



Comhairle Cathrach
Bhaile Átha Cliath
Dublin City Council

SITE INSPECTION REPORT

Property 230100A94

24th January 2023

Prepared by	Eamon O'Boyle and Associates
Date	15th June 2023
Version	23501 – 230100A94 - Final

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1 Introduction

1.1 Overview

Dublin City Council has engaged with Eamon O’Boyle and Associates establishing a multi-party framework for the delivery of Homeless Accommodation Inspection Service at centres within the Dublin Regional Homeless Executive Administrative area.

The Homeless Accommodation Inspection Service will encompass the following elements:

Building Standards

- Fire Safety
- Building compliance,
- CCTV,
- Ventilation,
- Heating and light,
- Wi-Fi
- and general building condition.

Onsite Facilities

- Housekeeping service
- Laundry
- Sanitising Service

Operational Systems

- Agreed availability of beds
- House guidelines in place
- Complaints and feedback system

Staff

- Staff Training
- Identifiable of staff
- Availability of suitably rostered Supervision

Health & Safety

- Fire Wardens on Duty
- First Aid resources in place

Food Service

- Inspection of Cooking Facilities
 - Assessing Quality of meals both from portion size and meeting expected dietary standards
 - Feedback System in place to facilitate capture of the views of the Residents in terms of portion sizes, quality of food and the variety of menu choices available. Getting up to date sample feedback from residents during the inspection.
 - HACCP Standards in place in available kitchens on-site
 - HACCP Standards in place where food is prepared / cooked off-site and delivered in.
-

1.2 Inspection Details

Inspector: A

Date: 24th January 2023

Property Description: Property 230100A94 was built in 1774 and refurbished in 2021/2022. Property is a 4-story property, There are 17 apartments consisting of single and double beds. All rooms are ensuite and current capacity is 80 service users.

Please see photos in section 3

1.3 EOBA'S Approach

The EOBA approach will operate as a unit which will identify the properties to be inspected in conjunction with the Contracting Authority. The service will be delivered by the conduct of inspections, liaison with the Contracting Authority, review of previous reports. Our service will be guided throughout by adherence with published codes and engineering analysis to ensure properties are compatible with the requirements of the Contracting Authority.

EOBA understands the objectives of the Framework ensures the following

- Provision of inspection regime that provides an assurance to the Contracting Authority and the residents of compliance with standards
- Provision of timely reports that identify good practice and deficiencies with actions to ensure timely remedy

1.4 EOBA's Methodology

Inspections are undertaken by a multi-disciplined team.

This is to ensure:

- Ensure consistency of reports
 - standardisation of the inspection regime
 - enable comparisons between consecutive reports
 - provides transparency to assure impartiality for property owners
-

2 Site Inspection Checklist

Inspection Checklist

Location: 230101A94

Date: 24th January 2023

Inspector: A

THEME 1 – BUILDING STANDARDS				
Number	Item		Comments/Remarks	Actions
1	Overall condition of the premises	√	Property is in good condition. No issues	
2	Overall atmosphere	√	No issues	
3	Thermostatically controlled heating	√	No issues	
4	CCTV in common areas	√	No issues	
5	Pest control policy in place	√	No issues	

THEME 1 – EXTERIOR OF BUILDING				
Number	Item		Comments/Remarks	Actions
6	Condition of exterior of building	√	No issues	
7	Streetscape clean and free from rubbish	√	No issues	
8	Regular outside checks	√	No issues	
9	External CCTV in place	√	No issues	
10	External items for repair	Nil	No issues	

THEME 1 – COMMON AREAS – Reception, Corridors, Stairwells				
Number	Item		Comments/Remarks	Actions
11	Condition of communal areas	√	No issues	
12	Condition of floor and wall finishes	√	No issues	
13	Internal CCTV available	√	No issues	
14	Appropriate lighting and fixtures	√	No issues	
15	Passive ventilation in bedrooms	√	No issues	
16	Any internal repairs required	Nil	No issues	
17	All egress exits free from obstacles	√	No issues	

THEME 1 – BEDROOMS				
Number	Item		Comments/Remarks	Actions
18	Appropriate number of people assigned to each room	√	Numbers agreed with DLR in advance No issues	
19	No. of rooms decommissioned because of maintenance issues, why and for how long	Nil	No issues	
20	Furnishings (including beds) fit for purpose and in good repair	√	No issues	
21	Mattresses must be washable and breathable type i.e. hospital type mattress	√	No issues	
22	Televisions provided in rooms with reasonable choice channels available for the client base being accommodated.	√	No issues	
23	Free Wi-Fi available	√	On phones No issues	

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24	Automatically locking Window restrictors and passive ventilation in all bedrooms	√	No issues	
25	Number of DAC bedrooms per facility	2	No issues	
26	Any breakages noted generally	√	No issues	

THEME 1 – BATHROOMS				
Number	Item		Comments/Remarks	Actions
27	Number of bathrooms shared	Nil	No issues	
28	Number of DAC bathrooms per facility	2	No issues	
29	Wall finishing's and floors clean and in good repair with no sign of mould	√	No issues	
30	Shower, toilet and sink in good repair and in working order (hot and cold water)	√	No issues	
31	Openable window and/or mechanical ventilation in place	√	No issues	
32	Heat source present in the bathroom i.e radiator, heated towel rail or Bathroom Fan Heater.	√	No issues	
33	Any breakages	No	No issues	

THEME 1 – LAUNDRY				
Number	Item		Comments/Remarks	Actions
34	Suitable Laundry facilities available on site and all equipment confirmed in working order	√	No issues	
35	Roster or straightforward system for access in place for all residents	√	No issues	
36	CCTV in place in the laundry area	√	No issues	

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37	Sufficient numbers of washers and dryers available.	√	2 washers and 2 dryers and 6 in apartments on premises. No issues	
38	Any repair issues	No	No issues	

THEME 1 - SMOKING AREA

Number	Item		Comments/Remarks	Actions
39	Smoking area available within the building or area assigned close to the building	√	Smoking area outside Smoking not allowed inside No issues	
40	CCTV in place to cover the area/area monitored	√	No issues	

THEME 1 - COMMERCIAL KITCHEN/FOOD SERVICE AREA

Number	Item		Comments/Remarks	Actions
41	Kitchen and storage areas clean and in good repair	N/A	No issues	
42	Furniture and floor/wall finishing's suitable and in good repair	N/A	No issues	
43	Lighting bright and fittings in good repair	N/A	No issues	
44	CCTV in place to cover the area/area monitored	N/A	No issues	
45	Cleaning schedule in place in compliance with HACCP guidelines	N/A	No issues	
46	Most recent EHO inspection report available if applicable	N/A	No inspection to date	

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THEME 1 - DOMESTIC KITCHENS/TRAINING KITCHENS				
Number	Item		Comments/Remarks	Actions
47	Kitchen and storage areas clean and in good repair	√	No issues	
48	Furniture and floor/wall finishing's suitable and in good repair	√	No issues	
49	Lighting bright and fittings in good repair	√	No issues	
50	CCTV in place to cover the area/area monitored	N/A	Apartments No issues	
51	Cleaning schedule in place in compliance with HACCP guidelines	N/A	Apartments No issues	
52	Most recent EHO inspection report available if applicable	N/A	No inspection to date	
53	Suitable utensils and cookware available	√	No issues	
54	Dishwasher/s available	N/A	Apartments No issues	
55	Any breakages noted generally	√	No issues	
56	Bin storage facilities - is it safe and appropriate	√	No issues	

THEME 1 - FIRE COMPLIANCE				
Number	Item		Comments/Remarks	Actions
57	Fire log in place and all relevant information is recorded.	√	Fire Safety Register in place. Relevant information recorded. No issues	
58	Fire alarm, emergency lighting serviced and in working order and periodic inspection certs up to date (Quarterly) and recorded in the Fire Register	√	Fire Alarm serviced on 09/01/2023 Emergency lighting serviced on 09/01/2023. No issues	

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59	Fire equipment serviced and in working order and periodic inspection certs up to date (Annually) and recorded in the Fire Register	√	Fire extinguishers last serviced 01/2023 No issues	
60	Fire drill done in the last Quarter and date	√	Conducted quarterly. Last fire drill held on 30/11/2022 No issues	
61	Personal Emergency Evacuation Plan in place and all staff aware of the procedure	√	Personal Emergency Evacuation Plan in place No issues	
62	Gas service records ex. RGI Cert	√	No issues	
63	Electrical certificates up to date	√	No issues	

THEME 1 - WATER TANKS

Number	Item		Comments/Remarks	Actions
64	Cleaning and service schedule for water tanks in place and up to date Annual Certificate of disinfection for the buildings water storage system inclusive of any storage tanks and pipework	X	Annual Certificate of disinfection for the buildings water storage system was not available on site on day of inspection	Facility Management to follow up on this issue

THEME 1 - MAINTENANCE

Number	Item		Comments/Remarks	Actions
65	Weekly log of maintenance check of full building completed and DCC notified of any issues	√	No issues	

THEME 1 - GOOD NEIGHBOURHOOD POLICY				
Number	Item		Comments/Remarks	Actions
66	Staff aware of responsibilities and Policy document available for review	√	No issues	
67	Evidence of managing issues arising available for review	√	No issues	

THEME 2 – Onsite Facilities, Operational Systems, Support Services, Staff				
Number	Item		Comments/Remarks	Actions
1	Housekeeping service in place	√	In house and contractors No issues	
2	Names of all staff on site, and their roles.	√	No issues	
3	Cleaning products available to service users	√	No issues	
4	Laundry facility available to service users	√	No issues	
5	Sanitising schedule in place and records available	√	No issues	

THEME 2 – OPERATIONAL SYSTEMS				
Number	Item		Comments/Remarks	Actions
6	No. of available beds as per agreement with DCC	80	No issues	
7	No. of available beds today	Nil	No issues	
8	No. of service users booked in today	62	This is due to the number of beds in each apartment, i.e. could be 5 beds but only 3 in family in apartment. No issues	

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9	No. of beds unavailable, have these been reported to the DRHE	Nil	No issues	
10	No. of no shows/vacancies today	Nil	No issues	
11	No. of official complaints received on file and verified with DRHE	Nil	No issues	

THEME 2 – OPERATIONAL SYSTEMS				
Number	Item		Comments/Remarks	Actions
12	Child Safeguarding Statement completed and displayed, where applicable.	√	No issues	
13	Facility Guidelines in place and appropriate for safe and reasonable running of the service	√	No issues	
14	Register of occupants in place and residents entry/exit tracked in an electronic record	√	No issues	
15	Complaints and feedback system in place	√	No issues	
16	Record available of bookings, no shows, final headcount and returns for previous day	√	No issues	
17	Vacancies returned within 24 hours at correct times	√	No issues	

THEME 2 – SUPPORT SERVICES				
Number	Item		Comments/Remarks	Actions
18	Room available for one-on-one appointments (nurse, housing officer, key workers etc.) where applicable.	√	Individual apartments No issues	
19	Information on available times for all support services clearly displayed	√	No issues	

THEME 2 – STAFF				
Number	Item		Comments/Remarks	Actions
20	All staff trained in:			
	<ul style="list-style-type: none"> • fire safety • Children first, where applicable (only required for Family PEA's at present) 	<p>√</p> <p>√</p>	<p>No issues</p> <p>No issues</p>	
21	Key staff trained in:			
	<ul style="list-style-type: none"> • Managing Challenging Behaviour Training (Eg: TCI, CPI, MAPA training) 	√	No issues	
	<ul style="list-style-type: none"> • Fire Warden, as a minimum a fire warden must be on the premises at all times 	√	No issues	
	<ul style="list-style-type: none"> • Suicide Awareness 	√	No issues	
	<ul style="list-style-type: none"> • Intercultural awareness 	√	No issues	
	<ul style="list-style-type: none"> • Equality & Diversity 	√	No issues	
	<ul style="list-style-type: none"> • Safeguarding Vulnerable Adults 	√	No issues	
<ul style="list-style-type: none"> • Administering Naloxone/overdose treatment 	√	No issues		
<ul style="list-style-type: none"> • first aid 	N/A	No issues		
<ul style="list-style-type: none"> • A minimum of one staff member is available or are planning to undertake NFQ/ QQI Level 5/6 in social care or equivalent discipline on duty 	√	No issues		

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THEME 2 – STAFF				
Number	Item		Comments/Remarks	Actions
22	Staff easily identifiable with name badges in use	√	All staff known to service users. No issues	
23	Staff well presented, informed and helpful	√	No issues	
24	Staff interaction with resident's professional and friendly	√	No issues	
25	Facility has a documented complaints policy and log	√	No issues	
26	Appropriate staff structure in place with a clearly identifiable person in charge (manager/supervisor) on site	√	No issues	

THEME 2 – FIRE SAFETY ON SITE AT TIME OF INSPECTION				
Number	Item		Comments/Remarks	Actions
27	Fire Alarm showing any faults	√	No issues	
28	Appropriate number of carbon monoxide alarms on site and operational	35	No issues	
29	Sufficient levels of trained staff on site as required	√	No issues	
30	Emergency evacuation plan in place and staff are fully aware of their roles and responsibilities in the event of an emergency. Last time a fire drill was conducted	√	No issues 30/11/2022	
31	How often are fire drill conducted on site?	√	Quarterly No issues	
32	Are there adequate fire escape route finder plans in the property?	√	No issues	

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33	Are all Fire Safety checks being conducted, as required by staff members, as required?	√	Fire Register in place No issues	
34	Are all fire extinguishers present and serviced up to date?	√	No issues Last serviced: 01/2023	
35	Are all Life Safety Systems fully operational and functioning and service records up to date?	√	No issues	

THEME 3 – H&S, Food Service and Infection Control				
Number	Item		Comments/Remarks	Actions
1	No. of service user incidents or accidents on site in previous month	Nil	No issues	
2	No. of service user fatalities on site since last inspection	N/A	1st Inspection	
3	No. of incidents of domestic violence on site since last inspection	N/A	1st Inspection	

THEME 3 – H&S, Food Service and Infection Control				
Number	Item		Comments/Remarks	Actions
4	Correct procedure followed for critical incidents	√	No issues	
5	First aid box on site and fully stocked	√	No issues	
6	Naloxone on site and record of any administration of this intervention	N/A	No issues	
7	Defibrillator on site	√	Being provided. No issues	
8	PPE in use by all staff	√	No issues	
9	Service users complying with any public health requirement or guidelines regarding any public health issues i.e.	√	No issues	

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	prevailing Covid -19 requirements/guidelines active at the time of inspection.			
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THEME 3 – FOOD				
Number	Item		Comments/Remarks	Actions
10	No. of meals provided daily, and In compliance with Food Hygiene Legislation	N/A	Apartments No issues	
11	Drinking water available	√	No issues	
12	Dietary requirements catered for, allergens on display	N/A	No issues	
13	HACCP system in use and up to date	N/A	No issues	
14	Weekly and monthly menus available and in use	N/A	No issues	
15	Last EHO report available if applicable	N/A	No inspection to date	

THEME 3 – COVID				
Number	Item		Comments/Remarks	Actions
16	Daily symptoms check in place for staff	√	Self-declaration No issues	
17	Daily symptoms check in place for residents	√	Self-declaration No issues	
18	All staff familiar with procedure for dealing with symptoms in staff or resident	√	No issues	
19	All staff familiar with procedure for dealing with a confirmed positive in staff or resident	√	No issues	

