IPAS/IPPS Independent Inspection Report

for Self Catering Accommodation

Centre:	Carraig Accommodation Centre, [redacted], Co. Leitrim
Inspector:	[redacted]
Date of Inspection:	01/12/2023

Centre Details

Name and address of Centre	[redacted]

Contractor	[redacted]
Manager	[redacted]
Contact Name	Duty Manager – [redacted]

Telephone Number	[redacted]

Capacity per MOA (current capacity)	[redacted]
Type of occupancy	Families, single males, single females

Health Board Area	[redacted]
Community Welfare Officer name	[redacted]
Environmental Health Officer name	N/A

Inspector Details

Name of Inspector	[redacted]
Date of Inspection	[redacted]
Time of Arrival and Departure	Arrival: 14:00 / Depart: 17:30am

Documents to Collect

Guest Register	Obtained current register
Safety Statement	Viewed
Other	

Documents to View

Fire Register	Reviewed.
House Rules	Reviewed.
Code of Practice	Reviewed.
Child Protection training certs	Reviewed.
Other	

List of issues noted in previous inspection:

Issue	Progress to date
Fire issues – House 17 Ashtray in the bedroom downstairs full with smoked cigarettes and the house is very cluttered. Apartments – Apartment 2 Untidy, replace panel around the bath Apartment 3 Replace 2 bulbs bedroom and kitchen Apartment 12 En suite shower appears blocked/leaking Apartment 13 Replace 2 bulbs in kitchen Apartment 14 Repair fan in bathroom and oil spattered in kitchen walls adjacent to sink. Apartment 17 Very cluttered apartment and ashtray in downstairs bedroom full with smoked cigarettes see above. Apartment 22 Replace 2 bulbs, repair bath panel and mould in bathroom ceiling.	All resolved

Reception

Was a receptionist on duty on arrival?	n/a
Was a manager on duty on arrival?	[redacted]
List the staff on the premises during the period of the inspection: [redacted]	
Is 24 hour supervision provided?	Yes
List the staff providing this supervision: Night Security	

Is each resident issued with a key for his/her bedroom?	N/A – as self catering key pad to access grounds and each resident is provided with own apartment/house keys
Is each resident issued with a key for his/her apartment?	Yes.
Is each resident issued with a key for main entrance door?	yes.

Is a list of emergency numbers available in the manager's office?	Yes, posted in Manager's office.
Are first aid kits available at the centre? ***Specify location***	n/a

What procedures are in place to allow residents to receive visitors?	Visitors allowed into Apartment complex

Are staff aware of the Code of Practice (governing staff conduct) & how are they made aware?	Carraig Accommodation have services code of practice for persons working in accommodation centres in place, adapted from RIA/IPAS booklet. All staff have signed acknowledgement declaration.

**A copy of the agency's "Code of Practice for persons working in accommodation centres" can be obtained from RIA*

Does the centre have a safety statement?	Yes. Safety Statement up to date.

House Rules

How are residents informed and made aware of the House Rules? RIA Rules and Procedures booklet provided to each resident upon their initial arrival to the centre.

Is a copy of the House Rules on display? *Specify location*	Yes, posted on two notice boards within the main reception building.

Did you make sure that RIA House Rules and Procedures are displayed at the centre?	Yes posted within block facilities.

Do notices displayed at the centre accurately reflect the information contained in the House Rules?	Yes
Comments:i.e.Child protection signage, no smoking signage in place.	

/

Fire Safety

Is the Fire Safety Register the one provided by RIA? ***A copy can be obtained from RIA***	RIA fire safety register in place.
Name of the local Fire Officer and fire station	[redacted] Fire Station
Is the "Means of Escape" Inspection Schedule up to date? *Specify interval inspections are recorded – weekly/daily*	Checked daily by maintenance but recorded weekly in inspection schedule.
Date of last inspection	

- *If required remind Manager that fire escape inspection should be recorded at least weekly*

Is the "Fire Detection & Alarm System" Inspection Schedule up to date? *Specify interval inspections are recorded*	Yes Inspected daily
Date of last inspection	2/11/23 by [redacted]

