond Court on the 28th of March 2018.

Fire Safety

 Noted that Fire Assembly point not marked – this has been sign has been in situ since opening of the centre it is located directly across the road from the main front door

Food Safety

No issues noted thank you

Other issues

 Public toilet cleaning schedule not displayed — This toilet is not in use male and female toilets beside dining area are available to residents and visitors

Bedroom Issues

- Room 205 & 206: leak in bathroom repaired and area repainted
- Room 501: Resident does not want to use bed base we have made allowance for him
- Room 401: Resident who was on top bunk has since moved beds
- Room 403: Wall has been filled and repainted
- Room 202: Television has been replaced in this room.
- Room 203: Ceiling repaired and repainted
- Room 204: Television has been replaced in this room

I hope the above is to your satisfaction, please contact me if you have any queries

Regards

Graham Carry



RIA

Independent Inspection Report

Centre:	RICHMOND COURT
Inspector:	Shane Mac Loughlin
Date of Inspection:	11/12/19
Time of Arrival & Departure:	3.30-5.30pm

Part 1 General Information on Services

Independent Inspection Report

Centre:

Richmond Court

Date of Inspection: 11/12/19

1.	CENTRE	DETAILS

Name and address of Centre	Richmond Court, Richmond Street,
	Longford Town, Co.Longford
Contractor	Mint Horizon limited
Manager	Carmel Foley
Who deputises for manager in his/her	Give Job Title only
absence?	Assistant Manager
Telephone Number	043 3362051
Current Contracted Capacity	80
Current Occupancy (today)	80
Current Centre Profile (e.g., singles, families etc.)	Single male only
HSE Area	Midlands - Longford / Westmeath
Public Health Nurse	TBD
DSP / CWO name	TBD
Environmental Health Officer name	No visits
Local Fire Officer Name	Declan Kilcloyne
Local Fire Station	Longford
Is the Centre certified by any Quality Manag	oment System Vac No. v
(i.e. Q Mark, ISO)?:	ement System Yes No x
If yes, please give details:	
What was the date of the last certification	on?
wingt was the date of the last certification	1

Please provide a copy of the following

	Check List
Official Register	х
Menu Cycle	х
Staffing Lists as follows:	
1. Full list of staff employed at the centre (indicating Names, Titles, Roles, etc.,)	x
2. Indicate who is on duty at time of inspection (today)	İ
3. a separate list of Designated Liaison Persons (child protection)	

GENERAL SECURITY & EMERGENCY DETAILS Is 24 hour supervision provided? (Y/N)Yes No Х Give details of roster hours 8am-8pm / 8pm-8am Is security provided by external company? (Y/N)Yes No If yes, give name of company: Does the centre have CCTV? (Y/N)Yes No х is a list of emergency numbers available in the Yes No Manager's office? Does the list include the following numbers? Yes X No Local Garda station 24 hr number Local hospital If no, give details: Local fire station **Duty Social Work Team** Out of hours GP Service RIA out of hours number Are first aid kits available? (Y/N)Yes No x Where and how many? 2 one in managers office, 1 in kitchen Who is responsible for first aid restocking? Job title only (not name) of person responsible: manager Is there a defibrillator in the centre? Yes No х How many staff been trained to use it? **HEATING ARRANGEMENTS** What type of heating is used in the centre? Gas Do residents have control of the heating in their own Yes No x bedroom? If no, what arrangements are in place? On thermostat and timer What are the heating 'ON' times? Depending on outside temperature **HOUSE RULES** Are residents provided with a copy of the House Yes x No Rules on arrival? How does centre management explain house rules Discussion and goes through RIA to residents on arrival? booklet

6 ARRANGEMENTS FOR RESIDENTS & VISITORS (keys / storage / toiletries)

Are residents issued with key for their bedroom?(Yes/No)	Yes x No	
Are residents issued with key for main door? (Yes/No)	Yes x No	
If no, give details		
Are there procedures to allow residents to receive visitors? (Give details)	Yes but only in communal room beside reception	
Outline visiting times:	10am-10pm	
In what areas are visitors allowed in the centre?	Communal room only	

Any other relevant information:	
Is there a facility for storage of residents' valuables*? (Give details.) (* Storage is at resident's own risk)	Each resident has their own locker in their bedroom
What toiletries are provided to residents on arrival?	Toothpaste, shampoo / soaps provided in shower rooms
What arrangements are in place to replenish these items?	Checked daily by Manager

7 ARRANGEMENTS FOR MAINTENANCE

Yes	
	-
-	Yes

8 CHILD PROTECTION

Are measures in place to inform staff and visitors of RIA's Child Protection Policy? (Give details)	Procedure is in place – however no children present in centre.
Are visitors asked to sign a declaration agreeing to adhere to the child protection policy?	n/a
Where is declaration held?	n/a
Is there a sign in book for visitors? Where?	n/a
Are there notices on public display giving name and contact details of Designated Liaison Person? Where?	n/a
Have Designated Liaison Persons received HSE training?	n/a
Are notices prominently displayed regarding parental supervision of children? Where?	no

9 FOOD SAFETY

Has a HACCP system been implemented? (Yes/No)	Yes x No
Have the premises been inspected by an Environmental	Yes
Health Officer? (Yes/No)	
Date of last visit:	Visited in April 2016 no report received - no
	issues found

10 NUTRITION / SCHOOL LUNCHES / BABY FORMULA (general arrangements)

Are residents consulted regarding menu / dietary requests? (Give details.)	Yes – open discussion with chef and manager on food and dietary/ethnic requirements etc.
Provide details opposite: Which of the following are provided for school children's packed lunches: • Sandwich? What sandwich fillings are available: Cheese? Ham? Chicken? Tuna? Jam? Other? • Drinks? Juice? Water? • Yogurt? • Fruit? • Other	n/a Please also provide details of the system for distribution of school lunches:
Is infant formula kept out of public view?	n/a
What arrangements are in place for distribution of infant formula?	n/a

