An Roinn Dlí agus Cirt
Department of Justice

Department of Justice Inspection Report

8 Dec 2025

Complete

Inspector	Inspector A
Type of accommodation	Commercial
Independent Living Details	Independent living communal facilities
Date of inspection	08.12.2025

1. Centre Details	
1.	
Name of centre	Kiltannon Court
Address of accommodation	[redacted]
2.	
Contractor	Anonymous
Manager on Duty	Anonymous
Telephone Number	Anonymous
Email address of Receipt of Report	[redacted]
3.	
Current contracted capacity	50
Current occupancy on day of inspection	40
Current centre profile	Families
4. Has the following been made available for inspection?	
Official Resident Register	Yes
Menu Cycle	No
Staffing Lists as follows:	
Full list of staff employed at the centre	Yes
Names, title roles. Name of person on duty on day of inspection	Yes
A separate list of designated liaison persons (child protection)	Yes

2. General Security & Emergency Details

Is 24-hour security provided?	24 hour supervision

Owner lives on the premises.
There is no additional security on site.

Is security roster available?	No
Is security provided by external company?	No
Does centre have CCTV?	Yes

CCTV only covers main and back entrance. Plans for expansion

Is there a list of emergency numbers available in the manager's office?	Yes

Does the list include the following numbers?

Local Garda Station?	Yes
Local Hospital?	Yes
Local Fire Station?	Yes
Duty social worker team?	Yes
Out of hours GP service?	Yes
IPAS email address?	Yes
Number of first aid kits available	1
Location of first aid kits	Office

Spot check 3 items within first aid kit to ensure products are within date

Item 1:	Ambulance Dressing
Is products within date?	Yes
Item 2:	Triangular Bandage
Is products within date?	Yes
Item 3:	Emergency blanket
Is products within date?	Yes

Who is responsible for first aid restocking?	Manager on duty
How often are they checked?	As often as they are used.
Defibrillators	
Are there defibrillators in the centre?	No
If no, please provide the location of nearest defibrillators	Tulla Village - 6 minutes drive
How many staff have been trained to use it?	3
Date last certified	4 April 2025
Adrenalin/Epi Pens	
Are adrenalin/epi pens available?	No
If no, please provide the location of nearest adrenalin/epi pen:	
How many staff have been trained to use them?	N/A
Expiry date	N/A

3. Heating Arrangements

Type of heating in this centre. Please choose.	Oil
Do residents have control of the heating in their own bedrooms?	No

If no, please give details of program times

Residents can turn off heating.
On from 6am - 9:30am and 6pm to 9:30pm also adjusted for weather conditions

4. House Rules

Are residents provided with house rules on arrival	Yes

How are house rules explained?

Manager on duty briefs new residents on arrival

5. Arrangements for Residents & Visitors (keys/storage/toiletries/contraception/nappies)	
Are residents issued with key/card to their own bedroom?	Yes
Are residents issued with key/card for the main door?	Yes
Are visitors allowed?	Yes
Notice is required if visitors are allowed	
Is there a sign in book for visitors?	Yes
Where is it located?	Laundry area which also serves as a communal notice and information area.
Is there additional storage facility for large items (suitcase)?	Yes
Period Products - Please note feminine products must be provided if females are to be accommodated on site but can be invoiced separately to the department	
Are period products available free of charge?	No
How are the period products distributed?	
Baby Products - Please note that these products must be provided if babies are to be accommodated on site but can be invoiced separately to the department	
Are nappies/baby wipes/baby lotions provided?	Yes
Are the following toiletries provided? Shower gel/Soap/Shampoo/Toothpaste	No
What are the arrangements to replenish toiletries and essential items?	
Not available	

6. Arrangement for Maintenance

Is there a procedure to report maintenance issues?	Yes

Please outline procedure

Two weekly maintenance check and a whatsapp group with all residents

Is the maintenance reporting book actioned within a timely fashion?	Yes

7. Child protection

Managers of accommodation for asylum seekers are mandated persons under children first act 2015. Their names should be publicly displayed including the fact that there are mandated persons.

Child safeguarding statement (CSS)

Does the centre have a child safeguarding statement?	Yes
Is the CSS completed using a risk assessment for the centre?	Yes
Is the CSS publicly displayed?	Yes
Are measures in place to inform staff & visitors of IPAS Child Protection Policy?	Yes

Give details:

Public display and visitor sign in. Parental supervision.