Is the "Fire Fighting Equipment" Inspection Schedule up to date? *Specify interval inspections are recorded*	Checked weekly
Date of last inspection	Visual Inspection 1/12/23

Date and Time of last Fire Drill	3/11/23
Number evacuated & time taken	Full evacuation of 63 residents.
Comments/Problems noted (if any):	

- *If required remind Manager that fire drills should be held at least twice a year*

Where are the Fire Assembly Points located?	Front of Apartment complex
Are they marked?	Yes
Are staff aware of the locations?	Yes
Which staff are trained in fire evacuation procedures and by whom?	All residents and cleaners/maintenance staff
Is evidence of training available for inspection?	Yes staff trained

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 for office however apartments are independent self-contained alarms checked by staff Records reviewed.
Are there designated "No Smoking" areas? ***Include locations***	Smoking only permitted outside areas.

During inspection please pay attention to fire exits, emergency lighting and fire notices:

Are fire exits clear from obstruction?	Yes
Are they unlocked?	Yes
Comments:	

Are fire exits clearly posted throughout the building?	Yes, posted on all floors.
Are fire evacuation instructions clearly displayed in the centre?	Yes, posted in all rooms.

Are fire extinguishers clearly visible?	Yes
Is there an emergency lighting system in place?	Yes

Staff Health and Safety

Are there specific written procedures, eg for dealing with violent behaviour?*	Yes outlined within Emergency Response Procedure.
Are there general rules for areas such as manual handling?*	Safety Statement deals with manual handling.
Is there an accident reporting procedure?*	Yes, outlined in Safety Statement.
Is there regular correspondence with staff?*	Yes, staff meetings conducted on a monthly basis.
Are there any training records for staff?*	Child protection training complete by all Townbe staff
What supervisory structure is in place?	General Manager supervises management of centre.

**include details where applicable*

Staff Facilities

Staff Facilities:

Are designated staff facilities provided?	Yes.

If no:

What facilities are in place?	All in

If yes:

Comment on cleanliness and suitability of facilities provided	Well maintained

Communal Rooms / Indoor Facilities

Are there any communal rooms/facilities provided (details)?	No
Comment on condition of communal rooms (if any)	N/A
Are there any communal facilities provided (give details) – eg games / tv / library etc	No.

Outdoor Grounds / Facilities

- *Conduct a tour of the grounds:*

Does the exterior of the centre require painting?	No.
Are the grounds maintained in good order?	Town centre location.
Are there any facilities available for children outdoors? (give details)	Playground and large public park within 400 m

Comments on outdoor grounds/facilities: Town Centre location.

Laundry Facilities

Does the centre have a laundry room?	No.
If no, what service is provided?	Each Apartment fitted with own washer/dryer facility.

If yes:

	Type (industrial/domestic)	**Number**
Washing Machines	**Each Apartment fitted with own washer/dryer facility.**	
Dryers		
Are all machines in working order? **yes**		

Representations

If you were approached by any residents while in the centre please outline the details below:
-none

If you were approached by any members of staff while in the centre please outline the details below:
none

Cleaning

Who cleans the apartments?	Residents.

Who cleans the communal areas/corridors?	Maintenance team

How often are apartments inspected by centre staff?	Weekly on a Friday
What arrangements are in place if apartments not sufficiently cleaned by residents?	Discussion between Management and residents as to cleaning requirements. If consistent verbal warnings provided, a written warning is given.IPAS/RIA contacted if still persists.

Heating

What type of heating is used in the centre?	All apartments/houses have their own heating controls
Has the issue of heating been discussed with residents?	No issue raised.
Is the heating timed? If so, specify the "on" times	No.