11 ARRANGEMENTS FOR REFRESHMENTS / MEALS OUTSIDE NORMAL MEAL TIMES

IHANES	
Are tea / coffee / drinking water / Snacks etc. available outside mealtimes?	New cooking facilities & residents shop now in place with two dedicated kitchens for residents to prepare own meals.
What food/snacks are available after hours or when kitchen is closed?	Residents purchase own foods In shop and have storage presses for their own groceries
Where are the snacks located and how are they accessed?	n/a
Are meals available for residents who arrive late? (Give details.)	Yes x No Fridge and microwave in dining room meals will be left plated of heating on arrival
Are meals available for new arrivals? (Give details)	Yes – as above
Are packed lunches available for residents travelling to Dublin on official business? (Give details)	Yes x No Chef will make up lunches when advised by manager.
If the inspection takes place during Ramadan this section must be completed. What arrangements are in place to facilitate residents observing a fast during Ramadan?	n/a

12 FACILITIES FOR FEEDING BABIES

Are the following available?	Not applicable
Access to drinking water (for breastfeeding mothers	Yes No
/ for preparation of infant formula)	
Sterilisers	Yes No
Kettles	Yes No
Fridge (for bottles of EBM* / formula) *Expressed	Yes No
Breast Milk	
Bottle Warmer	Yes No
Microwave	Yes No

Is there a dedicated room provided?		Yes No	
Where?			
3 INDOOR FACILITIES			
Are the following are available to reside	nts?	Yes/No	
Computers with Internet access		Yes	
WIFI		Yes	
DVD player		Yes	
Computer Games		No	
Snooker Table		No	
Pool Table		No	
Table Tennis Table		No	
Board Games		No	
Newspapers		No	
Books	$\overline{}$	Yes	
Toys / games for children	<u> </u>	No	
Other			
Give details of any other arrangement or other	er		
comments:	\perp		
Where does the service go to? What is the frequency of the service? (List time table opposite)			
15 TV SYSTEM			
Is there a specific TV system in place?		Yes x No 🗌	
(give details)			
An average, how many TV channels are		Cable channels in each room , sky sports in	
provided to residents?	lounge	•	
Are residents allowed to erect satellite dishes?	No		
L6 LAUNDRY FACILITIES (General Arra	<u></u>		
Are Laundry facilities available in the centre?	(Y/N)	Yes x No 🔝	
If No, what service is provided?			
Who launders towels and bedlinen?		Residents	
(e.g., residents, staff, other, etc)	_		
What procedures are in place for the exchange	ge of	Provided as needed and on request by Manage	
towels and bed linen at the centre?		Provided as needed and offrequest by Manag	

Yes

No

Are these facilities available 24 hours a day

How is washing powder / tablets supplied?	Supplied at reception
Are there specific arrangements for access to the	No specific arrangements - open access
laundry (give details):	

17 CLEANING (General Arrangements)

Are there cleaning materials and equipment provided by management for residents?	Yes x No
What cleaning equipment is available to residents?	Mops, Brushes, Detergents
What is the procedure for residents to access vacuum cleaners, brushes & other cleaning equipment?	Cleaning personnel in house do routine room cleaning – residents may request equipment at anytime and it is provided
What arrangements are in place if rooms are not cleaned sufficiently by residents?	Cleaner on staff

PART 2

Room by Room Inspection

Independent Inspection

Centre: Richmond Court

Date of Inspection: 11/12/19

Section A- Administration / Communal areas

17 Have you seen the following?

		Location of display
Up to date House Rules	×	Reception Desk
Complaint Forms	х	Reception Desk
Accident/Incident procedure	×	Reception Desk

HSE Breastfeeding Posters	N/A	
(if applicable)		
Designated Liaison Person details	N/a	
(Child Protection)		
Supervision of children notice	N/A	
Gym Notices (Child Safety – if applicable)	N/A	
IOM Voluntary Return Posters	N/A	

18 Staff Awareness

Did you see the RIA Code of Practice*?	X			
Are all staff aware of RIA Code & House Rules?	Х			
How are staff made aware of RIA Code & House Rules?				
On hiring all staff are fully inducted				

^{*}A Code of Practice for persons working in accommodation centres

19 FIRE SAFETY

You should record the last 2 entries on the fire register for each of the following sections:

19a EMERGENCY LIGHTING INSPECTION SCHEDULE

<u>Date</u>	Inspected By {Company Name / Position}	<u>Comments</u>
28/5/19	Security in-house	All in working order
11/12/19	Keogh Electrical	All in working order

19b FIRE ALARM & DETECTION SYSTEM INSPECTION SCHEDULE

Date	Inspected By (Company Name / Position)	ок	Defect	Remedial Action Taken (Y/N)	Sign Off Y/N
31/10/19	Sharp Security	х	n/a	n/a	Υ
11/12/19	Internal	х	n/a	n/a	Υ

19c FIRE FIGHTING EQUIPMENT INSPECTION SCHEDULE

(Include all fire extinguishers, hose reels and fire blankets)

(include all ii	include all life extinguishers, hose reels and life blankets.)				
Date	Inspected By	ОК	Defect	Remedial Action	Sign Off
Ì	(Company Name /			Taken (Y/N)	Y/N
	Position)				
10/11/19	sharp	х	n/a	n/a	Y

20/0/40			1		
1 74/X/14 1	sharn	I IXI 🗼		1	1
23/0/13	J. C. P	<u> </u>		!	I

19d FIRE EXIT DOORS / MEANS OF ESCAPE INSPECTION SCHEDULE

Date	Inspected By	ОК	Defect	Remedial	Sign Off
	(Company Name /			Action	Y/N
	Position)	1		Taken (Y/N)	
11/12/19	Security in-house	х	n/a	n/a	Υ
10/12/19	Security in-house	х			

19e FIRE DRILL PROCEDURE INSPECTION SCHEDULE

Date & Time	Numbers of staff involved in drill	No. of residents present / evacuated **	Evacuation Time	Comments
15/10/19 7pm	4staff	27/27	3 mins	all evacuated
29/11/19 2.15pm	4	32/29	3 mins	

^{**}Both numbers must be recorded.