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3 Photos of Premises

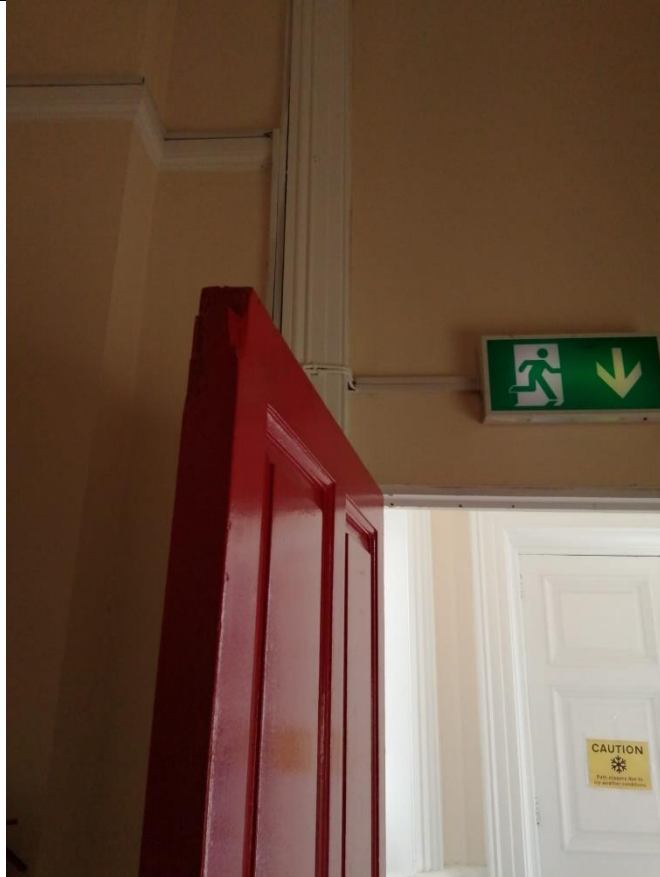
Fire Extinguishers



Fire Panel



Emergency Lighting



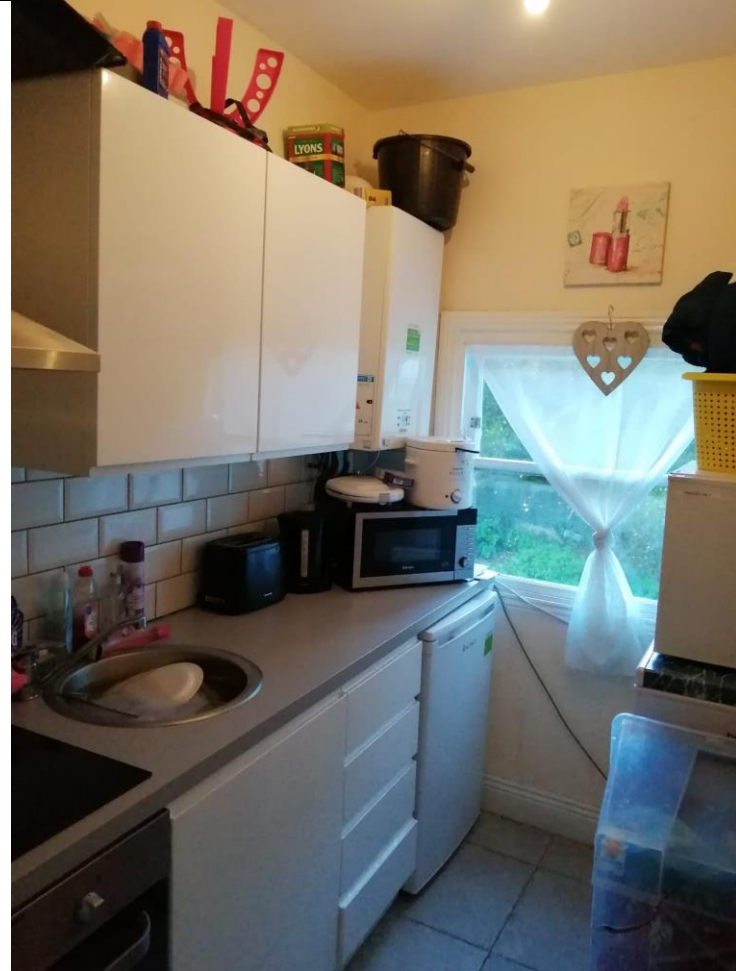
Laundry Facility



Bedroom



Kitchen





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4 Conclusions

4.1.1 Inspector Comments

Property 230100A94 is designated for families only, property is in good condition.

4.1.2 Actions of Property

Actions from the site inspection that need to be addressed:

- Annual Cert of disinfection for the buildings water storage system to be provided for verification.
- No Defibrillator onsite

4.1.3 Actions Concluded

- Defibrillator was delivered by DHRE in February.
 - The service provider is currently working on providing the water cert, this will be provided by the end of quarter 3 2023.
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Comhairle Cathrach
Bhaile Átha Cliath
Dublin City Council

SITE INSPECTION REPORT

Property 230110W91

24th January 2023

Prepared by	Eamon O'Boyle and Associates
Date	14th June 2023
Version	23501 – 230110W91 - Final

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1 Introduction

1.1 Overview

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The Homeless Accommodation Inspection Service will encompass the following elements:

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- Fire Safety
- Building compliance,
- CCTV,
- Ventilation,
- Heating and light,
- Wi-Fi
- and general building condition.

Onsite Facilities

- Housekeeping service
- Laundry
- Sanitising Service

Operational Systems

- Agreed availability of beds
- House guidelines in place
- Complaints and feedback system

Staff

- Staff Training
- Identifiable of staff
- Availability of suitably rostered Supervision

Health & Safety

- Fire Wardens on Duty
- First Aid resources in place

Food Service

- Inspection of Cooking Facilities
 - Assessing Quality of meals both from portion size and meeting expected dietary standards
 - Feedback System in place to facilitate capture of the views of the Residents in terms of portion sizes, quality of food and the variety of menu choices available. Getting up to date sample feedback from residents during the inspection.
 - HACCP Standards in place in available kitchens on-site
 - HACCP Standards in place where food is prepared / cooked off-site and delivered in.
-

1.2 Inspection Details

Inspector: B

Date: 24th January 2023

Property Description: Property 230110W91 is in a countryside setting; a very large facility on vast grounds. There is transport provided for service users from and to the facility and the local area.

Please see photos in section 3

1.3 EOBA'S Approach

The EOBA approach will operate as a unit which will identify the properties to be inspected in conjunction with the Contracting Authority. The service will be delivered by the conduct of inspections, liaison with the Contracting Authority, review of previous reports. Our service will be guided throughout by adherence with published codes and engineering analysis to ensure properties are compatible with the requirements of the Contracting Authority.

EOBA understands the objectives of the Framework ensures the following

- Provision of inspection regime that provides an assurance to the Contracting Authority and the residents of compliance with standards
- Provision of timely reports that identify good practice and deficiencies with actions to ensure timely remedy

1.4 EOBA's Methodology

Inspections are undertaken by a multi-disciplined team.

This is to ensure:

- Ensure consistency of reports
 - standardisation of the inspection regime
 - enable comparisons between consecutive reports
 - provides transparency to assure impartiality for property owners
-

2 Site Inspection Checklist

Inspection Checklist

Property: 230110W91

Date: 24th January 2023

Inspector: B

THEME 1 – BUILDING STANDARDS				
Number	Item		Comments/Remarks	Actions
1	Overall condition of the premises	Very Good	Ongoing Maintenance	
2	Overall atmosphere	Very Good	No Issues	
3	Thermostatically controlled heating	✓	No Issues	
4	CCTV in common areas	✓	No Issues	
5	Pest control policy in place	✓	No Issues	

THEME 1 – EXTERIOR OF BUILDING				
Number	Item		Comments/Remarks	Actions
6	Condition of exterior of building	Excellent	No Issues	
7	Streetscape clean and free from rubbish	✓	No Issues	
8	Regular outside checks	✓	No Issues	
9	External CCTV in place	✓	No Issues	
10	External items for repair	✓	No Issues	

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THEME 1 – COMMON AREAS – Reception, Corridors, Stairwells				
Number	Item		Comments/Remarks	Actions
11	Condition of communal areas	✓	No Issues	
12	Condition of floor and wall finishes	✓	There is continuous Maintenance onsite which is ongoing : painting and floor repair	
13	Internal CCTV available	✓	No Issues	
14	Appropriate lighting and fixtures	✓	No Issues	
15	Passive ventilation in bedrooms	✓	No Issues	
16	Any internal repairs required	✓	No Issues	
17	All egress exits free from obstacles	✓	No Issues	

THEME 1 – BEDROOMS				
Number	Item		Comments/Remarks	Actions
18	Appropriate number of people assigned to each room	✓	There are 21 Twin Rooms and 18 Single rooms	
19	No. of rooms decommissioned because of maintenance issues, why and for how long	0	No Issues	
20	Furnishings (including beds) fit for purpose and in good repair	✓	No Issues	
21	Mattresses must be washable and breathable type i.e. hospital type mattress	✓	No Issues	
22	Televisions provided in rooms with reasonable choice channels available for the client base being accommodated.	✓	No Issues	
23	Free Wi-Fi available	✓	No Issues	

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24	Automatically locking Window restrictors and passive ventilation in all bedrooms	✓	No Issues	
25	Number of DAC bedrooms per facility	X	No DAC Bedrooms	
26	Any breakages noted generally	X	No Issues	

THEME 1 – BATHROOMS				
Number	Item		Comments/Remarks	Actions
27	Number of bathrooms shared	✓	There are 12 Toilet cubicles and 13 shower stalls for 60 service users	
28	Number of DAC bathrooms per facility	0	No DAC Bathrooms	
29	Wall finishing's and floors clean and in good repair with no sign of mould	✓	All in working order with signs of wear and tear which is part of the maint plan.	
30	Shower, toilet and sink in good repair and in working order (hot and cold water)	✓	No Issues	
31	Openable window and/or mechanical ventilation in place	✓	No Issues	
32	Heat source present in the bathroom i.e radiator, heated towel rail or Bathroom Fan Heater.	✓	No Issues	
33	Any breakages	✓	Small cosmetic issues	

THEME 1 – LAUNDRY				
Number	Item		Comments/Remarks	Actions
34	Suitable Laundry facilities available on site and all equipment confirmed in working order	✓	5 Washers and 5 Dryers	

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35	Roster or straightforward system for access in place for all residents	N/A	No Issues	
36	CCTV in place in the laundry area	✓	No Issues	
37	Sufficient numbers of washers and dryers available.	✓	No Issues	
38	Any repair issues	X	No Issues	

THEME 1 - SMOKING AREA				
Number	Item		Comments/Remarks	Actions
39	Smoking area available within the building or area assigned close to the building	✓	No Issues	
40	CCTV in place to cover the area/area monitored	✓	No Issues	

THEME 1 - COMMERCIAL KITCHEN/FOOD SERVICE AREA				
Number	Item		Comments/Remarks	Actions
41	Kitchen and storage areas clean and in good repair	N/A	No Issues	
42	Furniture and floor/wall finishing's suitable and in good repair	N/A	No Issues	
43	Lighting bright and fittings in good repair	N/A	No Issues	
44	CCTV in place to cover the area/area monitored	N/A	No Issues	
45	Cleaning schedule in place in compliance with HACCP guidelines	N/A	No Issues	
46	Most recent EHO inspection report available if applicable	N/A	No Issues	

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THEME 1 - DOMESTIC KITCHENS/TRAINING KITCHENS				
Number	Item		Comments/Remarks	Actions
47	Kitchen and storage areas clean and in good repair	✓	Clean and in working order with signs of wear and tear	
48	Furniture and floor/wall finishing's suitable and in good repair	✓	No Issues	
49	Lighting bright and fittings in good repair	✓	No Issues	
50	CCTV in place to cover the area/area monitored	✓	No Issues	
51	Cleaning schedule in place in compliance with HACCP guidelines	✓	No Issues	
52	Most recent EHO inspection report available if applicable	✓	No Issues	
53	Suitable utensils and cookware available	✓	No Issues	
54	Dishwasher/s available	✓	No Issues	
55	Any breakages noted generally	X	No Issues	
56	Bin storage facilities - is it safe and appropriate	✓	No Issues	

THEME 1 - FIRE COMPLIANCE				
Number	Item		Comments/Remarks	Actions
57	Fire log in place and all relevant information is recorded.	✓	No Issues	
58	Fire alarm, emergency lighting serviced and in working order and periodic inspection certs up to date (Quarterly) and recorded in the Fire Register	✓	Certs not onsite to view	Emergency Lighting maintenance cert to be sent on
59	Fire equipment serviced and in working order and periodic inspection certs up	✓	No Issues	

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	to date (Annually) and recorded in the Fire Register			
60	Fire drill done in the last Quarter and date	24/01/22	No Issues	
61	Personal Emergency Evacuation Plan in place and all staff aware of the procedure	✓	No Issues	
62	Gas service records ex. RGI Cert	✓	Certs not onsite to view	RGI Cert to be sent on
63	Electrical certificates up to date	X	Certs not onsite to view	Electrical certs to be sent on

THEME 1 - WATER TANKS				
Number	Item		Comments/Remarks	Actions
64	Cleaning and service schedule for water tanks in place and up to date Annual Certificate of disinfection for the buildings water storage system inclusive of any storage tanks and pipework	✓	Certs not onsite to view	Cert to be sent on

THEME 1 - MAINTENANCE				
Number	Item		Comments/Remarks	Actions
65	Weekly log of maintenance check of full building completed and DCC notified of any issues	✓	Sent to internal Maintenance	

THEME 1 - GOOD NEIGHBOURHOOD POLICY				
Number	Item		Comments/Remarks	Actions
66	Staff aware of responsibilities and Policy document available for review	✓	No Issues	

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67	Evidence of managing issues arising available for review	✓	No Issues	
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THEME 2 – Onsite Facilities, Operational Systems, Support Services, Staff				
Number	Item		Comments/Remarks	Actions
1	Housekeeping service in place	✓	Cleaning service Monday to Friday	
2	Names of all staff on site, and their roles.	✓	No Issues	
3	Cleaning products available to service users	✓	No Issues	
4	Laundry facility available to service users	✓	No Issues	
5	Sanitising schedule in place and records available	✓	No Issues	

THEME 2 – OPERATIONAL SYSTEMS				
Number	Item		Comments/Remarks	Actions
6	No. of available beds as per agreement with DCC	60	50 STA and 10 one night only	
7	No. of available beds today	0	No Issues	
8	No. of service users booked in today	50 plus 10	No Issues	
9	No. of beds unavailable, have these been reported to the DRHE	0	No Issues	
10	No. of no shows/vacancies today	0	No Issues	
11	No. of official complaints received on file and verified with DRHE	0	No Issues	

THEME 2 – OPERATIONAL SYSTEMS				
Number	Item		Comments/Remarks	Actions
12	Child Safeguarding Statement completed and displayed, where applicable.	N/A	No Issues	
13	Facility Guidelines in place and appropriate for safe and reasonable running of the service	✓	No Issues	
14	Register of occupants in place and residents entry/exit tracked in an electronic record	✓	Manual record	
15	Complaints and feedback system in place	✓	No Issues	
16	Record available of bookings, no shows, final headcount and returns for previous day	✓	No Issues	
17	Vacancies returned within 24 hours at correct times	✓	No Issues	

THEME 2 – SUPPORT SERVICES				
Number	Item		Comments/Remarks	Actions
18	Room available for one-on-one appointments (nurse, housing officer, key workers etc.) where applicable.	✓	No Issues	
19	Information on available times for all support services clearly displayed	✓	No Issues	