Corridors/Stairways

Please note any cleaning/décor issues relating to corridors/stairs below:

Location/Area:	Comment:
all	Very clean and well maintained

Apartments/Bedrooms

- **All apartments must be inspected, whether occupied or not.**
- **In each apartment: Look for the fire evacuation notice**
  Is smoke alarm in place & operational
  Check heating – is it working
  Check for dampness in bathroom
  Check decorative order
  Check cleanliness
  Check occupancy against current week's register

Apartment Inspection

No:1

Number of bedrooms	Occupancy	En-suite / bathrooms	Fire Notice	Heating	Smoke alarm (working)
3	6	Yes	Yes	Yes	Yes
Décor	Painted walls, carpet floors, living room with lounge, television, tables, chairs & wardrobes in bedrooms.				
Cleanliness	Satisfactory				
Kitchen area	Oven, stove top, washer/dryer, microwave, and fridge clean and well maintained.				
Other Comments	Radiator in kitchen is off the wall				

No:2

Number of bedrooms	Occupancy	En-suite / bathrooms	Fire Notice	Heating	Smoke alarm (working)
2	4	Yes	Yes	Yes	Yes
Décor	Painted walls, carpet floors, living room with lounge, television, tables, chairs & wardrobes in bedrooms.				
Cleanliness	Satisfactory				
Kitchen area	Oven, stove top, washer/dryer, microwave and fridge clean and well maintained.				
Other Comments	Apartments needs to be cleaned and cover repaired on side fo bath.				

No: 3

Number of bedrooms	Occupancy	En-suite / bathrooms	Fire Notice	Heating	Smoke alarm (working)
3	0	Yes	Yes	Yes	Yes

Décor	Painted walls, carpet floors, living room with lounge, television, tables, chairs & wardrobes in bedrooms.
Cleanliness	Satisfactory
Kitchen area	Oven, stove top, washer/dryer, microwave and fridge clean and well maintained.
Other Comments	Bulb in Bedroom 1 and kitchen require replacement.

No: 4

Number of bedrooms	Occupancy	En-suite / bathrooms	Fire Notice	Heating	Smoke alarm (working)
2	4	Yes	Yes	Yes	Yes
Décor	Painted walls, carpet floors, living room with lounge, television, tables, chairs & wardrobes in bedrooms.				
Cleanliness	Satisfactory				
Kitchen area	Oven, stove top, washer/dryer, microwave and fridge clean and well maintained.				
Other Comments					

No: 5

Number of bedrooms	Occupancy	En-suite / bathrooms	Fire Notice	Heating	Smoke alarm (working)
2	4	Yes	Yes	Yes	Yes
Décor	Painted walls, carpet floors, living room with lounge, television, tables, chairs & wardrobes in bedrooms.				
Cleanliness	Satisfactory				
Kitchen area	Oven, stove top, washer/dryer, microwave and fridge clean and well maintained.				
Other Comments					

No: 6

Number of bedrooms	Occupancy	En-suite / bathrooms	Fire Notice	Heating	Smoke alarm (working)
1	0	Yes	Yes	Yes	Yes
Décor	Painted walls, carpet floors, living room with lounge, television, tables, chairs & wardrobes in bedrooms.				
Cleanliness	Satisfactory				
Kitchen area	Oven, stove top, washer/dryer, microwave and fridge clean and well maintained.				
Other Comments	Shower in uipstairs bedroom need repair				

No: 7

Number of bedrooms	Occupancy	En-suite / bathrooms	Fire Notice	Heating	Smoke alarm (working)
1	0	Yes	Yes	Yes	Yes
Décor	Painted walls, carpet floors, living room with lounge, television, tables, chairs & wardrobes in bedrooms.				
Cleanliness	Satisfactory				
Kitchen area	Oven, stove top, washer/dryer, microwave and fridge clean and well maintained.				
Other Comments					

No: 8

Number of bedrooms	Occupancy	En-suite / bathrooms	Fire Notice	Heating	Smoke alarm (working)
2	0	Yes	Yes	Yes	Yes
Décor	Painted walls, carpet floors, living room with lounge, television, tables, chairs & wardrobes in bedrooms.				
Cleanliness	Satisfactory				
Kitchen area	Oven, stove top, washer/dryer, microwave and fridge clean and well maintained.				
Other Comments					

No: 9

Number of bedrooms	Occupancy	En-suite / bathrooms	Fire Notice	Heating	Smoke alarm (working)
2	5	Yes	Yes	Yes	Yes
Décor	Painted walls, carpet floors, living room with lounge, television, tables, chairs & wardrobes in bedrooms.				
Cleanliness	Satisfactory				
Kitchen area	Oven, stove top, washer/dryer, microwave and fridge clean and well maintained.				
Other Comments					