Do visitors sign a declaration agreeing to adhere to the child protection policy?	Yes

IPAS policy in waiver

Where was the declaration held?	In the office
Are there notices on public display, giving name & contact details of designated liaison person?	Yes

Where is it held?

The office

Have designated persons received Tusla approved Children First training?	Yes
Are noticed prominently displayed regarding parental supervision of children?	Yes
Where are they displayed?	Communal areas

8. Food Safety (Where meals are provided to residents)	
Has a HACCP system been implemented?	N/A
Has the premises been inspected by an environmental health officer?	N/A

9. Nutrition/School Lunches/Baby Formula	
Are residents consulted regarding menu/dietary requests?	No
Is food provided for children's packed lunches?	N/A
If not applicable, choose reason	Independent Living
Where is infant formula stored?	Office area
How is infant formula stored?	on shelves

10. Arrangements for refreshments/meals outside normal mealtimes	
Are tea/coffee/drinking water/snacks available outside meal times?	No
What food/snacks are available after hours or when kitchen is closed?	N/A
Where are the snacks located and how are they accessed?	N/A
Are meals available for new arrivals/residents who arrive late/residents travelling on official business/, residents fasting during Ramadan?	No

11. Facilities for feeding babies	
If not applicable, please highlight reason:	Independent Living
Are the following available?	
Drinking Water	Yes
Steriliser	
Kettles	Yes
Fridge (for bottles of ebm*/ formula) *Expressed breast milk	Yes
Bottle warmers	
Microwave	Yes
Are these facilities available 24 hours a day?	Yes
Is there a dedicated room provided?	No

12. Indoor Facilities

What indoor social facilities are available to adult residents? Please list,

Are the following available to residents?

Space available for residents with disabilities and limited mobility	Yes
Comment:	
There is one unit that is DAC	
Computers with internet access	No
Office assistance if required	
Wi-Fi - detail	Throughout Centre
Private room for meetings, visitors, events of significance and study/homework?	Yes
Non – denominational space available for religious practice and worship?	
Dedicated child friendly, play and recreation facilities?	Yes
Crèche on site?	No
Other	

13. Transport Arrangements

Is there a bus service provided by the contractor?	No
If no, please give reason	Public Transport Nearby

What is the frequency of the service? Please provide a timetable.

Twice a day to and from [redacted]- nearest town
School buses arrive to fa
Most residents have their own transport

14. TV System

Is there a specific TV system in place?	Yes

Give Details

Smart TVs are provided in each unit

How many TV Channels are provided to residents?

Are residents allowed to erect satellite dishes?	No

15. Laundry Facilities (General Arrangements)

Are laundry facilities available in the centre?	Yes
Who launders towels and bedlinen?	Others

Describe "others"

Weekly change of linen and brought to contract cleaners

What procedures are in place for the exchange of towels and bed linen at the centre?

Exchange in communal laundry area

How is washing powder/tablets supplied?

Available on demand in laundry area

Please list number of each:

Please note there should be a minimum of 2 washers and dryers per 25 persons in shared facilities

Washing Machines	4
Dryers	4
Do they appear to be in working order?	Yes

1 dryer is being serviced

16. Cleaning

Are there cleaning materials and equipment provided by management for residents?	Yes

If yes, what is the procedure for residents to access the above?

On demand

What arrangements are in place if rooms are not cleaned sufficiently by residents?

This has not been an issue to date

17. Adminstration / Communal Area

Are the following available or on display?

Up to date house rules?	☑
Complaint forms available on display	☑
Accident/Incident Procedure	☑
HSE Breastfeeding posters (If applicable)	☑
Designated liaison person details? (child protection)	☑
Supervision of children notice?	☑
Gym notices? (child safety – if applicable)	☐
IOM voluntary return poster?	☑
Anti human-trafficking posters?	☑
'No to violence & harrassment' Poster	☑

18. Fire Safety

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

18a. Emergency Lighting Inspection Schedule

Please provide the last 2 entries on the fire register

1st Entry

1a. Date	This has not been installed yet but planned to start soon
1b. Inspected by (Company Name/Position)	
1c. Comments	This has not been installed yet but planned to start soon

2nd Entry

2a. Date	This has not been installed yet but planned to start soon
2b. Inspected by (Company Name/Position)	
2c. Comments	This has not been installed yet but planned to start soon