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THEME 2 – STAFF				
Number	Item		Comments/Remarks	Actions
20	All staff trained in: <ul style="list-style-type: none"> • fire safety • Children first, where applicable (only required for Family PEA's at present) 	✓ ✓	No Issues	
21	Key staff trained in: <ul style="list-style-type: none"> • Managing Challenging Behaviour Training (Eg: TCI, CPI, MAPA training) • Fire Warden, as a minimum a fire warden must be on the premises at all times • Suicide Awareness • Intercultural awareness • Equality & Diversity • Safeguarding Vulnerable Adults • Administering Naloxone/overdose treatment • first aid • A minimum of one staff member is available or are planning to undertake NFQ/QQI Level 5/6 in social care or equivalent discipline on duty 	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	No Issues	

THEME 2 – STAFF				
Number	Item		Comments/Remarks	Actions
22	Staff easily identifiable with name badges in use	✓	No Issues	

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23	Staff well presented, informed and helpful	✓	No Issues	
24	Staff interaction with resident's professional and friendly	✓	No Issues	
25	Facility has a documented complaints policy and log	✓	No Issues	
26	Appropriate staff structure in place with a clearly identifiable person in charge (manager/supervisor) on site	✓	No Issues	

THEME 2 – FIRE SAFETY ON SITE AT TIME OF INSPECTION				
Number	Item		Comments/Remarks	Actions
27	Fire Alarm showing any faults	X	4 Fire alarm boxes covering the property	
28	Appropriate number of carbon monoxide alarms on site and operational	✓	No Issues	
29	Sufficient levels of trained staff on site as required	✓	No Issues	
30	Emergency evacuation plan in place and staff are fully aware of their roles and responsibilities in the event of an emergency. Last time a fire drill was conducted	✓	No Issues	
31	How often are fire drill conducted on site?	Quarterly	No Issues	
32	Are there adequate fire escape route finder plans in the property?	✓	No Issues	
33	Are all Fire Safety checks being conducted, as required by staff members, as required?	✓	No Issues	

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34	Are all fire extinguishers present and serviced up to date?	✓	No Issues	
35	Are all Life Safety Systems fully operational and functioning and service records up to date?	✓	No Issues	

THEME 3 – H&S, Food Service and Infection Control				
Number	Item		Comments/Remarks	Actions
1	No. of service user incidents or accidents on site in previous month	0	No Issues	
2	No. of service user fatalities on site since last inspection	0	No Issues	
3	No. of incidents of domestic violence on site since last inspection	0	No Issues	

THEME 3 – H&S, Food Service and Infection Control				
Number	Item		Comments/Remarks	Actions
4	Correct procedure followed for critical incidents	✓	No Issues	
5	First aid box on site and fully stocked	✓	No Issues	
6	Naloxone on site and record of any administration of this intervention	✓	Contained in Personal Emergency Response Kits which are carried by all staff during checks with additional in safe.	
7	Defibrillator on site	✓	No Issues	
8	PPE in use by all staff	✓	No Issues	
9	Service users complying with any public health requirement or guidelines regarding any public health issues i.e. prevailing Covid -19	✓	No Issues	

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	requirements/guidelines active at the time of inspection.			
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THEME 3 – FOOD				
Number	Item		Comments/Remarks	Actions
10	No. of meals provided daily, and In compliance with Food Hygiene Legislation	3	No Issues	
11	Drinking water available	✓	No Issues	
12	Dietary requirements catered for, allergens on display	✓	No Issues	
13	HACCP system in use and up to date	✓	No Issues	
14	Weekly and monthly menus available and in use	✓	No Issues	
15	Last EHO report available if applicable	N/A	No Issues	

THEME 3 – COVID				
Number	Item		Comments/Remarks	Actions
16	Daily symptoms check in place for staff	✓	Visual	
17	Daily symptoms check in place for residents	✓	Visual	
18	All staff familiar with procedure for dealing with symptoms in staff or resident	✓	No Issues	
19	All staff familiar with procedure for dealing with a confirmed positive in staff or resident	✓	No Issues	

23501 PROPERTY 230110W91

Emergency Lighting



Bedroom



23501 PROPERTY 230110W91

Laundry Facilities



Communal Area





4 Conclusions

4.1.1 Inspector Comments

Property 230110W91 is a well-maintained facility. Currently there are 3 meals provided for service users onsite. Hot food is prepared off site and delivered to the facility. A purpose built kitchen which will be fully staffed with trained catering personnel has been installed on site and is nearing completion.

4.1.2 Actions of Property

Actions from the site inspection that need to be addressed:

- Annual Cert of disinfection for the buildings water storage system to be provided for verification
- Gas service records to be provided for verification
- Electrical certs to be provided for verification (ETCI, REKI)

4.1.3 Actions Concluded

- All certs have been provided.
-



Comhairle Cathrach
Bhaile Átha Cliath
Dublin City Council

SITE INSPECTION REPORT

Property 230101A94

24th January 2023

Prepared by	Eamon O'Boyle and Associates
Date	15th June 2023
Version	23501 – 23010A94 - Final

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1 Introduction

1.1 Overview

Dublin City Council has engaged with Eamon O’Boyle and Associates establishing a multi-party framework for the delivery of Homeless Accommodation Inspection Service at centres within the Dublin Regional Homeless Executive Administrative area.

The Homeless Accommodation Inspection Service will encompass the following elements:

Building Standards

- Fire Safety
- Building compliance,
- CCTV,
- Ventilation,
- Heating and light,
- Wi-Fi
- and general building condition.

Onsite Facilities

- Housekeeping service
- Laundry
- Sanitising Service

Operational Systems

- Agreed availability of beds
- House guidelines in place
- Complaints and feedback system

Staff

- Staff Training
- Identifiable of staff
- Availability of suitably rostered Supervision

Health & Safety

- Fire Wardens on Duty
- First Aid resources in place

Food Service

- Inspection of Cooking Facilities
 - Assessing Quality of meals both from portion size and meeting expected dietary standards
 - Feedback System in place to facilitate capture of the views of the Residents in terms of portion sizes, quality of food and the variety of menu choices available. Getting up to date sample feedback from residents during the inspection.
 - HACCP Standards in place in available kitchens on-site
 - HACCP Standards in place where food is prepared / cooked off-site and delivered in.
-

1.2 Inspection Details

Inspector: A

Date: 24th January 2023

Property Description: Property 230101A94 consists of 2 private houses in a residential area. Properties are both 2-story properties, there are 10 bedrooms consisting of single and double beds. Mixture of ensuite and shared bathrooms, with a current capacity of 20 service users.

Please see photos in section 3

1.3 EOBA'S Approach

The EOBA approach will operate as a unit which will identify the properties to be inspected in conjunction with the Contracting Authority. The service will be delivered by the conduct of inspections, liaison with the Contracting Authority, review of previous reports. Our service will be guided throughout by adherence with published codes and engineering analysis to ensure properties are compatible with the requirements of the Contracting Authority.

EOBA understands the objectives of the Framework ensures the following

- Provision of inspection regime that provides an assurance to the Contracting Authority and the residents of compliance with standards
- Provision of timely reports that identify good practice and deficiencies with actions to ensure timely remedy

1.4 EOBA's Methodology

Inspections are undertaken by a multi-disciplined team.

This is to ensure:

- Ensure consistency of reports
 - standardisation of the inspection regime
 - enable comparisons between consecutive reports
 - provides transparency to assure impartiality for property owners
-

2 Site Inspection Checklist

Inspection Checklist

Location: 230101A94

Date: 24th January 2023

Inspector: A

THEME 1 – BUILDING STANDARDS				
Number	Item		Comments/Remarks	Actions
1	Overall condition of the premises	√	Properties are designated for families only.	
2	Overall atmosphere	√	No issues	
3	Thermostatically controlled heating	√	No issues	
4	CCTV in common areas	√	No issues	
5	Pest control policy in place	√	No issues	

THEME 1 – EXTERIOR OF BUILDING				
Number	Item		Comments/Remarks	Actions
6	Condition of exterior of building	√	No issues	
7	Streetscape clean and free from rubbish	√	No issues	
8	Regular outside checks	√	No issues	
9	External CCTV in place	√	No issues	
10	External items for repair	Nil	No issues	

THEME 1 – COMMON AREAS – Reception, Corridors, Stairwells				
Number	Item		Comments/Remarks	Actions
11	Condition of communal areas	√	No issues	
12	Condition of floor and wall finishes	√	No issues	
13	Internal CCTV available	√	No issues	
14	Appropriate lighting and fixtures	√	No issues	
15	Passive ventilation in bedrooms	√	No issues	
16	Any internal repairs required	Nil	No issues	
17	All egress exits free from obstacles	√	No issues	

THEME 1 – BEDROOMS				
Number	Item		Comments/Remarks	Actions
18	Appropriate number of people assigned to each room	√	Numbers agreed with DLR in advance No issues	
19	No. of rooms decommissioned because of maintenance issues, why and for how long	Nil	No issues	
20	Furnishings (including beds) fit for purpose and in good repair	√	No issues	
21	Mattresses must be washable and breathable type i.e. hospital type mattress	√	No issues	
22	Televisions provided in rooms with reasonable choice channels available for the client base being accommodated.	√	Televisions provided but not all service users want them. No issues	
23	Free Wi-Fi available	√	No issues	
24	Automatically locking Window restrictors and passive ventilation in all bedrooms	√	No issues	



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25	Number of DAC bedrooms per facility	Nil	No issues	
26	Any breakages noted generally	√	No issues	

THEME 1 – BATHROOMS				
Number	Item		Comments/Remarks	Actions
27	Number of bathrooms shared	2	No issues	
28	Number of DAC bathrooms per facility	Nil	No issues	
29	Wall finishing's and floors clean and in good repair with no sign of mould	√	No issues	
30	Shower, toilet and sink in good repair and in working order (hot and cold water)	√	No issues	
31	Openable window and/or mechanical ventilation in place	√	No issues	
32	Heat source present in the bathroom i.e radiator, heated towel rail or Bathroom Fan Heater.	√	No issues	
33	Any breakages	No	No issues	

THEME 1 – LAUNDRY				
Number	Item		Comments/Remarks	Actions
34	Suitable Laundry facilities available on site and all equipment confirmed in working order	√	No issues	
35	Roster or straightforward system for access in place for all residents	√	No issues	
36	CCTV in place in the laundry area	√	No issues	
37	Sufficient numbers of washers and dryers available.	√	2 washers and 2 dryers on premises. No issues	
38	Any repair issues	No	No issues	

THEME 1 - SMOKING AREA				
Number	Item		Comments/Remarks	Actions
39	Smoking area available within the building or area assigned close to the building	√	Smoking area outside Smoking not allowed inside No issues	
40	CCTV in place to cover the area/area monitored	√	No issues	

THEME 1 - COMMERCIAL KITCHEN/FOOD SERVICE AREA				
Number	Item		Comments/Remarks	Actions
41	Kitchen and storage areas clean and in good repair	N/A	No issues	
42	Furniture and floor/wall finishing's suitable and in good repair	N/A	No issues	
43	Lighting bright and fittings in good repair	N/A	No issues	
44	CCTV in place to cover the area/area monitored	N/A	No issues	
45	Cleaning schedule in place in compliance with HACCP guidelines	N/A	No issues	
46	Most recent EHO inspection report available if applicable	N/A	No inspection to date	

THEME 1 - DOMESTIC KITCHENS/TRAINING KITCHENS				
Number	Item		Comments/Remarks	Actions
47	Kitchen and storage areas clean and in good repair	√	No issues	
48	Furniture and floor/wall finishing's suitable and in good repair	√	No issues	
49	Lighting bright and fittings in good repair	√	No issues	

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50	CCTV in place to cover the area/area monitored	√	No issues	
51	Cleaning schedule in place in compliance with HACCP guidelines	√	No issues	
52	Most recent EHO inspection report available if applicable	N/A	No inspection to date	
53	Suitable utensils and cookware available	√	No issues	
54	Dishwasher/s available	N/A	No issues	
55	Any breakages noted generally	√	No issues	
56	Bin storage facilities - is it safe and appropriate	√	No issues	

THEME 1 - FIRE COMPLIANCE				
Number	Item		Comments/Remarks	Actions
57	Fire log in place and all relevant information is recorded.	√	Fire Safety Register in place. Relevant information recorded. No issues	
58	Fire alarm, emergency lighting serviced and in working order and periodic inspection certs up to date (Quarterly) and recorded in the Fire Register	√	Fire Alarm serviced on 09/01/2023 Emergency lighting serviced on 09/01/2023. No issues	
59	Fire equipment serviced and in working order and periodic inspection certs up to date (Annually) and recorded in the Fire Register	√	Fire extinguishers last serviced 08/2022 No issues	
60	Fire drill done in the last Quarter and date	√	Conducted quarterly. Last fire drill held on 23/01/2023. No issues	

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61	Personal Emergency Evacuation Plan in place and all staff aware of the procedure	√	Personal Emergency Evacuation Plan in place No issues	
62	Gas service records ex. RGI Cert	X	Up to date Certificate was not available on site on day of inspection (last inspection 30/09/2021)	Facility Management to follow up on this issue
63	Electrical certificates up to date	X	Certificates were not available on site on day of inspection	Facility Management to follow up on this issue

THEME 1 - WATER TANKS				
Number	Item		Comments/Remarks	Actions
64	Cleaning and service schedule for water tanks in place and up to date Annual Certificate of disinfection for the buildings water storage system inclusive of any storage tanks and pipework	X	Annual Certificate of disinfection for the buildings water storage system was not available on site on day of inspection	Facility Management to follow up on this issue

THEME 1 - MAINTENANCE				
Number	Item		Comments/Remarks	Actions
65	Weekly log of maintenance check of full building completed and DCC notified of any issues	√	No issues	

THEME 1 - GOOD NEIGHBOURHOOD POLICY				
Number	Item		Comments/Remarks	Actions
66	Staff aware of responsibilities and Policy document available for review	√	No issues	
67	Evidence of managing issues arising available for review	√	No issues	

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THEME 2 – Onsite Facilities, Operational Systems, Support Services, Staff				
Number	Item		Comments/Remarks	Actions
1	Housekeeping service in place	√	In house and contractors. No issues	
2	Names of all staff on site, and their roles.	√	No issues	
3	Cleaning products available to service users	√	No issues	
4	Laundry facility available to service users	√	No issues	
5	Sanitising schedule in place and records available	√	No issues	

THEME 2 – OPERATIONAL SYSTEMS				
Number	Item		Comments/Remarks	Actions
6	No. of available beds as per agreement with DCC	20	No issues	
7	No. of available beds today	Nil	No issues	
8	No. of service users booked in today	17	No issues	
9	No. of beds unavailable, have these been reported to the DRHE	Nil	No issues	
10	No. of no shows/vacancies today	Nil	No issues	
11	No. of official complaints received on file and verified with DRHE	Nil	No issues	

THEME 2 – OPERATIONAL SYSTEMS				
Number	Item		Comments/Remarks	Actions
12	Child Safeguarding Statement completed and displayed, where applicable.	√	No issues	

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13	Facility Guidelines in place and appropriate for safe and reasonable running of the service	√	No issues	
14	Register of occupants in place and residents entry/exit tracked in an electronic record	√	Not electronically. No issues	
15	Complaints and feedback system in place	√	No issues	
16	Record available of bookings, no shows, final headcount and returns for previous day	√	No issues	
17	Vacancies returned within 24 hours at correct times	√	No issues	

THEME 2 – SUPPORT SERVICES				
Number	Item		Comments/Remarks	Actions
18	Room available for one-on-one appointments (nurse, housing officer, key workers etc.) where applicable.	√	Bedrooms. No issues	
19	Information on available times for all support services clearly displayed	√	No issues	