No: 10

Number of bedrooms	Occupancy	En-suite / bathrooms	Fire Notice	Heating	Smoke alarm (working)
1	3	Yes	Yes	Yes	Yes
Décor	Painted walls, carpet floors, living room with lounge, television, tables, chairs & wardrobes in bedrooms.				
Cleanliness	Satisfactory				
Kitchen area	Oven, stove top, washer/dryer, microwave and fridge clean and well maintained.				
Other Comments					

No: 11

Number of bedrooms	Occupancy	En-suite / bathrooms	Fire Notice	Heating	Smoke alarm (working)
2	4	Yes	Yes	Yes	Yes
Décor	Painted walls, carpet floors, living room with lounge, television, tables, chairs & wardrobes in bedrooms.				
Cleanliness	Satisfactory				
Kitchen area	Oven, stove top, washer/dryer, microwave and fridge clean and well maintained.				
Other Comments					

No: 12

Number of bedrooms	Occupancy	En-suite / bathrooms	Fire Notice	Heating	Smoke alarm (working)
1	3	Yes	Yes	Yes	Yes
Décor	Painted walls, carpet floors, living room with lounge, television, tables, chairs & wardrobes in bedrooms.				
Cleanliness	Satisfactory				
Kitchen area	Oven, stove top, washer/dryer, microwave and fridge clean and well maintained.				
Other Comments	Ensuite shower tray appears blocked.				

No: 13

Number of bedrooms	Occupancy	En-suite / bathrooms	Fire Notice	Heating	Smoke alarm (working)
1	5	Yes	Yes	Yes	Yes
Décor	Painted walls, carpet floors, living room with lounge, television, tables, chairs & wardrobes in bedrooms.				
Cleanliness	Satisfactory				
Kitchen area	Oven, stove top, washer/dryer, microwave and fridge clean and well maintained.				
Other Comments	2 bulbs in kitchen to be replaced				

No: 14

Number of bedrooms	Occupancy	En-suite / bathrooms	Fire Notice	Heating	Smoke alarm (working)
1	3	Yes	Yes	Yes	Yes
Décor	Painted walls, carpet floors, living room with lounge, television, tables, chairs & wardrobes in bedrooms.				
Cleanliness	Satisfactory				
Kitchen area	Oven, stove top, washer/dryer, microwave and fridge clean and well maintained.				

Other Comments	Fan not working in bathroom, cooking oil being splattered onto wall in kitchen has the wall stained.

No: 15

Number of bedrooms	Occupancy	En-suite / bathrooms	Fire Notice	Heating	Smoke alarm (working)
2	4	Yes	Yes	Yes	Yes
Décor	Painted walls, carpet floors, living room with lounge, television, tables, chairs & wardrobes in bedrooms.				
Cleanliness	Satisfactory				
Kitchen area	Oven, stove top, washer/dryer, microwave and fridge clean and well maintained.				
Other Comments					

No: 16

Number of bedrooms	Occupancy	En-suite / bathrooms	Fire Notice	Heating	Smoke alarm (working)
1	3	Yes	Yes	Yes	Yes
Décor	Painted walls, carpet floors, living room with lounge, television, tables, chairs & wardrobes in bedrooms.				
Cleanliness	Satisfactory				
Kitchen area	Oven, stove top, washer/dryer, microwave and fridge clean and well maintained.				
Other Comments					

No: 17

Number of bedrooms	Occupancy	En-suite / bathrooms	Fire Notice	Heating	Smoke alarm (working)
2	6	Yes	Yes	Yes	Yes
Décor	Painted walls, carpet floors, living room with lounge, television, tables, chairs & wardrobes in bedrooms.				
Cleanliness	Satisfactory				
Kitchen area	Oven, stove top, washer/dryer, microwave and fridge clean and well maintained.				
Other Comments	Extreemly cluttered and undity apartment, ashtray in bedroom downstairs full with cigarettes. Replace 1 bulb in kitchen.				