18b. Fire alarm/carbon monoxide & detection system inspection schedule

Please provide the last 2 entries on the fire register

1st Entry

1a. Date	11/12/2024
1b. Inspected by (Company Name/Position)	[redacted]
1c. Ok	Yes
1d. Defects	None
1e. Remedial Actions Taken	

2nd Entry

2a. Date	No records available

2b. Inspected by (Company Name/Position)	No records available
2c. Ok	No
2d. Defects	No records available
2e. Remedial Actions Taken	

18c. Firefighting equipment inspection schedule
(include all fire extinguishers, hose reels and fire blankets)

Please provide the last 2 entries on the fire register

1st Entry

1a. Date	14/08/2025
1b. Inspected by (Company Name/Position)	[redacted]
1c. Ok	Yes
1d. Defects	None
1e. Remedial Actions Taken	

2nd Entry

2a. Date	No records available
2b. Inspected by (Company Name/Position)	
2c. Ok	
2d. Defects	No records available
2e. Remedial Actions Taken	

18d. Fire exit doors / means of escape inspection schedule

Please provide the last 2 entries on the fire register

1st Entry

1a. Date	30/9/2025
1b. Inspected by (Company Name/Position)	Staff

1c. Ok	Yes
1d. Defects	None
1e. Remedial Actions Taken	
2nd Entry	
2a. Date	29/9/2025
2b. Inspected by (Company Name/Position)	Staff
2c. Ok	Yes
2d. Defects	None
2e. Remedial Actions Taken	
18e. Fire drill procedure inspection schedule	
Please provide the last 2 entries on the fire register	
1st Entry	
1a. Date & time	9/10/2025
1b. Numbers of staff involved in drill	Not recorded
1c. No. of residents present	Not recorded
1d. No. of residents evacuated	Not recorded
1e. Evacuation time	Not recorded
1f. Comments	
2nd Entry	
2a. Date & time	17/04/2025
2b. Numbers of staff involved in drill	Not recorded
2c. No. of residents present	Not recorded
2d. No. of residents evacuated	Not recorded
2e. Evacuation time	Not recorded

2f. Comments

18f. Staff instruction and training (fire safety)

Please provide the last 2 entries on the fire register

1st Entry

1a. Staff Member	Anonymous
1b. Course Provider	[redacted]
1c. Instructor	Anonymous
1d. Duration	2 hours
1e. Date	4/4/2025

2nd Entry

2a. Staff Member	Anonymous
2b. Course Provider	[redacted]
2c. Instructor	Anonymous
2d. Duration	2 hours
2e. Date	4/4/2025

18g. 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 emergency lighting and smoke alarms visible and in working order?	No

19. Information on meals in centres where meals are provided	
N/A to independent living programmes	
If independent living, indicate N/A here and skip to Part 21	N/A - Independent Living
Is the menu cycle on display?	
Does menu cycle correspond with options available?	
Is there a vegetarian/vegan option?	
Were there ethnic dishes available, etc?	
Was fresh foods available for infants? (As per HSE Infant Feeding Guidelines)	
In your opinion, does the food on offer appear to provide a good variety?	
Did inspection take place during ramadan?	
Is there enough seating for residents present to sit down and eat their meals?	
Are residents consulted in relation to the menu?	
Frequency of consultation?	

20. Kitchen area: food safety critical requirements	
If independent living (own door), Indicate here and skip to Section 21	N/A - Independent Living
Are dry food stuffs stored on shelving? (All dry goods should be stored off the ground)	
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?	
Are fly screens present on windows and doors into kitchen?	

21. Self Catering

Is property Self Catering? If no, skip to Section 22	Yes
Are facilities available for residents to prepare and cook their own food? In the case of shared cooking facilities, there should be at least 1 cooking station for each 15 residents.	Yes
Please outline the number of facilities available for residents to prepare and cook their own food.	4
Does the shared kitchen area have non-slip flooring, appropriate lighting, sufficient and appropriate bins, ventilation, a fire blanket / extinguisher as required and first aid box?	Yes

First aid box are held in the office

Please give a summary of the suitability of the site in meeting the above requirements.

The kitchens are spacious with good ventilation.
Well equipped and are shared between 2/3 families and are adjacent to dining areas and living rooms.