THEME 2 – STAFF				
Number	Item		Comments/Remarks	Actions
20	All staff trained in: <ul style="list-style-type: none"> • fire safety • Children first, where applicable (only required for Family PEA's at present) 	√ √	No issues No issues	

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21	Key staff trained in:			
	<ul style="list-style-type: none"> Managing Challenging Behaviour Training (Eg: TCI, CPI, MAPA training) 	√	No issues	
	<ul style="list-style-type: none"> Fire Warden, as a minimum a fire warden must be on the premises at all times 	√	No issues	
	<ul style="list-style-type: none"> Suicide Awareness 	√	No issues	
	<ul style="list-style-type: none"> Intercultural awareness 	√	No issues	
	<ul style="list-style-type: none"> Equality & Diversity 	√	No issues	
	<ul style="list-style-type: none"> Safeguarding Vulnerable Adults 	√	No issues	
<ul style="list-style-type: none"> Administering Naloxone/overdose treatment 	√	No issues		
<ul style="list-style-type: none"> first aid 	N/A	No issues		
<ul style="list-style-type: none"> A minimum of one staff member is available or are planning to undertake NFQ/QQI Level 5/6 in social care or equivalent discipline on duty 	√	No issues		

THEME 2 – STAFF				
Number	Item		Comments/Remarks	Actions
22	Staff easily identifiable with name badges in use	√	All staff known to service users. No issues	
23	Staff well presented, informed and helpful	√	No issues	
24	Staff interaction with residents professional and friendly	√	No issues	
25	Facility has a documented complaints policy and log	√	No issues	

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26	Appropriate staff structure in place with a clearly identifiable person in charge (manager/supervisor) on site	√	No issues	
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THEME 2 – FIRE SAFETY ON SITE AT TIME OF INSPECTION				
Number	Item		Comments/Remarks	Actions
27	Fire Alarm showing any faults	√	No issues	
28	Appropriate number of carbon monoxide alarms on site and operational	3	No issues	
29	Sufficient levels of trained staff on site as required	√	No issues	
30	Emergency evacuation plan in place and staff are fully aware of their roles and responsibilities in the event of an emergency. Last time a fire drill was conducted	√	No issues 23/01/2023	
31	How often are fire drill conducted on site?	√	Quarterly No issues	
32	Are there adequate fire escape route finder plans in the property?	√	No issues	
33	Are all Fire Safety checks being conducted, as required by staff members, as required?	√	Fire Register in place No issues	
34	Are all fire extinguishers present and serviced up to date?	√	No issues Last serviced: 08/2022	
35	Are all Life Safety Systems fully operational and functioning and service records up to date?	√	No issues	

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THEME 3 – H&S, Food Service and Infection Control				
Number	Item		Comments/Remarks	Actions
1	No. of service user incidents or accidents on site in previous month	Nil	No issues	
2	No. of service user fatalities on site since last inspection	N/A	1st Inspection	
3	No. of incidents of domestic violence on site since last inspection	N/A	1st Inspection	

THEME 3 – H&S, Food Service and Infection Control				
Number	Item		Comments/Remarks	Actions
4	Correct procedure followed for critical incidents	√	No issues	
5	First aid box on site and fully stocked	√	No issues	
6	Naloxone on site and record of any administration of this intervention	√	No issues	
7	Defibrillator on site	√	No issues	
8	PPE in use by all staff	√	No issues	
9	Service users complying with any public health requirement or guidelines regarding any public health issues i.e. prevailing Covid -19 requirements/guidelines active at the time of inspection.	√	No issues	

THEME 3 – FOOD				
Number	Item		Comments/Remarks	Actions
10	No. of meals provided daily, and In compliance with Food Hygiene Legislation	N/A	No issues	
11	Drinking water available	√	No issues	

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12	Dietary requirements catered for, allergens on display	N/A	No issues	
13	HACCP system in use and up to date	N/A	No issues	
14	Weekly and monthly menus available and in use	N/A	No issues	
15	Last EHO report available if applicable	N/A	No inspection to date	

THEME 3 – COVID				
Number	Item		Comments/Remarks	Actions
16	Daily symptoms check in place for staff	√	Self-declaration No issues	
17	Daily symptoms check in place for residents	√	Self-declaration No issues	
18	All staff familiar with procedure for dealing with symptoms in staff or resident	√	No issues	
19	All staff familiar with procedure for dealing with a confirmed positive in staff or resident	√	No issues	

23501 – 230101A94

3 Photos of Premises

Fire Extinguishers



Fire Panel



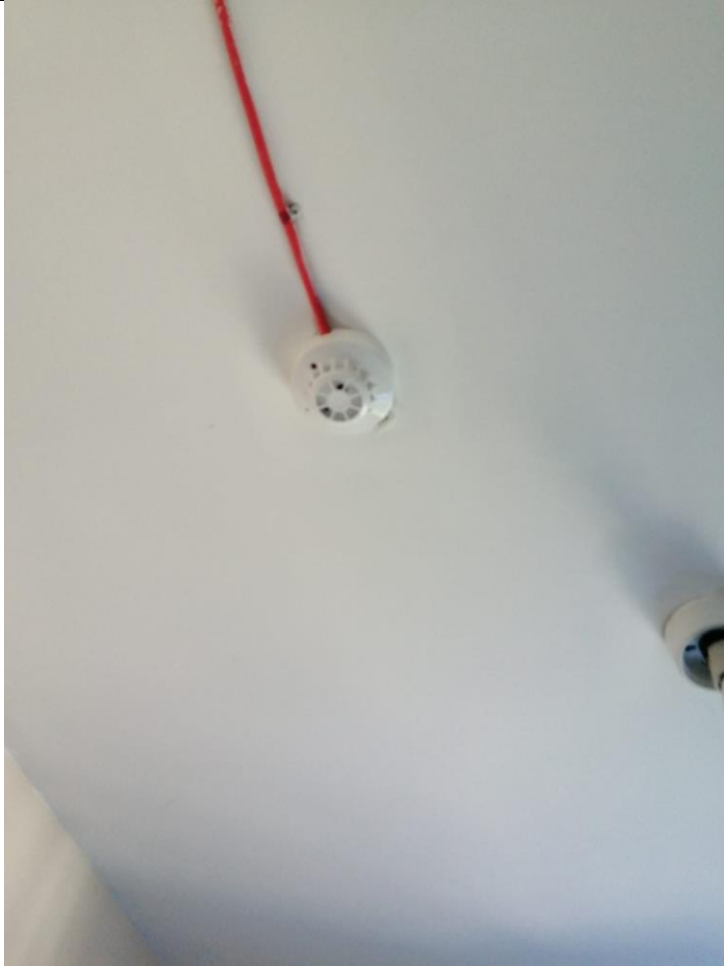
Fire Safety



Laundry Facility



Smoke Alarm



Kitchen





23501 – 230101A94

4 Conclusions

4.1.1 Inspector Comments

Property 230101A94 are designated for families only, current capacity of 20 service users.

4.1.2 Actions of Property

Actions from the site inspection that need to be addressed:

- Gas service records to be provided for verification
- Electrical certs to be provided for verification
- No Defibrillator onsite
- Annual Cert of disinfection for the buildings water storage system to be provided for verification

4.1.3 Actions Concluded

- Defibrillator was delivered by DHRE in February
 - The service provider is currently working on providing the outstanding certs, these will be provided by the end of quarter 3 2023.
-



Comhairle Cathrach
Bhaile Átha Cliath
Dublin City Council

SITE INSPECTION REPORT

Property 230111D08

25th January 2023

Prepared by	Eamon O'Boyle and Associates
Date	14th June 2023
Version	23501 – 230111D08 - Final

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1 Introduction

1.1 Overview

Dublin City Council has engaged with Eamon O'Boyle and Associates establishing a multi-party framework for the delivery of Homeless Accommodation Inspection Service at centres within the Dublin Regional Homeless Executive Administrative area.

The Homeless Accommodation Inspection Service will encompass the following elements:

Building Standards

- Fire Safety
- Building compliance,
- CCTV,
- Ventilation,
- Heating and light,
- Wi-Fi
- and general building condition.

Onsite Facilities

- Housekeeping service
- Laundry
- Sanitising Service

Operational Systems

- Agreed availability of beds
- House guidelines in place
- Complaints and feedback system

Staff

- Staff Training
- Identifiable of staff
- Availability of suitably rostered Supervision

Health & Safety

- Fire Wardens on Duty
- First Aid resources in place

Food Service

- Inspection of Cooking Facilities
 - Assessing Quality of meals both from portion size and meeting expected dietary standards
 - Feedback System in place to facilitate capture of the views of the Residents in terms of portion sizes, quality of food and the variety of menu choices available. Getting up to date sample feedback from residents during the inspection.
 - HACCP Standards in place in available kitchens on-site
 - HACCP Standards in place where food is prepared / cooked off-site and delivered in.
-

23501 PROPERTY 230111D08

1.2 Inspection Details

Inspector: B

Date: 25th January 2023

Property Description: Property 230111D08 contains 35 single units which consist of a living -kitchen area/ bedroom and ensuite bathroom. Each unit has been equipped with a microwave, hob, toaster fridge and kettle.

Please see photos in section 3

1.3 EOBA'S Approach

The EOBA approach will operate as a unit which will identify the properties to be inspected in conjunction with the Contracting Authority. The service will be delivered by the conduct of inspections, liaison with the Contracting Authority, review of previous reports. Our service will be guided throughout by adherence with published codes and engineering analysis to ensure properties are compatible with the requirements of the Contracting Authority.

EOBA understands the objectives of the Framework ensures the following

- Provision of inspection regime that provides an assurance to the Contracting Authority and the residents of compliance with standards
- Provision of timely reports that identify good practice and deficiencies with actions to ensure timely remedy

1.4 EOBA's Methodology

Inspections are undertaken by a multi-disciplined team.

This is to ensure:

- Ensure consistency of reports
 - standardisation of the inspection regime
 - enable comparisons between consecutive reports
 - provides transparency to assure impartiality for property owners
-

2 Site Inspection Checklist

Inspection Checklist

Property: 230111D08

Date: 25th January 2023

Inspector: B

THEME 1 – BUILDING STANDARDS				
Number	Item		Comments/Remarks	Actions
1	Overall condition of the premises	Good	No Issues	
2	Overall atmosphere	Good	No Issues	
3	Thermostatically controlled heating	✓	No Issues	
4	CCTV in common areas	✓	No Issues	
5	Pest control policy in place	✓	No Issues	

THEME 1 – EXTERIOR OF BUILDING				
Number	Item		Comments/Remarks	Actions
6	Condition of exterior of building	Good	No Issues	
7	Streetscape clean and free from rubbish	✓	No Issues	
8	Regular outside checks	✓	No Issues	
9	External CCTV in place	✓	No Issues	
10	External items for repair	✓	Front Door Lock is required	

23501 PROPERTY 230111D08

THEME 1 – COMMON AREAS – Reception, Corridors, Stairwells				
Number	Item		Comments/Remarks	Actions
11	Condition of communal areas	Good	No Issues	
12	Condition of floor and wall finishes	X	Walls throughout are in need of painting	
13	Internal CCTV available	✓	No Issues	
14	Appropriate lighting and fixtures	✓	No Issues	
15	Passive ventilation in bedrooms	✓	No Issues	
16	Any internal repairs required	✓	Some small issues which are mostly cosmetic	
17	All egress exits free from obstacles	✓	No Issues	

THEME 1 – BEDROOMS				
Number	Item		Comments/Remarks	Actions
18	Appropriate number of people assigned to each room	✓	35 Single units all ensuite	
19	No. of rooms decommissioned because of maintenance issues, why and for how long	0	No Issues	
20	Furnishings (including beds) fit for purpose and in good repair	✓	Some items of furniture such as bedside lockers are old and marked.	
21	Mattresses must be washable and breathable type i.e. hospital type mattress	✓	No Issues	
22	Televisions provided in rooms with reasonable choice channels available for the client base being accommodated.	X	Not provided	
23	Free Wi-Fi available	✓	Can be patchy in some areas of the building	



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24	Automatically locking Window restrictors and passive ventilation in all bedrooms	✓	No Issues	
25	Number of DAC bedrooms per facility	0	None	
26	Any breakages noted generally	X	No Issues	

THEME 1 – BATHROOMS				
Number	Item		Comments/Remarks	Actions
27	Number of bathrooms shared	0	All 35 units are ensuite	
28	Number of DAC bathrooms per facility	0	None	
29	Wall finishing's and floors clean and in good repair with no sign of mould	✓	No Issues	
30	Shower, toilet and sink in good repair and in working order (hot and cold water)	✓	No Issues	
31	Openable window and/or mechanical ventilation in place	✓	No Issues	
32	Heat source present in the bathroom i.e radiator, heated towel rail or Bathroom Fan Heater.	X	None	
33	Any breakages	X	No Issues	

THEME 1 – LAUNDRY				
Number	Item		Comments/Remarks	Actions
34	Suitable Laundry facilities available on site and all equipment confirmed in working order	✓	No Issues	
35	Roster or straightforward system for access in place for all residents	N/A	No Issues	
36	CCTV in place in the laundry area	✓	No Issues	

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37	Sufficient numbers of washers and dryers available.	✓	2 Washers and 2 dryers all commercial and coin operated.	
38	Any repair issues	X	No Issues	

THEME 1 - SMOKING AREA				
Number	Item		Comments/Remarks	Actions
39	Smoking area available within the building or area assigned close to the building	X	No Issues	
40	CCTV in place to cover the area/area monitored	N/A	No Issues	

THEME 1 - COMMERCIAL KITCHEN/FOOD SERVICE AREA				
Number	Item		Comments/Remarks	Actions
41	Kitchen and storage areas clean and in good repair	N/A	No Issues	
42	Furniture and floor/wall finishing's suitable and in good repair	N/A	No Issues	
43	Lighting bright and fittings in good repair	N/A	No Issues	
44	CCTV in place to cover the area/area monitored	N/A	No Issues	
45	Cleaning schedule in place in compliance with HACCP guidelines	N/A	No Issues	
46	Most recent EHO inspection report available if applicable	N/A	No Issues	

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THEME 1 - DOMESTIC KITCHENS/TRAINING KITCHENS				
Number	Item		Comments/Remarks	Actions
47	Kitchen and storage areas clean and in good repair	N/A	No Issues	
48	Furniture and floor/wall finishing's suitable and in good repair	N/A	No Issues	
49	Lighting bright and fittings in good repair	N/A	No Issues	
50	CCTV in place to cover the area/area monitored	N/A	No Issues	
51	Cleaning schedule in place in compliance with HACCP guidelines	N/A	No Issues	
52	Most recent EHO inspection report available if applicable	N/A	No Issues	
53	Suitable utensils and cookware available	N/A	No Issues	
54	Dishwasher/s available	N/A	No Issues	
55	Any breakages noted generally	N/A	No Issues	
56	Bin storage facilities - is it safe and appropriate	N/A	No Issues	

THEME 1 - FIRE COMPLIANCE				
Number	Item		Comments/Remarks	Actions
57	Fire log in place and all relevant information is recorded.	✓	A new more organised firelog is to be started.	
58	Fire alarm, emergency lighting serviced and in working order and periodic inspection certs up to date (Quarterly) and recorded in the Fire Register	X	Not Available onsite	Fire Officers Report from 2022 to be forwarded to DCC
59	Fire equipment serviced and in working order and periodic inspection	X	Not Available onsite	Certs to be sourced from landlord and forwarded to DCC