19f STAFF INSTRUCTION AND TRAINING (Fire Safety)

Job Description	Course	Instructor	Duration	Date
All staff	Fire Safety	Apex	½ DAY	11/12/19

19g FIRE ASSEMBLY POINTS

Where are the Fire Assembly Points located?	Outside on Richmond Street
Are they marked?	no
Are staff aware of locations?	yes
Comments:	

19h FIRE ALARM SYSTEM

Is there a fire alarm system in place?	Yes
Are there smoke alarms throughout the premises, inc. bedrooms?	yes
Are all smoke alarms linked back to a central control panel?	yes
Are there designated 'Smoking' areas? Include locations	Yes – outside dining room door in courtyard
Comments: certified by Sharp Group	Courtyalo

19i FIRE EXITS, EMERGENCY LIGHTING, SMOKE ALARMS, FIRE NOTICES

(in corridors & common areas)

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

Administration Area:

eception:		
Is the area generally clean?		Yes x No
If no please give details:		
Visual Check: Have you noticed any issues re	quiring atte	ention? Yes No x
(e.g., fire exit signs, hazards, lighting, notices, dé		_
If yes please detail:		
lave you seen the following?		
,		Location of display
Up to date House Rules	Yes	
Complaint Forms	No	
Accident/ Incident procedure	No	
	•	
HSE Breastfeeding Posters		n/a
(if applicable)	-	1.75
Designated Liaison Person details	-	
(Child Protection)		
Supervision of children notice		
Gym Notices (Child Safety – if applicable)		
, , , ,		
IOM Voluntary Return Posters	Yes	main hall
Anti Human-Trafficking Posters	Yes	main hall
'NO to Violence & Harassment' Posters	yes	main hall
	- r +	
	- r +	
What facilities are provided? Kettle, microw	- r +	
What facilities are provided? Kettle, microw	- r +	r in dining room
What facilities are provided? Kettle, microw is the area generally clean?	ave, toaste	r in dining room Yes x No
Is the area generally clean? If no please give details:	ave, toaste	r in dining room Yes x No
What facilities are provided? Kettle, microwls the area generally clean? If no please give details: Visual Check: Have you noticed any issues re	ave, toaste	r in dining room Yes x No
What facilities are provided? Kettle, microwls the area generally clean? If no please give details: Visual Check: Have you noticed any issues refiyes please detail:	ave, toaste	r in dining room Yes x No
What facilities are provided? Kettle, microw Is the area generally clean? If no please give details: Visual Check: Have you noticed any issues re If yes please detail:	ave, toaste	r in dining room Yes x No
What facilities are provided? Kettle, microw Is the area generally clean? If no please give details: Visual Check: Have you noticed any issues re If yes please detail: Pre-school Room:	equiring atte	r in dining room Yes x No
What facilities are provided? Kettle, microw Is the area generally clean? If no please give details: Visual Check: Have you noticed any issues re If yes please detail: Pre-school Room: Is the area generally clean? Yes / No If no please give details:	quiring atte	r in dining room Yes x No ention? Yes No x
What facilities are provided? Kettle, microw Is the area generally clean? If no please give details: Visual Check: Have you noticed any issues re If yes please detail: Pre-school Room: Is the area generally clean? Yes / No	equiring atte	r in dining room Yes x No ention? Yes No x Position? Yes No

DINING AREA:

Please outline the meal times:

	From	То	
Breakfast	8	9:30	
Lunch	12:30	2	
Dinner	4:30	6	

Which is the main meal of the	day:	Lunch		Dinner x		
Is menu cycle available?		Yes	\boxtimes			
If no, give details of all menu	options on da	y of insp	ection	•		
Breakfast			. "			
Lunch		•••				
Dinner						
			•			
Is menu cycle on display?			Yes			
Does menu cycle correspond	with options ava	ilable?		Yes		
If no, ask manager for explana	······································					
Days menu posted on Blackb	•					
Which meal was sampled?	Breakfa	st 🗌		Lunch x	D	inner 🗍
Please describe the meal in de	etail (e.g. was it	hot / cold	f, bland	/ spicy et	c.)	·······
Spicy taco, Chicken curry, Pha						d was of a
very good standard						
Was there a vegetarian option	n?	Ye	5 X	No		
(note salad and vegetables ald	one are not					
considered as vegetarian opti-	on)					
Give details of this option:		Ok	cra & ve	egetables	in tomate	o sauce
Were there ethnic dishes avai	llable?	Ye	s x	No		
Give details of this option:		Ph	ail, Cur	ry, Africar	1 Chicken	1
Was fresh foods available for	Infants?	Ye	s [] No		n/a
(as per HSE Infant Feeding Gu	idelines)					
In your opinion, does the food	d on offer appea	rto Ye	s x	No		
provide a good variety?						
Did inspection take place duri		Ye] No	х	
If yes, please outline arranger	ments for provisi	on of me	als out:	side of nor	mal mea	ltimes,
(medical or other appointments,	etc.):					
Is there any damaged seating	······			Yes	No x	
Is there enough seating for re	sidents present	to sit dov	vn and	Yes x	No 📗	
eat their lunch?						
Comments: Excellent vari	ety in meals off	orad and	all foo	d sampled	l was of t	high
standard	icty iii iiseasa oii	citu allu	an rob	a sampicu	· WUS VII	···ō•·

KITCHEN AREA: Food Safety Critical Requirements

FOOD SAFETY

Has the premises been inspected by an	Yes	
Environmental Health Officer?		
Date of Visit?	April 2016	
Comments: Introductory courtesy visit no	issues found	
New cooking facilities & residents shop now in place with two dedicated kitchens		
for residents to prepare own meals.		