Does each individual cooking station include at a minimum an oven, hob, sink, counter area, kettle, pots and pans, utensils, crockery and cutlery, 24 hour hot and cold water, extractor fan, microwave, toaster and cleaning equipment?	Yes

Comment:

Is there adequate dining space for residents in reasonable proximity to the cooking facilities?	Yes
Does each resident have access to adequate, individual, dry food storage, fridge storage and freezer space?	Yes
Is the facility located within reasonable walking distance (circa 2km) from a supermarket/grocery for the purchase of food?	No

Shopping facilities are a considerable distance however most families appear to have own transport.

Are facilities provided for washing cutlery and crockery?	Yes
Are provisions in place for waste removal?	Yes

What provisions are in place for pest management in food preparation and waste management areas?

Pest management policy in place and well kept waste disposal area

22. Food hall (Shop)	
Is there a food hall onsite? If no, skip to Section 23	No
Is there a till system in place utilising an electronic points of sale?	
Relevant certification (halal meats) in place/on display?	
Is there appropriate storage; shelving, cold storage, dry storage?	
Is the area generally clean?	
Visual check: Have you noticed any issues requiring attention? (products in date, fresh food, ethnic food, halal food, variety available, suitable range of food) products, toiletries and cleaning materials.)	
Do food products available in the food hall reflect the reasonable needs of the different ethnic groups; e.g. The provision of halal food for Muslim residents, the provision of food for gluten free, vegetarian, vegan residents, etc.?	

Please spot check 3 items to ensure correct points value is being applied. Please provide details of items scanned.	
Item 1	
Item 2	
Item 3	

23. Outdoor grounds/Facilities

Is there adequate space available for residents with disabilities and limited mobility?	No

Comment:

Is the exterior (including grounds, carpark, access gates) of the centre in good condition?	Yes

Comment:

There are no gates at the moment - in planning process

Are there any dedicated child friendly play and recreation facilities outdoors?	Yes

Comment:

Football area and playground on a sand arena.
Large garden areas.

24. Communal areas / Corridors	
Is the area generally clean and free from obstruction?	Yes
Visual check: have you noticed any issues requiring attention?	No

25. Bedrooms

Resident's consent should be sought prior to entering the room.
• Any issues that need to be addressed should be noted. Please include bedroom number/issue/fault/complaint from resident.
• Attach images of issues to report in summary section.
• Inspector to ensure that resident numbers in room matches the bed management form supplied to IPAS as part of the property handover template.
• Ask the resident if they are happy with their room, and if they have anything they would like to report.

How often are bedrooms inspected?	Fortnightly

Who is responsible for maintaining the cleanliness of bedrooms?

Residents

Are sufficient cleaning materials and equipment provided by management for residents?	Yes

Comments:

What arrangements are in place if rooms are not cleaned sufficiently by residents?

This has not been an issue

Bedroom/Apartment/Townhouse/ Mobile Homes Checklist for Inspector

• Fire notices on display
• Fire blanket present in shared cooking areas and Laundry Areas.
• Smoke alarm and related hazard detection systems
• Identify and highlight any trip hazards
• No unauthorised electrical items in bedrooms
• Windows
• Doors
• Bathrooms (mould/damp)
• No obstructions to fire exits
• Confirm residents have no complaints or issues
• For own door accommodation, please check residents have been provided with the following: Delph, cutlery, pots, pans, kettle, cooking appliances/utensils.
• Inspector to ensure that resident numbers in room matches the bed management form supplied to IPAS as part of the property handover template
• Inspector should ensure individual rooms are allocated to residents with specific requirements (health, disability, sexual orientation, gender identity, etc.)
• All rooms are lockable.
• Inspectors should ensure that bedrooms contain, beds, wardrobe/chest of drawers and lockable units.
• Central storage area for large items, e.g., suitcases.
• Inspector to ensure no bunk beds unless requested or persons under the age of 15 (unless specified in contract).
• Please check residents have been provided with pillows, duvets, blankets, bed sheets and towels. (minimum of 2 sets).

• Room Dimensions
Does the accommodation space meet the minimum requirements for space? (the bed space requirement shall not be less than 4.65m2 per person. Additionally, the ceiling height should be 2.4m high*).

*If there is a room with varying ceiling height then it is only the part of the room that is 2.4 or higher that is taken into consideration (e.g. sloping room, so a provider proposing a twin/double bed in this scenario may have to reduce to a single room).