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	certs up to date (Annually) and recorded in the Fire Register			
60	Fire drill done in the last Quarter and date	28.11.22	No Issues	
61	Personal Emergency Evacuation Plan in place and all staff aware of the procedure	✓	No Issues	
62	Gas service records ex. RGI Cert	X	Not available to view	To be sourced from landlord
63	Electrical certificates up to date	X	Not available to view	To be sourced from landlord

THEME 1 - WATER TANKS				
Number	Item		Comments/Remarks	Actions
64	Cleaning and service schedule for water tanks in place and up to date Annual Certificate of disinfection for the buildings water storage system inclusive of any storage tanks and pipework	X	Not available to view	To be sourced from landlord

THEME 1 - MAINTENANCE				
Number	Item		Comments/Remarks	Actions
65	Weekly log of maintenance check of full building completed and DCC notified of any issues	✓	A weekly log is kept internally and shared externally to the landlord for action	

THEME 1 - GOOD NEIGHBOURHOOD POLICY				
Number	Item		Comments/Remarks	Actions
66	Staff aware of responsibilities and Policy document available for review	✓	No Issues	

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67	Evidence of managing issues arising available for review	N/A	No Issues	
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THEME 2 – Onsite Facilities, Operational Systems, Support Services, Staff				
Number	Item		Comments/Remarks	Actions
1	Housekeeping service in place	✓	This is done internally for the communal areas by 2 cleaners employed onsite.	
2	Names of all staff on site, and their roles.	✓	No Issues	
3	Cleaning products available to service users	✓	No Issues	
4	Laundry facility available to service users	✓	No Issues	
5	Sanitising schedule in place and records available	✓	No Issues	

THEME 2 – OPERATIONAL SYSTEMS				
Number	Item		Comments/Remarks	Actions
6	No. of available beds as per agreement with DCC	35	No Issues	
7	No. of available beds today	35	No Issues	
8	No. of service users booked in today	35	No Issues	
9	No. of beds unavailable, have these been reported to the DRHE	0	No Issues	
10	No. of no shows/vacancies today	0	No Issues	
11	No. of official complaints received on file and verified with DRHE	0	No Issues	



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THEME 2 – OPERATIONAL SYSTEMS				
Number	Item		Comments/Remarks	Actions
12	Child Safeguarding Statement completed and displayed, where applicable.	✓	No Issues	
13	Facility Guidelines in place and appropriate for safe and reasonable running of the service	✓	Communicated verbally	
14	Register of occupants in place and residents entry/exit tracked in an electronic record	✓	Manual Checks at 11am, 6pm and 11pm	
15	Complaints and feedback system in place	✓	No Issues	
16	Record available of bookings, no shows, final headcount and returns for previous day	✓	No Issues	
17	Vacancies returned within 24 hours at correct times	✓	No Issues	

THEME 2 – SUPPORT SERVICES				
Number	Item		Comments/Remarks	Actions
18	Room available for one-on-one appointments (nurse, housing officer, key workers etc.) where applicable.	✓	No Issues	
19	Information on available times for all support services clearly displayed	✓	No Issues	

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THEME 2 – STAFF				
Number	Item		Comments/Remarks	Actions
20	All staff trained in: <ul style="list-style-type: none"> • fire safety • Children first, where applicable (only required for Family PEA's at present) 	✓ ✓ ✓	No Issues	
21	Key staff trained in: <ul style="list-style-type: none"> • Managing Challenging Behaviour Training (Eg: TCI, CPI, MAPA training) • Fire Warden, as a minimum a fire warden must be on the premises at all times • Suicide Awareness • Intercultural awareness • Equality & Diversity • Safeguarding Vulnerable Adults • Administering Naloxone/overdose treatment • first aid • A minimum of one staff member is available or are planning to undertake NFQ/QQI Level 5/6 in social care or equivalent discipline on duty 	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	No Issues	

THEME 2 – STAFF				
Number	Item		Comments/Remarks	Actions
22	Staff easily identifiable with name badges in use	✓	No name badges	

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23	Staff well presented, informed and helpful	✓	No Issues	
24	Staff interaction with residents professional and friendly	✓	No Issues	
25	Facility has a documented complaints policy and log	✓	No Issues	
26	Appropriate staff structure in place with a clearly identifiable person in charge (manager/supervisor) on site	✓	No Issues	

THEME 2 – FIRE SAFETY ON SITE AT TIME OF INSPECTION				
Number	Item		Comments/Remarks	Actions
27	Fire Alarm showing any faults	✓	No Issues	
28	Appropriate number of carbon monoxide alarms on site and operational	✓	No Issues	
29	Sufficient levels of trained staff on site as required	✓	No Issues	
30	Emergency evacuation plan in place and staff are fully aware of their roles and responsibilities in the event of an emergency. Last time a fire drill was conducted	✓	No Issues	
31	How often are fire drill conducted on site?	Quarterly	No Issues	
32	Are there adequate fire escape route finder plans in the property?	✓	No Issues	
33	Are all Fire Safety checks being conducted, as required by staff members, as required?	✓	No Issues	

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34	Are all fire extinguishers present and serviced up to date?	✓	No Issues	
35	Are all Life Safety Systems fully operational and functioning and service records up to date?	✓	No Issues	

THEME 3 – H&S, Food Service and Infection Control				
Number	Item		Comments/Remarks	Actions
1	No. of service user incidents or accidents on site in previous month	8	No Issues	
2	No. of service user fatalities on site since last inspection	0	No Issues	
3	No. of incidents of domestic violence on site since last inspection	0	No Issues	

THEME 3 – H&S, Food Service and Infection Control				
Number	Item		Comments/Remarks	Actions
4	Correct procedure followed for critical incidents	✓	No Issues	
5	First aid box on site and fully stocked	✓	One on each floor fully stocked	
6	Naloxone on site and record of any administration of this intervention	✓	No Issues	
7	Defibrillator on site	✓	No Issues	
8	PPE in use by all staff	✓	Available if required	
9	Service users complying with any public health requirement or guidelines regarding any public health issues i.e. prevailing Covid -19 requirements/guidelines active at the time of inspection.	✓	No Issues	

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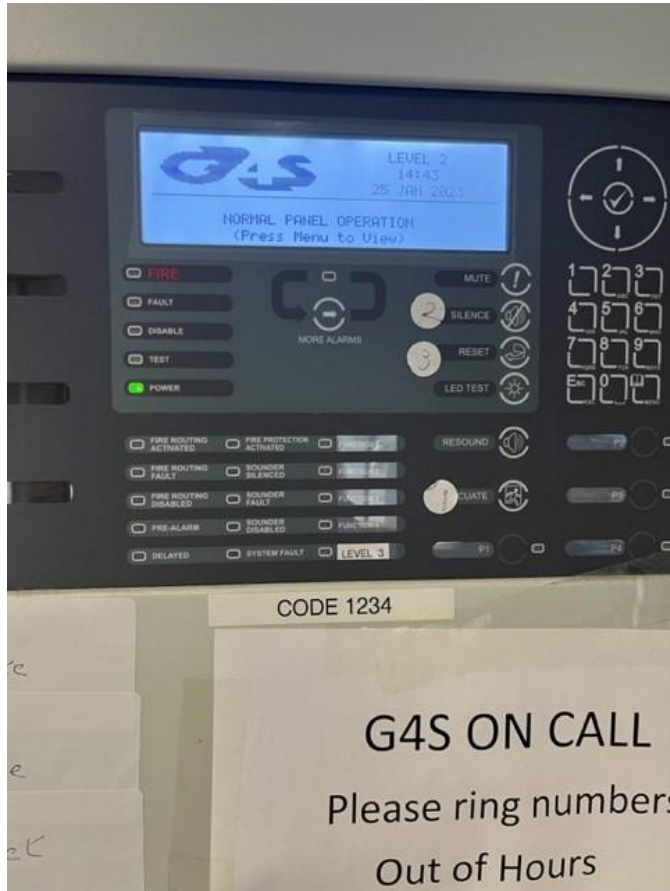
THEME 3 – FOOD				
Number	Item		Comments/Remarks	Actions
10	No. of meals provided daily, and In compliance with Food Hygiene Legislation	0	No Issues	
11	Drinking water available	✓	No Issues	
12	Dietary requirements catered for, allergens on display	N/A	No Issues	
13	HACCP system in use and up to date	N/A	No Issues	
14	Weekly and monthly menus available and in use	N/A	No Issues	
15	Last EHO report available if applicable	N/A	No Issues	

THEME 3 – COVID				
Number	Item		Comments/Remarks	Actions
16	Daily symptoms check in place for staff	N/A	No Issues	
17	Daily symptoms check in place for residents	N/A	No Issues	
18	All staff familiar with procedure for dealing with symptoms in staff or resident	✓	No Issues	
19	All staff familiar with procedure for dealing with a confirmed positive in staff or resident	✓	No Issues	

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3 Photos of Premises

Fire Panel

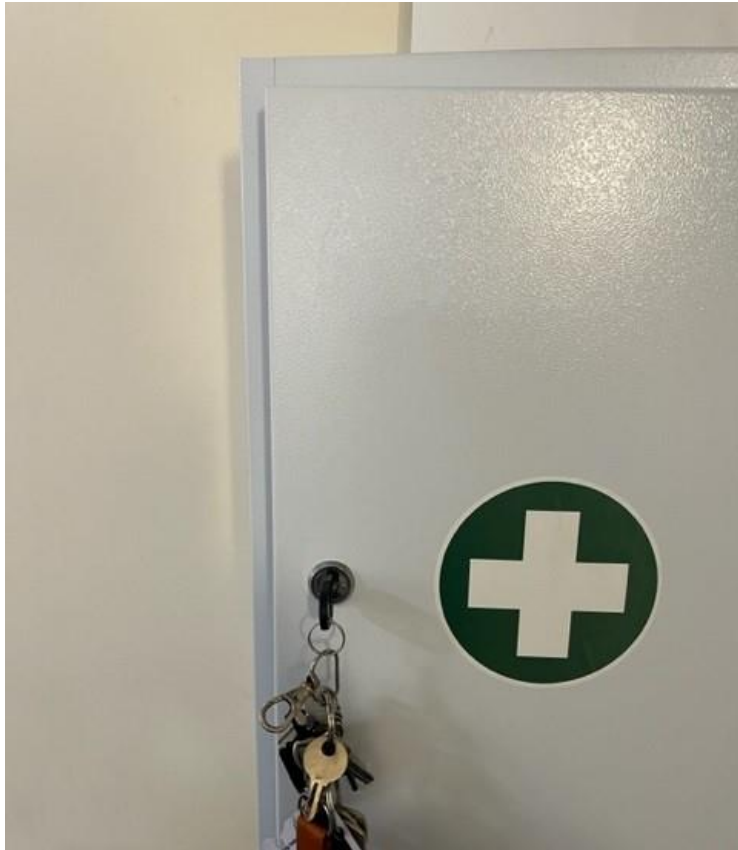


Fire Extinguishers



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First Aid Box



Bedroom



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Laundry Facilities



Communal Unit





4 Conclusions

4.1.1 Inspector Comments

Property 230111D08 provides no catering, there are communal areas for TV etc. but aren't actively in use since the onset of covid regulations were in place. This property appears to be operating well, is clean and run with knowledgeable staff on duty. There are some small maintenance issues that are in the area of painting and cosmetics.

4.1.2 Actions of Property

Actions from the site inspection that need to be addressed:

- Annual Cert of disinfection for the buildings water storage system to be provided for verification
- Gas service records to be provided for verification
- Electrical certs to be provided for verification (ETCI, REKI)
- Fire Officers Report from 2022 to be forwarded to DCC
- Fire equipment serviced and in working order and periodic inspection – Certificate required
- Front Door Lock is required
- Walls throughout are in need of painting
- No Heat source present in the bathroom

4.1.3 Actions Concluded

- Work is not fully complete however the service provider is aware of it and working towards rectifying the above actions.
-



Comhairle Cathrach
Bhaile Átha Cliath
Dublin City Council

SITE INSPECTION REPORT

Property 230102D01

06th January 2023

Prepared by	Eamon O'Boyle and Associates
Date	15th June 2023
Version	23501 – 230102D01 - Final

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1 Introduction

1.1 Overview

Dublin City Council has engaged with Eamon O'Boyle and Associates establishing a multi-party framework for the delivery of Homeless Accommodation Inspection Service at centres within the Dublin Regional Homeless Executive Administrative area.

The Homeless Accommodation Inspection Service will encompass the following elements:

Building Standards

- Fire Safety
- Building compliance,
- CCTV,
- Ventilation,
- Heating and light,
- Wi-Fi
- and general building condition.

Onsite Facilities

- Housekeeping service
- Laundry
- Sanitising Service

Operational Systems

- Agreed availability of beds
- House guidelines in place
- Complaints and feedback system

Staff

- Staff Training
- Identifiable of staff
- Availability of suitably rostered Supervision

Health & Safety

- Fire Wardens on Duty
- First Aid resources in place

Food Service

- Inspection of Cooking Facilities
 - Assessing Quality of meals both from portion size and meeting expected dietary standards
 - Feedback System in place to facilitate capture of the views of the Residents in terms of portion sizes, quality of food and the variety of menu choices available. Getting up to date sample feedback from residents during the inspection.
 - HACCP Standards in place in available kitchens on-site
 - HACCP Standards in place where food is prepared / cooked off-site and delivered in.
-

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1.2 Inspection Details

Inspector: C

Date: 06th January 2023

Property Description: Property 230102D01 is a quiet and well-run premises. Building is in good condition for its age. Occupancy for single males, either single or double rooms with one or three bed. All rooms meet requirements.

Please see photos in section 3

1.3 EOBA'S Approach

The EOBA approach will operate as a unit which will identify the properties to be inspected in conjunction with the Contracting Authority. The service will be delivered by the conduct of inspections, liaison with the Contracting Authority, review of previous reports. Our service will be guided throughout by adherence with published codes and engineering analysis to ensure properties are compatible with the requirements of the Contracting Authority.

EOBA understands the objectives of the Framework ensures the following

- Provision of inspection regime that provides an assurance to the Contracting Authority and the residents of compliance with standards
- Provision of timely reports that identify good practice and deficiencies with actions to ensure timely remedy

1.4 EOBA's Methodology

Inspections are undertaken by a multi-disciplined team.