Has a HACCP system been	Yes
implemented?	
Who designed the HACCP system?	Chef and Graham Carry
Who is responsible for reviewing the	Chef
system?	
How frequently is the system reviewed?	monthly

HACCP Records:

Pest Control: PestGaurd no evidence of infestation.
Induction and Ongoing Staff Training: all in order
Time & Temperature Records: all in order
Hygiene Audits: all in order
List of Approved Suppliers: all in order
Cleaning Schedules: all in order
Procedures for accepting deliveries:
There is 100% traceability on all food delivered
General Comments:

HACCP and Kitchen Evaluation

General:

Is the kitchen commercial or domestic?	commercial	
New cooking facilities & residents shop now in place with two dedicated kitchens for residents to prepare own meals.		
In what condition is the equipment? Bra	and new	
Comments: Nicely laid out new kitchen.		

STRUCTURAL HYGIENE

Kitchen:

Is the refuse area suitably located?	Yes	
Is the area tidy?	Yes	
Are all bins covered?	Yes	
Are signs displayed at all entrances in relation to access to kitchen for non kitchen staff?	Yes	
Are white coats, shoe covers and hats available for non kitchen staff?	Yes	
Comment of the structural hygiene of the kitchen (i.e floors/walls/ceilings/doors/windows/work surfaces/ventilation, etc) Spotless – very clean and defect free		
Are suitable hand washing and drying facilities provided?	yes	
General Comments:	High standard	

Dry Goods:

Suitably equipped? Shelving/containers	Shelves on order for dry goods		
etc			
Condition and suitability of facilities: excellent			
What evidence is there of stock	Yes - minimal amount of frozen and		
rotation?	dry goods, all deliveries local and daily		

Refrigerated Storage:

What type of refrigerated storage is provided?	Walk in cold storage & 1 chest freezer	
Comment on the condition and suitability of the refrigerated storage: Brand new and in perfect condition		
Are thermostats provided and in working order?	Yes	
Are food items date stamped?	Yes	
Are samples of dishes being kept?	No	

Other:

Is there appropriate storage for cleaning	Yes
agents and chemicals?	

OPERERATIONAL HYGIENE

Do residents use the main kitchen?	No
Is that use supervised to ensure safe &	n/a
hygienic practices are observed?	
By whom is it supervised?	n/a

Is the correct equipment provided? *e.g. colour coded chopping boards*Yes kitchen fully refurbished and kitted out with necessary equipment

Is the necessary holding equipment provided? e.g. bain maries, refridgerated	ſ
units.	
VPS	

Condition and suitability of serving equipment and utensils:	
Very good	

What procedures are in place for unused/unserved food at the end of service?

All unused foods are bined

Comments:		
Kitchen in excellent condition		

STAFF FACILITIES AND HYGIENE

Are designated staff facilities provided?	Yes
What facilities are in place?	Dedicated staff room currently being
	refurbished

Are all areas clean and well maintained?	Yes very clean
Are suitable hand washing & drying facilities provided?	Yes
Is storage provided for personal belongings?	Yes
Are showers provided? Indicate cleanliness & suitability	Shower facilities on 3 rd floor (brand new)

Is a designated area provided for staff	Yes lockers provided for staff in rooms
breaks? If yes, is it clean/suitable/well	301-307
maintained.	
If no, outline arrangements for breaks	

Are uniforms provided for:	
Kitchen Staff?	Yes
Serving Staff?	yes

Are uniforms clean and in good	Yes
condition? (to include	
caps/hairnets/closed heel/toe shoes etc)	
Is personal grooming satisfactory?	Yes
Are safe habits practiced?	Yes
General Comments on staff facilities:	
Kitchen is brand new and in excellent con	dition – very clean and well laid out

3 Pt		.ET (State	Location):	One large	restrrom	with toilet on
)	Number	Soap	Toilet Paper	Hand Towels / Dryers	Hot Wate	•
Unisex:	1	х	x	x	х	x
Ladies:						
Gents:						
Record th	cleaning some last time	entry.				Yes No X
			iment) yes			
	cilities worl					Yes x No *
If No, give		you notice	u any issues	requiring attent	lonr	Yes* No x
24 CC	MMUNA	L ROOM (State Locat	ion):		
Storage a	rea: No s	torage are	a plenty roo	m in bedrooms		
Is the wa	lkway throu	ugh the are	ea clear?		Yes	□ No □
Are the exit signs clearly marked?					Yes	No No
General S	Seating Are	a				•
Is the sea	ting in goo	d conditio	1?		Yés	X No 🗍
What is t	he area ger	nerally use	d for?		Yes	X No 🗌
Residnet		ors meeti	ngs, watchi	ng TV, general	socialisir	ng
•	a generally	clean?			Yes	X No
Visual Ch	- <i>'</i>		d any issues	requiring attent	ion? Yes	□ No X
Any othe	r comment	ts? If yes p	ease detail:			
	R GROUNI e the follo		<u>LITIES</u>			
			Very Good	Adequate	Poor*	Needs urgent attention
Condition	of exterior	of		х		

Х

Paintwork of the centre

Maintenance standard of the		х			
grounds (e.g. grass cut,	_			_	
walkways clear etc.)					
Cleanliness of the grounds		×			
(ie., evidence of rubbish etc.)		<u> </u>			
Where you have rated * pleas	se provide deta	ils and comme	nts:		
Are there any facilities availal	ole for children	outdoors? Ye	s	No x	
Comments			<u></u>		
					
LAUNDRY ROOM					
	Washing	Machines	T	Dryers	
Number		3	·	3	\neg
Do they appear to be in work	ing order? v	es			\dashv
Comments: all brand new	,				
CORRIDOR (State Location	en):				
Is the area generally clean?			Yes	x No \square	·····
· · · · · · · · · · · · · · · · · · ·					
If no please give details:					
Visual Check: Have you notice	ed any issues re	equiring attenti	on? Yes	x No 🗌	
I ferra algana data ili ataunana					
If yes please detail: cleaner e	ngageo tuiitim	e			
STAIRWAY (State Location	n):				
Is the area generally clean?	•		Yes	x No	
If no please give details:					\dashv
Visual Check: Have you notice	ed any issues re	equiring attenti	on? Yes	□ No x	
(e.g., fire exit signs, hazards, ligh	•	, .			
If yes please detail:					

Bedrooms:

CLEANING (General Arrangements)

How often are bedrooms inspected?	twice weekly
Who cleans the bedrooms?	Staff x Residents
How often do staff clean the bedrooms?	Weekly x fortnightly
Are there cleaning materials and equipment provided by management for residents?	Yes x No [
What cleaning equipment is available to residents?	Vacuums, sweeping brushes if required
What arrangements are in place if rooms are not cleaned sufficiently by residents?	Cleaning staff will clean rooms

Toilet/showers 401-407

	Number	Soap	Toilet Paper	Hand Towels / Dryers	Hot Water	shower	
Gents:	4	х	х	x	х	4	
Record t	a cleaning so he last time ea clean? (pi	entry.	· ·	s – very clean all ne	Ye w installati		
	cilities work					s x No*	
Visual Cl	neck: Have y	ou notice	d any issue:	s requiring attentio	n? Ye	s* No x	
If No, giv	e details:		f=			Ï.	

Toilet/Showers 301-307

	Number	Soap	Paper Dryers		Hot Water	shower
Gents:	4	х	х	х	х	4
Record t	a cleaning so he last time ea clean? (pi	entry.		s – very clean all ne	Ye: w installatio	
	cilities work		*			s x No*
Visual Cl	neck: Have y	ou notice	d any issue:	s requiring attentio	n? Ye	s* No x
If No, giv	e details:					

Toilet/Showers 201 - 209

· · · · · · · · · · · · · · · · · · ·	Number	Soap	Toilet Paper	Hand Towels / Drvers	Hot Water	shower
Gents:	4	x	х	x	X	4
Is there	a cleaning s	chedule dis	played?		Ye	s No X

Record t	he last time	entry.									
Is the are	ea clean? (p	rovide con	nment) y	es – ve	ery clea	an all ne	w ins	tallat	ions		
Are all fa	cilities wor	king?						Υe	es x	No *	
Visual Ch	eck: Have	you notice	d any issu	ies req	uiring a	attentio	n?	Ye	es*	No	х
	e details:	•	<u> </u>	•							
Toilet /Sl	nower 50:	1/502									
	Number	Soap	Toilet	Ha	nd To	wels /	Н	ot		shower	
	<u> </u>		Paper		Drye	rs	Wa	ater			
Gents:	2	x	х		х		:	x		2	
Is there a	cleaning s	chedule dis	played?					Υe	es 🗌	No	X
	ne last time	_ 									
	a clean? (p		nment) y	es – ve	ery clea	an all ne	w ins				_
	cilities wor								es x	No *	
Visual Ch	eck: Have	you notice	d any issu	es req	uiring a	attentio	n?	Υe	es*	No	х
If No, giv	e details:										
BEDROOI	VIS										
ROOM N	UMBER 5	01									
Room Pro	ofile:				n Capa	city:		Roor	n Occu	pancy:	
Single				3				3			
TV	En	suite	Shared	Bathro	om	Smok	e Ala	rm	Fir	e Notic	е
\boxtimes				\boxtimes			\boxtimes				
:,	. \	/ery Good	Adeq	uate	Po	or.*	Ne	Needs urgent attention *			ก *
Cleanline	ss	\boxtimes									
Is everytl	ning in wor	king order?)	-	Y	'es 🔀	Ne	o * [•
If *, pleas	se give deta	ils:									
200111	1 th abro -	• ^ ^									
ROOM N		02		Door	Cana	nits en		Boo:			
Room Pro	Jine;			Koom 4	Capac	uty:		<u> </u>	n Occu	рапсу:	
TV	En	suite	Shared	·	om	Smok	e Ala		Fir	e Notic	e
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Is everyth	ning in wor	king order?)		Y	es 🛚	No	o * [
If *, pleas	se give deta	ils:									
ROOM N		01	1	D -		-te	1	D -	. ^ -		
Room Pro	oriie:				Capac	aty:			n Occu	pancy:	
Single				4				4			

TV	Ensuite	Shared Bathro	om	Smok	e Ala	arm	Fi	re Notice
					\boxtimes			
	Very Good	Adequate	Po	oor *	N	eeds	urgent	attention *
Cleanliness								
Is everything	in working orde	7	,	Yes 🛚	N	lo *		
If *, please gi	ve details:							
	····							
ROOM NUMI	BER 402							
Room Profile		Room	Сара	city:		Roc	m Occi	ıpancy:
Single		3				3		
ΤV	Ensuite	Shared Bathro	om	Smok	e Ala	ım	Fi	re Notice
				<u> </u>	X			
	Very Good	l Adequate	Po	or *	N	eeds	urgent	attention *
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	in working order	r?		Yes 🔀	N	0 *	Ц	·····
If *, please gi	ve details:							
ROOM NUME						, .		
Room Profile:		Room	Сара	city:		Roo	m Occi	ıpancy:
Single		4		T == .		4	T <u>:</u>	
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Cleanliness								
	in working order	?	,	res 🔀	N	o *		
If *, please giv	ve details:							
ROOM NUME		······································						
Room Profile:		Room	Capa	city:			m Occi	ipancy:
Single	F	Steemed Setting		l c	- 61	3		N1.13
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Is everything	in working order	?	`	res 🔀	N	o *		
If *, please giv	ve details:							
	.		 					
ROOM NUME	3ER 405							
Room Profile:		Room	Capa	city:		Roo	m Occı	ipancy:
Single		3				3		
TV	Ensuite	Shared Bathro	om	Smok	e Ala	rm	Fi	re Notice
				L. 			<u> </u>	