No: 18

Number of bedrooms	Occupancy	En-suite / bathrooms	Fire Notice	Heating	Smoke alarm (working)
4	6	Yes	Yes	Yes	Yes
Décor	Painted walls, carpet floors, living room with lounge, television, tables, chairs & wardrobes in bedrooms.				
Cleanliness	Satisfactory				
Kitchen area	Oven, stove top, washer/dryer, microwave and fridge clean and well maintained.				
Other Comments					

No: 19

Number of bedrooms	Occupancy	En-suite / bathrooms	Fire Notice	Heating	Smoke alarm (working)
1	3	Yes	Yes	Yes	Yes
Décor	Painted walls, carpet floors, living room with lounge, television, tables, chairs & wardrobes in bedrooms.				
Cleanliness	Satisfactory				
Kitchen area	Oven, stove top, washer/dryer, microwave and fridge clean and well maintained.				
Other Comments					

No: 20

Number of bedrooms	Occupancy	En-suite / bathrooms	Fire Notice	Heating	Smoke alarm (working)
2	5	Yes	Yes	Yes	Yes
Décor	Painted walls, carpet floors, living room with lounge, television, tables, chairs & wardrobes in bedrooms.				
Cleanliness	Satisfactory				
Kitchen area	Oven, stove top, washer/dryer, microwave and fridge clean and well maintained.				
Other Comments					

No: 21

Number of bedrooms	Occupancy	En-suite / bathrooms	Fire Notice	Heating	Smoke alarm (working)
2	5	Yes	Yes	Yes	Yes
Décor	Painted walls, carpet floors, living room with lounge, television, tables, chairs & wardrobes in bedrooms.				
Cleanliness	Satisfactory				
Kitchen area	Oven, stove top, washer/dryer, microwave and fridge clean and well maintained.				
Other Comments					

No: 22

Number of bedrooms	Occupancy	En-suite / bathrooms	Fire Notice	Heating	Smoke alarm (working)
2	4	Yes	Yes	Yes	Yes
Décor	Painted walls, carpet floors, living room with lounge, television, tables, chairs & wardrobes in bedrooms.				
Cleanliness	Satisfactory				
Kitchen area	Oven, stove top, washer/dryer, microwave and fridge clean and well maintained.				
Other Comments	Leak in shower				

No: 23

Number of bedrooms	Occupancy	En-suite / bathrooms	Fire Notice	Heating	Smoke alarm (working)
1	3	Yes	Yes	Yes	Yes
Décor	Painted walls, carpet floors, living room with lounge, television, tables, chairs & wardrobes in bedrooms.				
Cleanliness	Satisfactory				
Kitchen area	Oven, stove top, washer/dryer, microwave and fridge clean and well maintained.				
Other Comments					

No: 24

Number of bedrooms	Occupancy	En-suite / bathrooms	Fire Notice	Heating	Smoke alarm (working)
2	5	Yes	Yes	Yes	Yes
Décor	Painted walls, carpet floors, living room with lounge, television, tables, chairs & wardrobes in bedrooms.				
Cleanliness	Satisfactory				
Kitchen area	Oven, stove top, washer/dryer, microwave and fridge clean and well maintained.				
Other Comments	Bathroom fan not working				

No: 25

Number of bedrooms	Occupancy	En-suite / bathrooms	Fire Notice	Heating	Smoke alarm (working)
1	3	Yes	Yes	Yes	Yes
Décor	Painted walls, carpet floors, living room with lounge, television, tables, chairs & wardrobes in bedrooms.				

Cleanliness	Satisfactory
Kitchen area	Oven, stove top, washer/dryer, microwave and fridge clean and well maintained.
Other Comments	

Summary Sheet

Name of Centre:	[redacted]
Address:	[redacted]
Proprietor :	[redacted]
Manager:	[redacted]
Contact Name:	[redacted]
Capacity Per MOA (Current Occupancy):	[redacted]
Date of Inspection:	01/12/2022

General Areas.
The areas are clean, tidy and well maintained.

Fire issues –
No issues

Apartments –

Apt 1- radiator is off the wall.
Apt 6 – shower in ensuite needs repair.
Apt 22 – leak in shower
Apt 24 – bathroom fan not working