This is to ensure:

- Ensure consistency of reports
 - standardisation of the inspection regime
 - enable comparisons between consecutive reports
 - provides transparency to assure impartiality for property owners
-

2 Site Inspection Checklist

Inspection Checklist

Property: 230102D01

Date: 06th January 2023

Inspector: C

THEME 1 – BUILDING STANDARDS				
Number	Item		Comments/Remarks	Actions
1	Overall condition of the premises	✓	No Issues	
2	Overall atmosphere	✓	Quiet	
3	Thermostatically controlled heating	✓	No Issues	
4	CCTV in common areas	✓	No Issues	
5	Pest control policy in place	✓	No Issues	

THEME 1 – EXTERIOR OF BUILDING				
Number	Item		Comments/Remarks	Actions
6	Condition of exterior of building	✓	No Issues	
7	Streetscape clean and free from rubbish	✓	No Issues	
8	Regular outside checks	✓	No Issues	
9	External CCTV in place	✓	No Issues	

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10	External items for repair	x	No Issues	
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THEME 1 – COMMON AREAS – Reception, Corridors, Stairwells				
Number	Item		Comments/Remarks	Actions
11	Condition of communal areas	N/A	Communal Area not in use since Covid	
12	Condition of floor and wall finishes	✓	No Issues	
13	Internal CCTV available	✓	No Issues	
14	Appropriate lighting and fixtures	✓	No Issues	
15	Passive ventilation in bedrooms	✓	No Issues	
16	Any internal repairs required	None	No Issues	
17	All egress exits free from obstacles	✓	See Comments Section	

THEME 1 – BEDROOMS				
Number	Item		Comments/Remarks	Actions
18	Appropriate number of people assigned to each room	✓	1 and 2 bedroom, 1x 3 bedroom	
19	No. of rooms decommissioned because of maintenance issues, why and for how long	0	No Issues	
20	Furnishings (including beds) fit for purpose and in good repair	✓	No Issues	
21	Mattresses must be washable and breathable type i.e. hospital type mattress	✓	No Issues	
22	Televisions provided in rooms with reasonable choice channels available for the client base being accommodated.	✓	No Issues	

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23	Free Wi-Fi available	✓	No Issues	
24	Automatically locking Window restrictors and passive ventilation in all bedrooms	✓	No Issues	
25	Number of DAC bedrooms per facility	0	No Issues	
26	Any breakages noted generally	x	No Issues	

THEME 1 – BATHROOMS				
Number	Item		Comments/Remarks	Actions
27	Number of bathrooms shared	0	No Issues	
28	Number of DAC bathrooms per facility	0	No Issues	
29	Wall finishing's and floors clean and in good repair with no sign of mould	✓	No Issues	
30	Shower, toilet and sink in good repair and in working order (hot and cold water)	✓	No Issues	
31	Openable window and/or mechanical ventilation in place	✓	No Issues	
32	Heat source present in the bathroom i.e radiator, heated towel rail or Bathroom Fan Heater.	✓	No Issues	
33	Any breakages	0	No Issues	

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THEME 1 – LAUNDRY				
Number	Item		Comments/Remarks	Actions
34	Suitable Laundry facilities available on site and all equipment confirmed in working order	✓	No Issues	
35	Roster or straightforward system for access in place for all residents	✓	No Issues	
36	CCTV in place in the laundry area	✓	No Issues	
37	Sufficient numbers of washers and dryers available.	✓	No Issues	
38	Any repair issues	0	No Issues	

THEME 1 - SMOKING AREA				
Number	Item		Comments/Remarks	Actions
39	Smoking area available within the building or area assigned close to the building	✓	No Issues	
40	CCTV in place to cover the area/area monitored	✓	No Issues	

THEME 1 - COMMERCIAL KITCHEN/FOOD SERVICE AREA				
Number	Item		Comments/Remarks	Actions
41	Kitchen and storage areas clean and in good repair	✓	No Issues	
42	Furniture and floor/wall finishing's suitable and in good repair	✓	No Issues	
43	Lighting bright and fittings in good repair	✓	No Issues	
44	CCTV in place to cover the area/area monitored	✓	No Issues	

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45	Cleaning schedule in place in compliance with HACCP guidelines	✓	No Issues	
46	Most recent EHO inspection report available if applicable	None	No Issues	

THEME 1 - DOMESTIC KITCHENS/TRAINING KITCHENS				
Number	Item		Comments/Remarks	Actions
47	Kitchen and storage areas clean and in good repair	✓	No Issues	
48	Furniture and floor/wall finishing's suitable and in good repair	✓	No Issues	
49	Lighting bright and fittings in good repair	✓	No Issues	
50	CCTV in place to cover the area/area monitored	✓	No Issues	
51	Cleaning schedule in place in compliance with HACCP guidelines	✓	No Issues	
52	Most recent EHO inspection report available if applicable	None	No Issues	
53	Suitable utensils and cookware available	✓	No Issues	
54	Dishwasher/s available	✓	No Issues	
55	Any breakages noted generally	None	No Issues	
56	Bin storage facilities - is it safe and appropriate	✓	No Issues	

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THEME 1 - FIRE COMPLIANCE				
Number	Item		Comments/Remarks	Actions
57	Fire log in place and all relevant information is recorded.	✓	No Issues	
58	Fire alarm, emergency lighting serviced and in working order and periodic inspection certs up to date (Quarterly) and recorded in the Fire Register	✓	No Issues	
59	Fire equipment serviced and in working order and periodic inspection certs up to date (Annually) and recorded in the Fire Register	✓	No Issues	
60	Fire drill done in the last Quarter and date	✓	3/01/23 Monthly Drill	
61	Personal Emergency Evacuation Plan in place and all staff aware of the procedure	✓	No Issues	
62	Gas service records ex. RGI Cert	✓	No Issues	
63	Electrical certificates up to date	✓	No Issues	

THEME 1 - WATER TANKS				
Number	Item		Comments/Remarks	Actions
64	Cleaning and service schedule for water tanks in place and up to date Annual Certificate of disinfection for the buildings water storage system inclusive of any storage tanks and pipework	✓	No Issues	

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THEME 1 - MAINTENANCE				
Number	Item		Comments/Remarks	Actions
65	Weekly log of maintenance check of full building completed and DCC notified of any issues	✓	No Issues	

THEME 1 - GOOD NEIGHBOURHOOD POLICY				
Number	Item		Comments/Remarks	Actions
66	Staff aware of responsibilities and Policy document available for review	✓	No Issues	
67	Evidence of managing issues arising available for review	✓	No Issues	

THEME 2 – Onsite Facilities, Operational Systems, Support Services, Staff				
Number	Item		Comments/Remarks	Actions
1	Housekeeping service in place	✓	No Issues	
2	Names of all staff on site, and their roles.	✓	No Issues	
3	Cleaning products available to service users	✓	No Issues	
4	Laundry facility available to service users	✓	No Issues	
5	Sanitising schedule in place and records available	✓	No Issues	

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THEME 2 – OPERATIONAL SYSTEMS				
Number	Item		Comments/Remarks	Actions
6	No. of available beds as per agreement with DCC	50	No Issues	
7	No. of available beds today	0	No Issues	
8	No. of service users booked in today	48	No Issues	
9	No. of beds unavailable, have these been reported to the DRHE	0	No Issues	
10	No. of no shows/vacancies today	0	No Issues	
11	No. of official complaints received on file and verified with DRHE	0	No Issues	

THEME 2 – OPERATIONAL SYSTEMS				
Number	Item		Comments/Remarks	Actions
12	Child Safeguarding Statement completed and displayed, where applicable.	✓	No Issues	
13	Facility Guidelines in place and appropriate for safe and reasonable running of the service	✓	No Issues	
14	Register of occupants in place and residents entry/exit tracked in an electronic record	✓	Tracked Electronically/ App	
15	Complaints and feedback system in place	✓	No Issues	
16	Record available of bookings, no shows, final headcount and returns for previous day	✓	No Issues	
17	Vacancies returned within 24 hours at correct times	✓	No Issues	



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THEME 2 – SUPPORT SERVICES				
Number	Item		Comments/Remarks	Actions
18	Room available for one-on-one appointments (nurse, housing officer, key workers etc.) where applicable.	✓	No Issues	
19	Information on available times for all support services clearly displayed	✓	No Issues	

THEME 2 – STAFF				
Number	Item		Comments/Remarks	Actions
20	All staff trained in: <ul style="list-style-type: none">• fire safety• Children first, where applicable (only required for Family PEA's at present)	✓ ✓	No Issues	

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21	<p>Key staff trained in:</p> <ul style="list-style-type: none"> • Managing Challenging Behaviour Training (Eg: TCI, CPI, MAPA training) ✓ • Fire Warden, as a minimum a fire warden must be on the premises at all times ✓ • Suicide Awareness ✓ • Intercultural awareness ✓ • Equality & Diversity ✓ • Safeguarding Vulnerable Adults ✓ • Administering Naloxone/overdose treatment ✓ • first aid ✓ • A minimum of one staff member is available or are planning to undertake NFQ/QQI Level 5/6 in social care or equivalent discipline on duty ✓ 		No Issues	
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THEME 2 – STAFF				
Number	Item		Comments/Remarks	Actions
22	Staff easily identifiable with name badges in use	✓	Badges not used	
23	Staff well presented, informed and helpful	✓	No Issues	
24	Staff interaction with residents professional and friendly	✓	No Issues	

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25	Facility has a documented complaints policy and log	✓	No Issues	
26	Appropriate staff structure in place with a clearly identifiable person in charge (manager/supervisor) on site	✓	No Issues	

THEME 2 – FIRE SAFETY ON SITE AT TIME OF INSPECTION				
Number	Item		Comments/Remarks	Actions
27	Fire Alarm showing any faults	None	No Issues	
28	Appropriate number of carbon monoxide alarms on site and operational	✓	No Issues	
29	Sufficient levels of trained staff on site as required	✓	No Issues	
30	Emergency evacuation plan in place and staff are fully aware of their roles and responsibilities in the event of an emergency. Last time a fire drill was conducted	✓	No Issues	
31	How often are fire drill conducted on site?	✓	No Issues	
32	Are there adequate fire escape route finder plans in the property?	✓	No Issues	
33	Are all Fire Safety checks being conducted, as required by staff members, as required?	✓	No Issues	

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34	Are all fire extinguishers present and serviced up to date?	✓	No Issues	
35	Are all Life Safety Systems fully operational and functioning and service records up to date?	✓	No Issues	

THEME 3 – H&S, Food Service and Infection Control				
Number	Item		Comments/Remarks	Actions
1	No. of service user incidents or accidents on site in previous month	0	No Issues	
2	No. of service user fatalities on site since last inspection	0	No Issues	
3	No. of incidents of domestic violence on site since last inspection	0	No Issues	

THEME 3 – H&S, Food Service and Infection Control				
Number	Item		Comments/Remarks	Actions
4	Correct procedure followed for critical incidents	✓	No Issues	
5	First aid box on site and fully stocked	✓	No Issues	
6	Naloxone on site and record of any administration of this intervention	✓	No Issues	
7	Defibrillator on site	x	No Defibrillator	To be provided
8	PPE in use by all staff	✓	No Issues	
9	Service users complying with any public health requirement or	✓	No Issues	

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	guidelines regarding any public health issues i.e. prevailing Covid - 19 requirements/guidelines active at the time of inspection.			
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THEME 3 – FOOD				
Number	Item		Comments/Remarks	Actions
10	No. of meals provided daily, and In compliance with Food Hygiene Legislation	3	3 Meals daily, lunch and dinner delivered and collected by residents	
11	Drinking water available	✓	No Issues	
12	Dietary requirements catered for, allergens on display	✓	No Issues	
13	HACCP system in use and up to date	✓	No Issues	
14	Weekly and monthly menus available and in use	✓	No Issues	
15	Last EHO report available if applicable	None	No Issues	

THEME 3 – COVID				
Number	Item		Comments/Remarks	Actions
16	Daily symptoms check in place for staff	✓	No Issues	
17	Daily symptoms check in place for residents	✓	No Issues	
18	All staff familiar with procedure for dealing with symptoms in staff or resident	✓	No Issues	



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19	All staff familiar with procedure for dealing with a confirmed positive in staff or resident	✓	No Issues	
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23501 PROPERTY 230102D01

3 Photos of Premises

Fire Panel



Fire Extinguishers

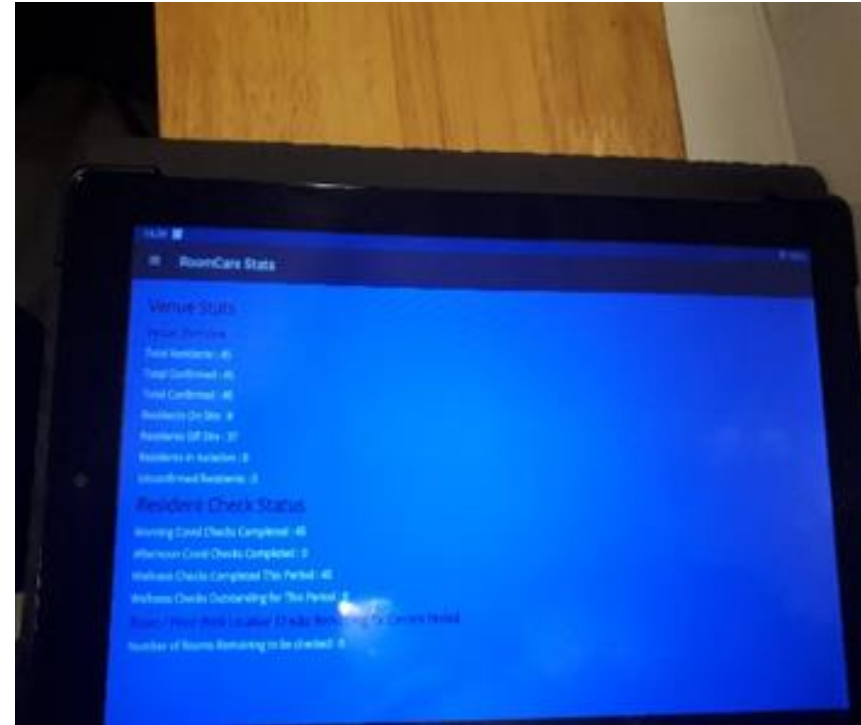


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Notice Board



Bed List





4 Conclusions

4.1.1 Inspector Comments

Property 230102D01 has excellent document control with all certificates and policies up to date and available.

The egress from the fire door on the top floor that leads out onto the fire escape is very steep. This issue has been flagged on their risk assessment for the building. However, planning permission is being sought for renovation of the upper floors of the building and this issue should be addressed then.

4.1.2 Actions of Property

Actions from the site inspection that need to be addressed:

- Communal Area to be re opened as per DRHE instruction
- No Defibrillator onsite

4.1.3 Actions Concluded

- Confirmed the communal area reopened on the 28/02/23
 - Defibrillator was provided by DRHE in Feb 2023
-



Comhairle Cathrach
Bhaile Átha Cliath
Dublin City Council

SITE INSPECTION REPORT

Property 230112D02

06th January 2023

Prepared by	Eamon O'Boyle and Associates
Date	14th June 2023
Version	23501 – 230112D02 – Final

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1 Introduction

1.1 Overview

Dublin City Council has engaged with Eamon O'Boyle and Associates establishing a multi-party framework for the delivery of Homeless Accommodation Inspection Service at centres within the Dublin Regional Homeless Executive Administrative area.

The Homeless Accommodation Inspection Service will encompass the following elements:

Building Standards

- Fire Safety
- Building compliance,
- CCTV,
- Ventilation,
- Heating and light,
- Wi-Fi
- and general building condition.

Onsite Facilities

- Housekeeping service
- Laundry
- Sanitising Service

Operational Systems

- Agreed availability of beds
- House guidelines in place
- Complaints and feedback system

Staff

- Staff Training
- Identifiable of staff
- Availability of suitably rostered Supervision

Health & Safety

- Fire Wardens on Duty
- First Aid resources in place

Food Service

- Inspection of Cooking Facilities
 - Assessing Quality of meals both from portion size and meeting expected dietary standards
 - Feedback System in place to facilitate capture of the views of the Residents in terms of portion sizes, quality of food and the variety of menu choices available. Getting up to date sample feedback from residents during the inspection.
 - HACCP Standards in place in available kitchens on-site
 - HACCP Standards in place where food is prepared / cooked off-site and delivered in.
-

1.2 Inspection Details

Inspector: B

Date: 06th January 2023

Property Description: Property 230112D02 caters for male, female and couple service users. There is a mixture of single, double and triple rooms which are mostly ensuite. The rooms that are occupied by more than one is spacious and partitioned to allow privacy.

Please see photos in section 3

1.3 EOBA'S Approach

The EOBA approach will operate as a unit which will identify the properties to be inspected in conjunction with the Contracting Authority. The service will be delivered by the conduct of inspections, liaison with the Contracting Authority, review of previous reports. Our service will be guided throughout by adherence with published codes and engineering analysis to ensure properties are compatible with the requirements of the Contracting Authority.