			\boxtimes			X		\boxtimes		
	Very Good	l Adeq		Po	or *	Nee	de urae	ent attention *		
Cleanliness	Very 0000	, Aueu		ī	1	1400	us uige			
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If *, please gi		· · · · · · · · · · · · · · · · · · ·		1	e2 [7]	INO	لببيا			
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ROOM NUMI	BER 407									
Room Profile			Room	1 Capa	city:	R	oom O	ccupancy:		
Single			1	•		1		<u> </u>		
TV	Ensuite	Shared B	athroo	m	Smoke	Alarm	arm Fire Notice			
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	Very Good	Adequ	ıate	Poor		Noode		at attention *		
Cleanliness	×=14 G000	Auequ	ace				, uige1	n attention		
	in working orde	<u> </u>		I. 	Yes 🔀	No	*			
If *, please gi					- Managarian		ha.mad			
ROOM NUM	BER 406									
Room Profile:			Room	Сарас	city:	R	oom O	ccupancy:		
Single			4	•	-	4				
TV	Ensuite	Shared	Bathro	om	Smok	e Alarm	1	Fire Notice		
\square			M		, see	<u> </u>		\square		
	Von Coo	l Adam	<u></u>	D.	or*	Noo	<u> </u>	s urgent attention *		
Cleanliness	Very Good	l Adeq	T	i PO	OI ·	Need	us urge	nt attention		
	in working order			<u> </u>	es 🖂	No *	. []			
If *, please gi				······································	e3 🔯	INO	<u> </u>			
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DOORS BUILDE	DED 204									
ROOM NUMB Room Profile:	·		Raam	Сарас	-itur	D.	00m C	ccupancy:		
Single			3	, capat	aty.	3	JOIN O	ccupancy.		
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	Very Good	Adeq	uate	Po	or*	Neer	ds urge	nt attention *		
Cleanliness			7.4.6.	.0						
Is everything	in working order	· 5	······	Υ	es 🗵	No *		···· ··		
If *, please gi	ve details:									
ROOM NUM	BER 302									
Room Profile:	•		Room	Сарас	city:	Re	oom O	ccupancy:		
Single			3			3	· • · · · · · · · · · · · · · · · · · ·	· · · · · · · · · · · · · · · · · · ·		
TV	Ensuite	Shared	Bathro	om	Smok	e Alarm	1	Fire Notice		

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ROOM NUM	BER 303								
Room Profile			Room	Capa	citv:	Roc	m Oc	cupancy:	
Single			3		,-	3			
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:	Very Good	Adeq	uate	Po	or *	Needs	eds urgent attention *		
Cleanliness			1	1			<u> </u>	7	
Is everything	in working order		~	Yes		No *	П		
If *, please given					<u> </u>				
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ROOM NUMI	BER 304	•							
Room Profile:			Room	Capa	citu:	Roc	m Oc	cupancy:	
Single			3	Cupa		3	,,,,,,	capancy.	
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N 71			<u> </u>		<u></u>	7			
						\boxtimes			
	Very Good	j Adeq	uate	Po	or *	Needs	urger	t attention *	
Cleanliness		<u>_</u>		L					
	in working order	r?		<u> </u>	∕es ⊠	No *	<u></u>		
If *, please gi	ve detalls:	-			-,				
ROOM NUMI									
Room Profile:				Capa	city:		m Oc	cupancy:	
Single		611	3		C	3	1	rt Nt	
TV	Ensuite	Shared	Bathro	om	Smok	e Alarm		Fire Notice	
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Cleanliness									
Is everything	in working orde	r?		,	res 🔀	No *			
If *, please gi	ve details:								
L					***************************************				
ROOM NUM	BER 306								
Room Profile	.		Room	Capa	city:	Roc	m Oc	cupancy:	
Single			3			3			
TV	Ensuite	Shared	Bathro	om	Smok	e Alarm		Fire Notice	
						\boxtimes		\boxtimes	
	Very Good	Aden	uate	Pc	or*	Needs	urger	nt attention *	

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Cleanliness									
Is everything	in working ordei	·3		١	res 🔀	N	o *		
If *, please giv	ve details:			·					
ROOM NUME	BER 307								
Room Profile:	 		Roon	n Capa	city:		Roo	m Oc	cupancy:
Single			3				3		
TV	Ensuite	Shared	Bathro	om	5mok	e Ala	гm		Fire Notice
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	Very Good	Adeq	uate	Pc	or *	N	eeds	urger	nt attention *
Cleanliness									
Is everything i	in working order	?		١	Yes No *			П	
If *, please giv		<u> </u>							
							 		
ROOM NUME	SER 201								
Room Profile:			Roon	1 Capa	city:		Roo	m Oc	cupancy:
Single			3	······································		· · · · · · · · · · · · · · · · · · ·	3		
TV	Ensuite	Shared	Shared Bathroo		Smoke Alarm			Fire Notice	
						X			
	Very Good	Adeq	uate	Po	or *	N	eeds	urger	nt attention *
Cleanliness	\square]						
Is everything i	n working order	?		Y	′es 🔀	N-	0 *		
If *, please giv	e details:								
				÷,	٧.				; Ÿ.
ROOM NUME	SER 202								
Room Profile:			Room	Capa	city:		Roo	m Oc	cupancy:
Single			3				3		
TV	Ensuite	Shared	Bathro	om	Smok	e Ala	rm		Fire Notice
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	Very Good	Adeq	uate	Po	or*	N	eeds	urger	t attention *
Cleanliness	\square								
Is everything i	n working order	?		γ	'es 🖂	N	» c		
If *, please giv	e details:								
ROOM NUMB	ER 203								
Room Profile:			Room	Capa	city:		Roo	m Oc	cupancy:
Single			3				3		
TV	Ensuite	Shared	Bathro	om	Smok	e Ala	rm		Fire Notice
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Cleanliness		T T	7	<u> </u>	7			Ī	7
Is everything i	n working order	?		Ϋ́	'es 🛛	N	o *		
									