Part 1 of Bedroom

1. Sanitary provision (Toilets, showers) - should be to hostel standards at a minimum. Please describe if sanitary provisions meet the following requirements (answer each question):

Is the ratio of WC provision to bed spaces at least 1 per every 8 bed spaces?	Yes
Please outline the number of WC's available to residents at this centre.	12
Are hand wash basins with 24 hour hot and cold water supply provided in the ratio of 1 per 6 beds spaces?	Yes
Please outline the number of hand wash basins with 24 hour hot and cold water available to residents at this centre.	12
Are showers provided at the ratio of 1 per 12 bed spaces as individual cubicles with closable door or curtain, and provided with 24/7 hour hot and cold water supply?	Yes
Please outline the number of Showers available to residents at this centre	12
Are showers located separate from shared toilet facilities where possible?	Yes

General/Personal Responsibilities

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

Were you approached by any residents regarding general/personal issues while in the centre?	Not Approached
Were you approached by any members of staff regarding general/personal issues while in the centre?	Not Approached
Were you approached by any other persons regarding general/personal issues while in the centre?	Not Approached

Child Protection

This is not a child protection referral form

If an inspector witnesses a child protection or welfare incident, he / she must:

(a) Report the matter to the designated liaison person in the centre, and;
(b) Report the matter to Tusla via the online Portal.

*if you observed any child protection issues while conducting the inspection, please indicate which category the incident relates to:

Unsupervised child	☐
Inappropriate sexual behaviour	☐
Domestic violence	☐
Emotional Abuse	☐
Physical Abuse	☐
Neglect	☐
Tusla Referral No.	

Summary Sheet

Name of centre	Kiltannon Home Farm
Address	[redacted]
Contractor	Anonymous
Date of inspection	08.12.2025

Issues
Please summarise all issues identified in report below under appropriate headings, stating action required. Please provide further commentary on following page where required:

Electrical Equipment in Room

No issues

Mould or Damp

No issues

Overcrowding

No issues

Fire Safety Issues

There is no emergency lighting at the moment, there is a plan for this to be installed in the near future. Fire equipment, detection system and training is in place however the recording of same is to be managed and presented in the required form. The manner in which fire drills are run should be recorded as per the fire register proforma.

Food Safety Issues

No issues

Security and Staffing

No issues

Fixtures and Fittings

No issues

Additional Commentary

This is a property for families, independent living with communal facilities.

Media summary

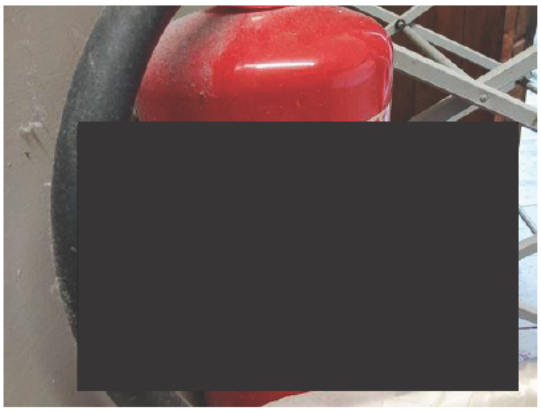

Photo 1

Photo 2

Photo 3

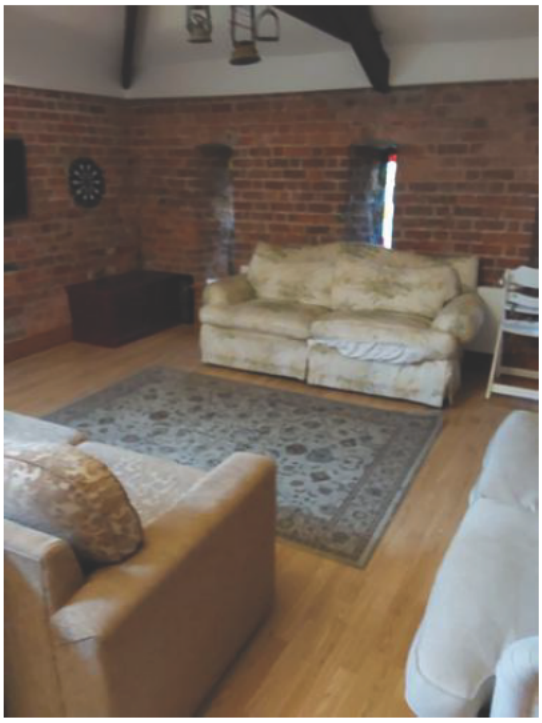

Photo 4

Photo 5

Photo 6