EOBA understands the objectives of the Framework ensures the following

- Provision of inspection regime that provides an assurance to the Contracting Authority and the residents of compliance with standards
- Provision of timely reports that identify good practice and deficiencies with actions to ensure timely remedy

1.4 EOBA's Methodology

Inspections are undertaken by a multi-disciplined team.

This is to ensure:

- Ensure consistency of reports
 - standardisation of the inspection regime
 - enable comparisons between consecutive reports
 - provides transparency to assure impartiality for property owners
-

2 Site Inspection Checklist

Inspection Checklist

Property: 230112D02

Date: 06th January 2023

Inspector: B

THEME 1 – BUILDING STANDARDS				
Number	Item		Comments/Remarks	Actions
1	Overall condition of the premises	Good	There are ongoing building and maintenance work throughout the building	
2	Overall atmosphere	Good	No Issues	
3	Thermostatically controlled heating	✓	No Issues	
4	CCTV in common areas	✓	No Issues	
5	Pest control policy in place	✓	No Issues	

THEME 1 – EXTERIOR OF BUILDING				
Number	Item		Comments/Remarks	Actions
6	Condition of exterior of building	Very Good	No Issues	
7	Streetscape clean and free from rubbish	✓	No Issues	
8	Regular outside checks	✓	No Issues	
9	External CCTV in place	✓	No Issues	
10	External items for repair	X	No Issues	

THEME 1 – COMMON AREAS – Reception, Corridors, Stairwells				
Number	Item		Comments/Remarks	Actions
11	Condition of communal areas	✓	No Issues	
12	Condition of floor and wall finishes	✓	No Issues	
13	Internal CCTV available	✓	No Issues	
14	Appropriate lighting and fixtures	✓	No Issues	
15	Passive ventilation in bedrooms	✓	No Issues	
16	Any internal repairs required	✓	Extensive works are ongoing	
17	All egress exits free from obstacles	✓	No Issues	

THEME 1 – BEDROOMS				
Number	Item		Comments/Remarks	Actions
18	Appropriate number of people assigned to each room	✓	No Issues	
19	No. of rooms decommissioned because of maintenance issues, why and for how long	2	Refurbishment alongside maintenance is ongoing and it is most likely to continue for 6-8 more weeks.	
20	Furnishings (including beds) fit for purpose and in good repair	✓	No Issues	
21	Mattresses must be washable and breathable type i.e. hospital type mattress	✓	No Issues	
22	Televisions provided in rooms with reasonable choice channels available for the client base being accommodated.	X	Not provided	
23	Free Wi-Fi available	✓	No Issues	

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24	Automatically locking Window restrictors and passive ventilation in all bedrooms	✓	There are a variety of windows throughout the building due to a number of windows being protected features and requiring particular features as per fire regs.	
25	Number of DAC bedrooms per facility	0	No DAC bedrooms	
26	Any breakages noted generally	✓	There are a number of issues related to ongoing building and maintenance.	

THEME 1 – BATHROOMS				
Number	Item		Comments/Remarks	Actions
27	Number of bathrooms shared	2	Each bedroom has an ensuite with the exception of two bedrooms that share a bathroom.	
28	Number of DAC bathrooms per facility	0	No DAC bathrooms	
29	Wall finishing's and floors clean and in good repair with no sign of mould	✓	No Issues	
30	Shower, toilet and sink in good repair and in working order (hot and cold water)	✓	No Issues	
31	Openable window and/or mechanical ventilation in place	✓	Mech ventilation in all bathrooms. This needs to be replaced on 2nd and 3rd floors and is planned for after current renovations.	
32	Heat source present in the bathroom i.e radiator, heated towel rail or Bathroom Fan Heater.	✓	No Issues	
33	Any breakages	No	No Issues	

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THEME 1 – LAUNDRY				
Number	Item		Comments/Remarks	Actions
34	Suitable Laundry facilities available on site and all equipment confirmed in working order	✓	There is one washer and one dryer which are industrial size.	
35	Roster or straightforward system for access in place for all residents	✓	No Issues	
36	CCTV in place in the laundry area	X	CCTV in hall outside.	
37	Sufficient numbers of washers and dryers available.	✓	No Issues	
38	Any repair issues	X	No Issues	

THEME 1 - SMOKING AREA				
Number	Item		Comments/Remarks	Actions
39	Smoking area available within the building or area assigned close to the building	✓	No Issues	
40	CCTV in place to cover the area/area monitored	✓	No Issues	

THEME 1 - COMMERCIAL KITCHEN/FOOD SERVICE AREA				
Number	Item		Comments/Remarks	Actions
41	Kitchen and storage areas clean and in good repair	✓	No Issues	
42	Furniture and floor/wall finishing's suitable and in good repair	✓	No Issues	
43	Lighting bright and fittings in good repair	✓	No Issues	
44	CCTV in place to cover the area/area monitored	X	No Issues	

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45	Cleaning schedule in place in compliance with HACCP guidelines	✓	No Issues	
46	Most recent EHO inspection report available if applicable	N/A	No Issues	

THEME 1 - DOMESTIC KITCHENS/TRAINING KITCHENS				
Number	Item		Comments/Remarks	Actions
47	Kitchen and storage areas clean and in good repair	✓	No Issues	
48	Furniture and floor/wall finishing's suitable and in good repair	✓	No Issues	
49	Lighting bright and fittings in good repair	✓	No Issues	
50	CCTV in place to cover the area/area monitored	✓	No Issues	
51	Cleaning schedule in place in compliance with HACCP guidelines	✓	No Issues	
52	Most recent EHO inspection report available if applicable	N/A	No Issues	
53	Suitable utensils and cookware available	✓	No Issues	
54	Dishwasher/s available	X	Transferred to main kitchen for use in DW	
55	Any breakages noted generally	X	No Issues	
56	Bin storage facilities - is it safe and appropriate	✓	No Issues	

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THEME 1 - FIRE COMPLIANCE				
Number	Item		Comments/Remarks	Actions
57	Fire log in place and all relevant information is recorded.	✓	No Issues	
58	Fire alarm, emergency lighting serviced and in working order and periodic inspection certs up to date (Quarterly) and recorded in the Fire Register	✓	Certs with main organisations office	
59	Fire equipment serviced and in working order and periodic inspection certs up to date (Annually) and recorded in the Fire Register	✓	Extra information while ongoing maintenance is taking place is with main organisations office	
60	Fire drill done in the last Quarter and date	04/01/23	No Issues	
61	Personal Emergency Evacuation Plan in place and all staff aware of the procedure	✓	No Issues	
62	Gas service records ex. RGI Cert	X	Certs with main organisations office	
63	Electrical certificates up to date	X	Certs with main organisations office	

THEME 1 - WATER TANKS				
Number	Item		Comments/Remarks	Actions
64	Cleaning and service schedule for water tanks in place and up to date Annual Certificate of disinfection for the buildings water storage system inclusive of any storage tanks and pipework	X	Certs with main organisations office	

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THEME 1 - MAINTENANCE				
Number	Item		Comments/Remarks	Actions
65	Weekly log of maintenance check of full building completed and DCC notified of any issues	✓	No Issues	

THEME 1 - GOOD NEIGHBOURHOOD POLICY				
Number	Item		Comments/Remarks	Actions
66	Staff aware of responsibilities and Policy document available for review	✓	No Issues	
67	Evidence of managing issues arising available for review	No issues arising	No Issues	

THEME 2 – Onsite Facilities, Operational Systems, Support Services, Staff				
Number	Item		Comments/Remarks	Actions
1	Housekeeping service in place	✓	No Issues	
2	Names of all staff on site, and their roles.	✓	No Issues	
3	Cleaning products available to service users	✓	No Issues	
4	Laundry facility available to service users	✓	No Issues	
5	Sanitising schedule in place and records available	✓	No Issues	

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THEME 2 – OPERATIONAL SYSTEMS				
Number	Item		Comments/Remarks	Actions
6	No. of available beds as per agreement with DCC	22	This is taking into consideration the 2 rooms decommissioned for maintenance	
7	No. of available beds today	22	No Issues	
8	No. of service users booked in today	22	No Issues	
9	No. of beds unavailable, have these been reported to the DRHE	0	No Issues	
10	No. of no shows/vacancies today	0	No Issues	
11	No. of official complaints received on file and verified with DRHE	0	No Issues	

THEME 2 – OPERATIONAL SYSTEMS				
Number	Item		Comments/Remarks	Actions
12	Child Safeguarding Statement completed and displayed, where applicable.	✓	No Issues	
13	Facility Guidelines in place and appropriate for safe and reasonable running of the service	✓	No Issues	
14	Register of occupants in place and residents entry/exit tracked in an electronic record	✓	Manually with room checks	
15	Complaints and feedback system in place	✓	No Issues	
16	Record available of bookings, no shows, final headcount and returns for previous day	✓	No Issues	
17	Vacancies returned within 24 hours at correct times	✓	No Issues	



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THEME 2 – SUPPORT SERVICES				
Number	Item		Comments/Remarks	Actions
18	Room available for one-on-one appointments (nurse, housing officer, key workers etc.) where applicable.	✓	No Issues	
19	Information on available times for all support services clearly displayed	✓	No Issues	

THEME 2 – STAFF				
Number	Item		Comments/Remarks	Actions
20	All staff trained in: <ul style="list-style-type: none">• fire safety• Children first, where applicable (only required for Family PEA's at present)	✓	No Issues	

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21	Key staff trained in: <ul style="list-style-type: none"> • Managing Challenging Behaviour Training (Eg: TCI, CPI, MAPA training) • Fire Warden, as a minimum a fire warden must be on the premises at all times • Suicide Awareness • Intercultural awareness • Equality & Diversity • Safeguarding Vulnerable Adults • Administering Naloxone/overdose treatment • first aid • A minimum of one staff member is available or are planning to undertake NFQ/QQI Level 5/6 in social care or equivalent discipline on duty 	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	No Issues	
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THEME 2 – STAFF				
Number	Item		Comments/Remarks	Actions
22	Staff easily identifiable with name badges in use	✓	No Issues	
23	Staff well presented, informed and helpful	✓	No Issues	
24	Staff interaction with residents professional and friendly	✓	No Issues	
25	Facility has a documented complaints policy and log	✓	No Issues	

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26	Appropriate staff structure in place with a clearly identifiable person in charge (manager/supervisor) on site	✓	No Issues	
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THEME 2 – STAFF				
Number	Item		Comments/Remarks	Actions
27	Fire Alarm showing any faults	✓	Due to ongoing maintenance	
28	Appropriate number of carbon monoxide alarms on site and operational	✓	No Issues	
29	Sufficient levels of trained staff on site as required	✓	No Issues	
30	Emergency evacuation plan in place and staff are fully aware of their roles and responsibilities in the event of an emergency. Last time a fire drill was conducted	✓ 4/11/23	No Issues	
31	How often are fire drill conducted on site?	Monthly	No Issues	
32	Are there adequate fire escape route finder plans in the property?	✓	No Issues	
33	Are all Fire Safety checks being conducted, as required by staff members, as required?	✓	No Issues	
34	Are all fire extinguishers present and serviced up to date?	✓	No Issues	
35	Are all Life Safety Systems fully operational and functioning and service records up to date?	✓	No Issues	

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THEME 3 – H&S, Food Service and Infection Control				
Number	Item		Comments/Remarks	Actions
1	No. of service user incidents or accidents on site in previous month	15	These incidents have been in the areas of drug use, physical health, intoxication and missing pers.	
2	No. of service user fatalities on site since last inspection	0	No Issues	
3	No. of incidents of domestic violence on site since last inspection	0	No Issues	

THEME 3 – H&S, Food Service and Infection Control				
Number	Item		Comments/Remarks	Actions
4	Correct procedure followed for critical incidents	✓	No Issues	
5	First aid box on site and fully stocked	✓	No Issues	
6	Naloxone on site and record of any administration of this intervention	✓	No Issues	
7	Defibrillator on site	✓	No Issues	
8	PPE in use by all staff	✓	No Issues	
9	Service users complying with any public health requirement or guidelines regarding any public health issues i.e. prevailing Covid -19 requirements/guidelines active at the time of inspection.	✓	No Issues	

THEME 3 – FOOD				
Number	Item		Comments/Remarks	Actions
10	No. of meals provided daily, and	3	There are 2 chefs working at this facility.	

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	In compliance with Food Hygiene Legislation			
11	Drinking water available	✓	No Issues	
12	Dietary requirements catered for, allergens on display	✓	No Issues	
13	HACCP system in use and up to date	✓	No Issues	
14	Weekly and monthly menus available and in use	✓	No Issues	
15	Last EHO report available if applicable	N/A	No Issues	

THEME 3 – COVID				
Number	Item		Comments/Remarks	Actions
16	Daily symptoms check in place for staff	✓	No Issues	
17	Daily symptoms check in place for residents	✓	No Issues	
18	All staff familiar with procedure for dealing with symptoms in staff or resident	✓	No Issues	
19	All staff familiar with procedure for dealing with a confirmed positive in staff or resident	✓	No Issues	

3 Photos of Premises

Fire Alarm Panel Showing Fault



Fire Extinguishers



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Defibrillator



Bedroom

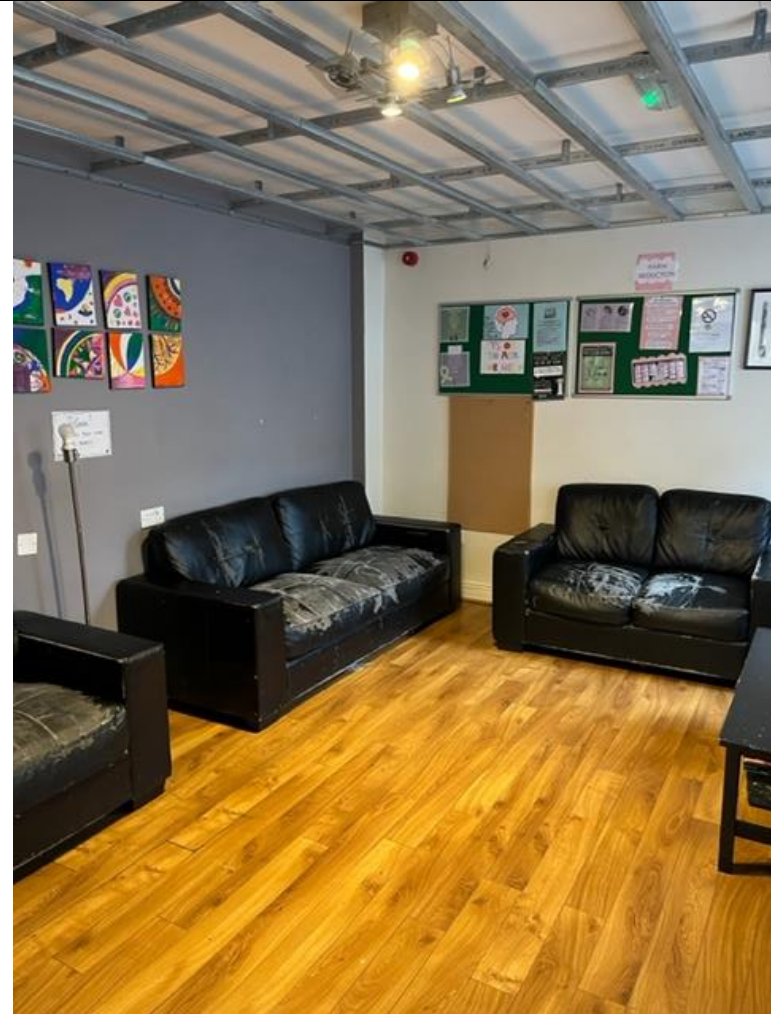


23501 PROPERTY 230112D02

Laundry Facilities



Communal Area



4 Conclusions

4.1.1 Inspector Comments

Property 230112D02 has ongoing maintenance work and construction to allow the addition of recommended fire safety features – this is being carried out while construction work is taking place to protect certain listed features of the building.