	ve details:					····	
ROOM NUME	3ER 204						
Room Profile:			Room Cap	andity:	•	Roo	m Occupancy:
Single			4	Jacity.		4	in Occupancy.
TV	Ensuite	Shared	Bathroom	Sm	oke Ala		Fire Notice
	crisuic			3,,,			7.112.11301.00
\square			\boxtimes		\boxtimes		\boxtimes
	Very Good	Adeq	uate	Poor *	N-	eeds	urgent attention *
Cleanliness							
Is everything	in working order	?		Yes] N	* c	
If *, please giv	ve details:						
ROOM NUM	BER 205						
Room Profile:			Room Cap	pacity:		Roo	m Occupancy:
Single			4			4	
TV	Ensuite	Shared	Bathroom	Sm	oke Ala	rm	Fire Notice
\boxtimes			\boxtimes		\boxtimes		\boxtimes
	Very Good	Adeq	uate	Poor *	N ₁	eeds	urgent attention *
Cleanliness]				
Is everything	in working order	?		Yes 🔀	N	o *	
If *, please gi	ve details:						
ROOM NUMI	BER 206						
Room Profile:			Room Cas	eacity:		Roo	m Occupancy:
Single			2	oucity.		1	in occupancy.
	Faciles	Shared	Bathroom	Sm	oke Ala		Fire Notice
l TV	i Ensuite i	+ ···		1			
TV	Ensuite				<u> </u>		N 6 110 110 1
TV ⊠	Ensuite		X		\boxtimes		⊠ ⊠
TV 🗵	Very Good	Adeq	uate	Poor *	******	eeds	urgent attention *
TV 🖂 Cleanliness		Adeq	wate	Poor *	N		\boxtimes
Cleanliness			uate	Poor * Yes	N	eeds o *	\boxtimes
Cleanliness	Very Good		wate		N		\boxtimes
Cleanliness Is everything	Very Good		uate		N		\boxtimes
Cleanliness Is everything	Very Good		uate		N		\boxtimes
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Cleanliness Is everything If *, please gi	Very Good in working order ve details:		uate	Yes 🔀	N	0 *	\boxtimes
Cleanliness Is everything If *, please gi	Very Good in working order ve details: BER 207	?	Room Ca _l	Yes Yes	N N	o * Roo 4	urgent attention *
Cleanliness Is everything If *, please gi	Very Good in working order ve details:	?	Room Ca	Yes Yes	N	o * Roo 4	urgent attention *
Cleanliness Is everything If *, please give ROOM NUMI Room Profile Single	Very Good in working order ve details: BER 207	?	Room Ca _l	Yes Yes	N N	o * Roo 4	urgent attention *
Cleanliness Is everything If *, please give ROOM NUMI Room Profile Single	Very Good in working order ve details: BER 207 : Ensuite	Shared	Room Ca _l 4 Bathroom	Yes Yes	N N	o * Roo 4	urgent attention *
Cleanliness Is everything If *, please give ROOM NUMI Room Profile Single	Very Good in working order ve details: BER 207	Shared	Room Ca _l 4 Bathroom	Yes Pacity:	N N	o * Roo 4	m Occupancy:

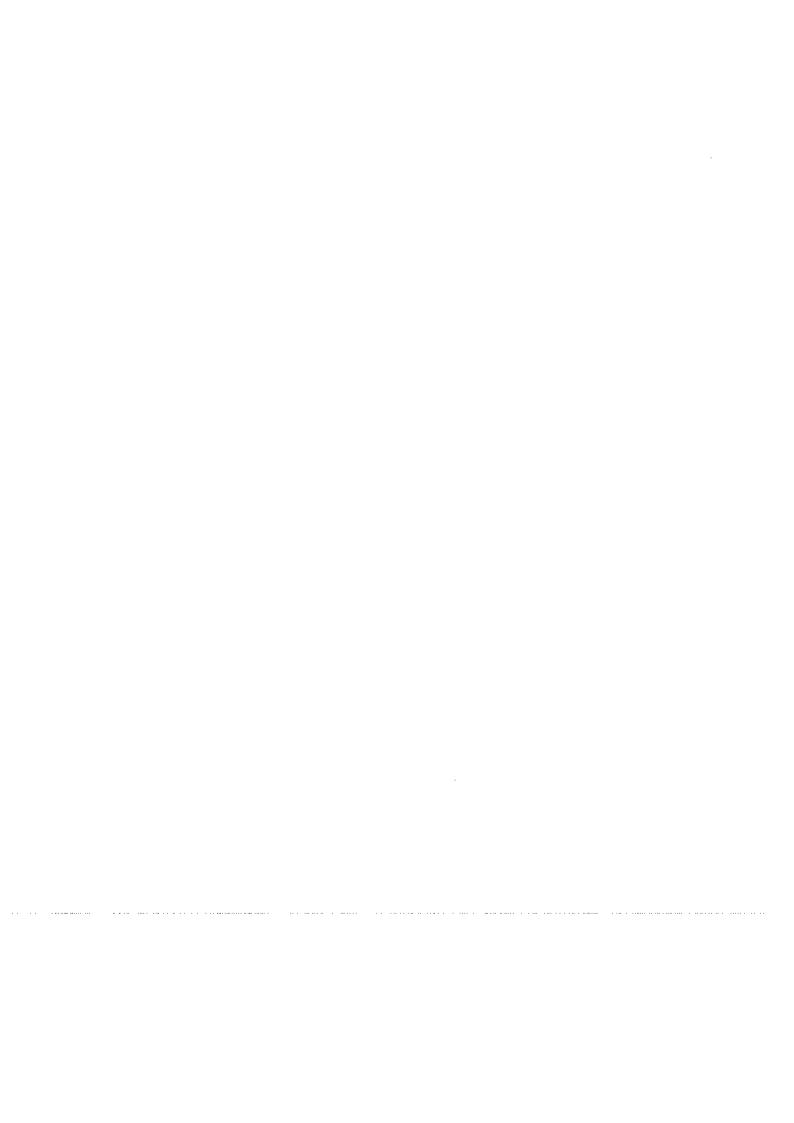
ROOM NUM						
Room Profile	•	Roo	m Capa	city:	Roo	m Occupancy:
Single		4			4	
TV	Ensuite	Shared Bath	room	Smoke	e Alarm	Fire Notice
\boxtimes		\boxtimes			X	\boxtimes
	Very Good	Adequate	Po	or *	Needs	urgent attention *
Cleanliness						
Is everything	in working order	?		res 🔀	No *	
If *, please gi	ve details:					
ROOM NUM						
Room Profile			m Capa	city:		m Occupancy:
Single	. 1	2			2	
TV	Ensuite	Shared Bath	room	Smoke	Alarm	Fire Notice
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	Very Good	Adequate	Po	or*	Needs	urgent attention *
Cleanliness	\boxtimes					
	in working order	?	Y	′es 🔀	No *	
Is everything	ve details:					
Is everything If *, please gi	ve actans.					in this form:

General Representations

If you were approached by any <u>residents</u> regarding general issues while in the centre please outline the details below:
no
If you were approached by any members of staff regarding general
issues while in the centre please outline the details below:
no
If you were approached by any other persons regarding general
issues while in the centre please outline the details below:
no

Please ensure that no personal information or information that could lead to the identification of an individual is recorded in this section.

Personal representations should be recorded in Part 3.



Summary Sheet

Name of Centre	:	Richmond Court
Address:		Richmond Street, Longford
Proprietor:		Mint Horizons Limited
Manager:		Carmel Foley
Contact Name:		Sean Lyons
Capacity Per M	OA (Current	80 (80)
Occupancy):	•	
Date of	11/12/19	•
Inspection:		

Fire Safety: No issues, Food Safety: No Issues Bedrooms: No Issues

Other issues: New cooking facilities & residents shop now in place with two dedicated

and the second second and the second of the

kitchens for residents to prepare own meals.



An Roinn Dlí agus Cirt agus Comhionannais Department of Justice and Equality



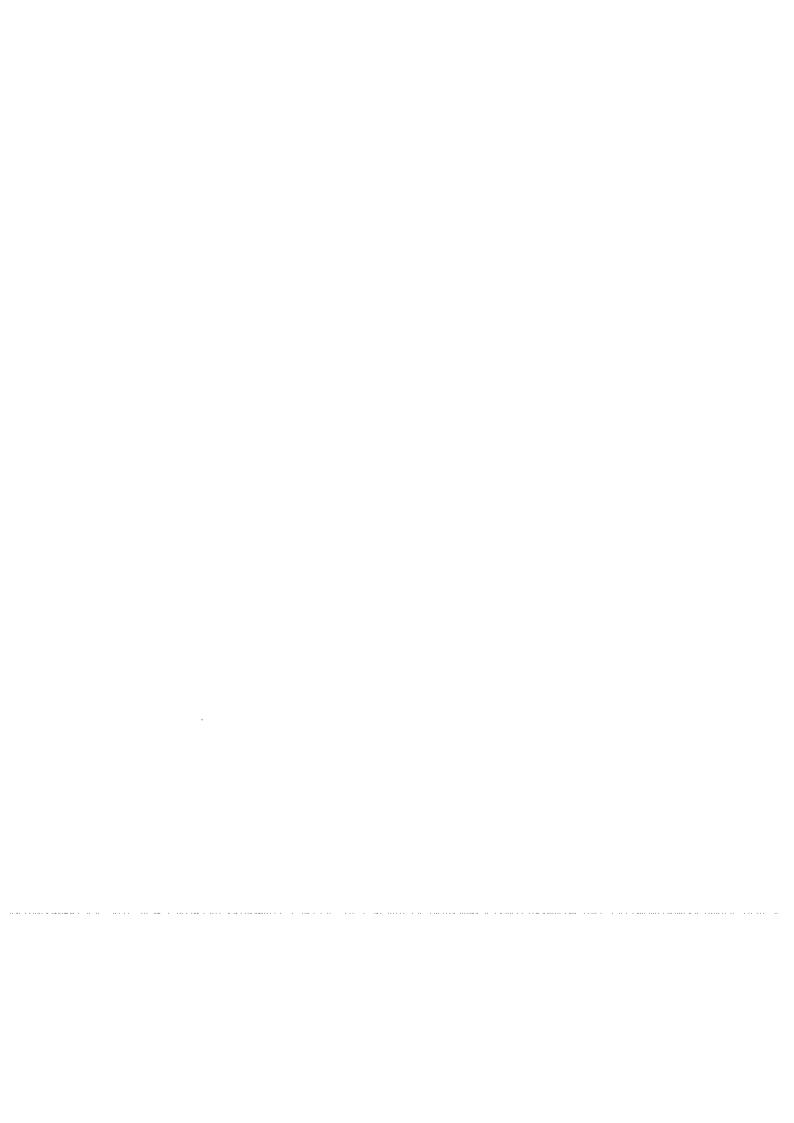
Seirbhísí an tSoláthair Cosaint Idirnáirsiúnta International Protection Procurement Services

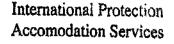
Mr. Sean Lyons, Mint Horizon Limited, Clondalkin Towers, Ninth lock Road, Clondalkin, Dublin 22.
4 th February 2020.
Dear Mr. Lyons,
QTS carried out an inspection at Richmond Court Accommodation Centre at the request of International Protection Procurement Services on 11 th December 2019. A copy of the inspection report is enclosed for your attention and I apologise for the delay in forwarding this to you. Please read the report carefully and do not hesitate to contact me if it contains any discrepancies.
No issues were identified as requiring attention during the course of the inspection or outlined in the report. Please reply in writing on or before Friday 14 th February confirming receipt of the report and this letter.
Yours sincerely,

Bernie Loughrey

Internal Inspection Unit

International Protection Procurement Services









Richmond Court Richmond Street Longford

Ph: 043 33 62015

Fax: 043 33 62016

Ms Bernie Loughrey Reception & Integration Agency PO Box 11487 Dublin 2

10th February 2020

Dear Bernie

Thank you for your letter dated 4th of February 2020, in relation to your inspection of Richmond Court on the 11th of December 2019.

Fire Safety

No issues noted thank you

Food Safety

No issues noted thank you

Other issues

• The new resident's kitchen and food hall is very popular and the residents are really enjoying the changeover to independent Living

Bedroom Issues

No issues noted thank you

I hope the above is to your satisfaction. I would like to thank our management and staff for their efforts, please contact me if you have any queries on the above.

Regards

Graham Carry