There are 2 kitchens operating in this property with 2 chefs employed by the property and a kitchen also available to Service users. Appropriate certs are being held in the main office, these will need to be verified.

This facility appears to be well run with service users at its centre. The current environment is challenging as maintenance and building works are ongoing.

4.1.2 Actions of Property

Actions from the site inspection that need to be addressed:

- Annual Cert of disinfection for the buildings water storage system to be provided for verification
- Gas service records to be provided for verification
- Electrical certs to be provided for verification (ETCI, REKI)
- No CCTV in place in the laundry area
- Ongoing building and maintenance.

4.1.3 Actions Concluded

- Work is not fully complete however the service provider is aware of it and working towards rectifying the above actions.
 - The service provider is currently working on providing the outstanding certs, these will be provided by the end of quarter 3 2023.
-



Comhairle Cathrach
Bhaile Átha Cliath
Dublin City Council

SITE INSPECTION REPORT

230103D08

09th January 2023

Prepared by	Eamon O'Boyle and Associates
Date	15th June 2023
Version	23501 – 230103D08 – Final

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1 Introduction

1.1 Overview

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The Homeless Accommodation Inspection Service will encompass the following elements:

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- Fire Safety
- Building compliance,
- CCTV,
- Ventilation,
- Heating and light,
- Wi-Fi
- and general building condition.

Onsite Facilities

- Housekeeping service
- Laundry
- Sanitising Service

Operational Systems

- Agreed availability of beds
- House guidelines in place
- Complaints and feedback system

Staff

- Staff Training
- Identifiable of staff
- Availability of suitably rostered Supervision

Health & Safety

- Fire Wardens on Duty
- First Aid resources in place

Food Service

- Inspection of Cooking Facilities
 - Assessing Quality of meals both from portion size and meeting expected dietary standards
 - Feedback System in place to facilitate capture of the views of the Residents in terms of portion sizes, quality of food and the variety of menu choices available. Getting up to date sample feedback from residents during the inspection.
 - HACCP Standards in place in available kitchens on-site
 - HACCP Standards in place where food is prepared / cooked off-site and delivered in.
-

1.2 Inspection Details

Inspector: A

Date: 09th January 2023

Property Description: Property 230103D08 was constructed approx. 30 years ago built as an apartment block. Property housed refugees until 2018 and was then designated for the homeless in 2018. Property consists of 4 floors with 39 rooms. There are 17 shared bathrooms, 124 beds in 2-, 3-, 4- and 5-bedroom apartments.

Please see photos in section 3

1.3 EOBA'S Approach

The EOBA approach will operate as a unit which will identify the properties to be inspected in conjunction with the Contracting Authority. The service will be delivered by the conduct of inspections, liaison with the Contracting Authority, review of previous reports. Our service will be guided throughout by adherence with published codes and engineering analysis to ensure properties are compatible with the requirements of the Contracting Authority.

EOBA understands the objectives of the Framework ensures the following

- Provision of inspection regime that provides an assurance to the Contracting Authority and the residents of compliance with standards
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Inspections are undertaken by a multi-disciplined team.

This is to ensure:

- Ensure consistency of reports
 - standardisation of the inspection regime
 - enable comparisons between consecutive reports
 - provides transparency to assure impartiality for property owners
-

2 Site Inspection Checklist

Inspection Checklist

Location: 230103D08

Date: 09th January 2023

Inspector: A

THEME 1 – BUILDING STANDARDS				
Number	Item		Comments/Remarks	Actions
1	Overall condition of the premises	√	Property was built as an apartment block approx. 30 years ago. Property is in good condition.	
2	Overall atmosphere	√	No issues	
3	Thermostatically controlled heating	√	No issues	
4	CCTV in common areas	√	No issues	
5	Pest control policy in place	√	No issues	

THEME 1 – EXTERIOR OF BUILDING				
Number	Item		Comments/Remarks	Actions
6	Condition of exterior of building	√	No issues	
7	Streetscape clean and free from rubbish	√	No issues	
8	Regular outside checks	√	No issues	
9	External CCTV in place	√	No issues	

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10	External items for repair	Nil	No issues	
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THEME 1 – COMMON AREAS – Reception, Corridors, Stairwells				
Number	Item		Comments/Remarks	Actions
11	Condition of communal areas	√	No issues	
12	Condition of floor and wall finishes	√	No issues	
13	Internal CCTV available	√	No issues	
14	Appropriate lighting and fixtures	√	No issues	
15	Passive ventilation in bedrooms	√	No issues	
16	Any internal repairs required	Nil	No issues	
17	All egress exits free from obstacles	√	No issues	

THEME 1 – BEDROOMS				
Number	Item		Comments/Remarks	Actions
18	Appropriate number of people assigned to each room	√	Numbers agreed with DCC in advance No issues	
19	No. of rooms decommissioned because of maintenance issues, why and for how long	Nil	No issues	
20	Furnishings (including beds) fit for purpose and in good repair	√	No issues	
21	Mattresses must be washable and breathable type i.e. hospital type mattress	√	No issues	
22	Televisions provided in rooms with reasonable choice channels available for the client base being accommodated.	√	No issues	

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23	Free Wi-Fi available	√	Available on individual mobile phones. No issues	
24	Automatically locking Window restrictors and passive ventilation in all bedrooms	√	Window restrictors but not automatic as no children on site. No issues	
25	Number of DAC bedrooms per facility	Nil	No DAC Bedrooms	
26	Any breakages noted generally	x	No issues	

THEME 1 – BATHROOMS				
Number	Item		Comments/Remarks	Actions
27	Number of bathrooms shared	17	No issues	
28	Number of DAC bathrooms per facility	Nil	No DAC Bathrooms	
29	Wall finishing's and floors clean and in good repair with no sign of mould	√	No issues	
30	Shower, toilet and sink in good repair and in working order (hot and cold water)	√	No issues	
31	Openable window and/or mechanical ventilation in place	√	No issues	
32	Heat source present in the bathroom i.e radiator, heated towel rail or Bathroom Fan Heater.	√	No issues	
33	Any breakages	x	No issues	

THEME 1 – LAUNDRY				
Number	Item		Comments/Remarks	Actions
34	Suitable Laundry facilities available on site and all equipment confirmed in working order	√	No issues	

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35	Roster or straightforward system for access in place for all residents	√	Staff do all laundry and this laundry service is available 7 days per week. No issues	
36	CCTV in place in the laundry area	√	No issues	
37	Sufficient numbers of washers and dryers available.	√	6 washers and 6 dryers on premises, with reserves in place. No issues	
38	Any repair issues	No	No issues	

THEME 1 - SMOKING AREA				
Number	Item		Comments/Remarks	Actions
39	Smoking area available within the building or area assigned close to the building	√	Smoking area outside premises Smoking not allowed inside No issues	
40	CCTV in place to cover the area/area monitored	√	No issues	

THEME 1 - COMMERCIAL KITCHEN/FOOD SERVICE AREA				
Number	Item		Comments/Remarks	Actions
41	Kitchen and storage areas clean and in good repair	√	No issues	
42	Furniture and floor/wall finishing's suitable and in good repair	√	No issues	
43	Lighting bright and fittings in good repair	√	No issues	
44	CCTV in place to cover the area/area monitored	√	No issues	
45	Cleaning schedule in place in compliance with HACCP guidelines	√	No issues	
46	Most recent EHO inspection report available if applicable	√	No inspection to date	

THEME 1 - DOMESTIC KITCHENS/TRAINING KITCHENS				
Number	Item		Comments/Remarks	Actions
47	Kitchen and storage areas clean and in good repair	√	No issues	
48	Furniture and floor/wall finishing's suitable and in good repair	√	No issues	
49	Lighting bright and fittings in good repair	√	No issues	
50	CCTV in place to cover the area/area monitored	√	No issues	
51	Cleaning schedule in place in compliance with HACCP guidelines	√	No issues	
52	Most recent EHO inspection report available if applicable	√	No inspection to date	
53	Suitable utensils and cookware available	√	No issues	
54	Dishwasher/s available	√	Disposable plates and cutlery provided No issues	
55	Any breakages noted generally	x	No issues	
56	Bin storage facilities - is it safe and appropriate	√	No issues	

THEME 1 - FIRE COMPLIANCE				
Number	Item		Comments/Remarks	Actions
57	Fire log in place and all relevant information is recorded.	√	Fire Safety Register in place. Relevant information recorded. No issues	
58	Fire alarm, emergency lighting serviced and in working order and periodic inspection certs up to date (Quarterly) and recorded in the Fire Register	√	Fire Alarm serviced on 01/11/2022. Emergency lighting serviced on 10/06/2022.	Emergency Lighting to be serviced

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59	Fire equipment serviced and in working order and periodic inspection certs up to date (Annually) and recorded in the Fire Register	√	Fire extinguishers last serviced 04/2022. No issues	
60	Fire drill done in the last Quarter and date	√	Conducted quarterly Last fire drill held on 15/12/2022 No issues	
61	Personal Emergency Evacuation Plan in place and all staff aware of the procedure	√	Personal Emergency Evacuation Plan in place No issues	
62	Gas service records ex. RGI Cert	N/A	No gas appliances on site No issues	
63	Electrical certificates up to date	X	Certificates were not available on site on day of inspection. Informed that DCC have these certificates.	Facility Management to follow up with DCC on this issue

THEME 1 - WATER TANKS

Number	Item		Comments/Remarks	Actions
64	Cleaning and service schedule for water tanks in place and up to date Annual Certificate of disinfection for the buildings water storage system inclusive of any storage tanks and pipework	X	Annual Certificate of disinfection for the buildings water storage system was not available on site on day of inspection. Informed that DCC has this certificate	Facility Management to follow up with DCC on this issue

THEME 1 - MAINTENANCE

Number	Item		Comments/Remarks	Actions
65	Weekly log of maintenance check of full building completed and DCC notified of any issues	√	No issues	

THEME 1 - GOOD NEIGHBOURHOOD POLICY				
Number	Item		Comments/Remarks	Actions
66	Staff aware of responsibilities and Policy document available for review	√	No issues	
67	Evidence of managing issues arising available for review	√	No issues	

THEME 2 – Onsite Facilities, Operational Systems, Support Services, Staff				
Number	Item		Comments/Remarks	Actions
1	Housekeeping service in place	√	In house service No issues	
2	Names of all staff on site, and their roles.	√	No issues	
3	Cleaning products available to service users	N/A	In house staff responsible for all facility cleaning No issues	
4	Laundry facility available to service users	√	All laundry work is done by the in house staff No issues	
5	Sanitising schedule in place and records available	√	No issues	

THEME 2 – OPERATIONAL SYSTEMS				
Number	Item		Comments/Remarks	Actions
6	No. of available beds as per agreement with DCC	124	No issues	
7	No. of available beds today	Nil	No issues	
8	No. of service users booked in today	124	No issues	
9	No. of beds unavailable, have these been reported to the DRHE	Nil	No issues	
10	No. of no shows/vacancies today	Nil	No issues	

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11	No. of official complaints received on file and verified with DRHE	1	No issues	
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THEME 2 – OPERATIONAL SYSTEMS				
Number	Item		Comments/Remarks	Actions
12	Child Safeguarding Statement completed and displayed, where applicable.	N/A	No children on site No issues	
13	Facility Guidelines in place and appropriate for safe and reasonable running of the service	√	No issues	
14	Register of occupants in place and residents entry/exit tracked in an electronic record	√	Checking of in / out done by way of app No issues	
15	Complaints and feedback system in place	√	No issues	
16	Record available of bookings, no shows, final headcount and returns for previous day	√	No issues	
17	Vacancies returned within 24 hours at correct times	√	No issues	

THEME 2 – SUPPORT SERVICES				
Number	Item		Comments/Remarks	Actions
18	Room available for one-on-one appointments (nurse, housing officer, key workers etc.) where applicable.	√	Small canteen No issues	
19	Information on available times for all support services clearly displayed	√	No issues	

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THEME 2 – STAFF				
Number	Item		Comments/Remarks	Actions
20	All staff trained in:			
	<ul style="list-style-type: none"> • fire safety • Children first, where applicable (only required for Family PEA's at present) 	<p>√</p> <p>N/A</p>	<p>No issues</p> <p>No issues</p>	
21	Key staff trained in:			
	<ul style="list-style-type: none"> • Managing Challenging Behaviour Training (Eg: TCI, CPI, MAPA training) 	√	No issues	
	<ul style="list-style-type: none"> • Fire Warden, as a minimum a fire warden must be on the premises at all times 	√	No issues	
	<ul style="list-style-type: none"> • Suicide Awareness 	√	No issues	
	<ul style="list-style-type: none"> • Intercultural awareness 	√	No issues	
	<ul style="list-style-type: none"> • Equality & Diversity 	√	No issues	
	<ul style="list-style-type: none"> • Safeguarding Vulnerable Adults 	√	No issues	
	<ul style="list-style-type: none"> • Administering Naloxone/overdose treatment 	√	No issues	
<ul style="list-style-type: none"> • first aid 	√	No issues		
<ul style="list-style-type: none"> • A minimum of one staff member is available or are planning to undertake NFQ/QQI Level 5/6 in social care or equivalent discipline on duty 	√	No issues		

THEME 2 – STAFF				
Number	Item		Comments/Remarks	Actions
22	Staff easily identifiable with name badges in use	√	No issues	

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23	Staff well presented, informed and helpful	√	No issues	
24	Staff interaction with resident's professional and friendly	√	No issues	
25	Facility has a documented complaints policy and log	√	No issues	
26	Appropriate staff structure in place with a clearly identifiable person in charge (manager/supervisor) on site	√	No issues	

THEME 2 – FIRE SAFETY ON SITE AT TIME OF INSPECTION				
Number	Item		Comments/Remarks	Actions
27	Fire Alarm showing any faults	√	No issues	
28	Appropriate number of carbon monoxide alarms on site and operational	√	No gas appliances on site	
29	Sufficient levels of trained staff on site as required	√	No issues	
30	Emergency evacuation plan in place and staff are fully aware of their roles and responsibilities in the event of an emergency. Last time a fire drill was conducted	√	No issues 15/12/2022	
31	How often are fire drill conducted on site?	√	Quarterly No issues	
32	Are there adequate fire escape route finder plans in the property?	√	No issues	
33	Are all Fire Safety checks being conducted, as required by staff members, as required?	√	Fire Register in place No issues	
34	Are all fire extinguishers present and serviced up to date?	√	No issues Last serviced: 04/2022	

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35	Are all Life Safety Systems fully operational and functioning and service records up to date?	√	No issues	
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THEME 3 – H&S, Food Service and Infection Control				
Number	Item		Comments/Remarks	Actions
1	No. of service user incidents or accidents on site in previous month	1	Report kept by property	
2	No. of service user fatalities on site since last inspection	N/A	1st Inspection	
3	No. of incidents of domestic violence on site since last inspection	N/A	1st Inspection	

THEME 3 – H&S, Food Service and Infection Control				
Number	Item		Comments/Remarks	Actions
4	Correct procedure followed for critical incidents	√	No issues	
5	First aid box on site and fully stocked	√	No issues	
6	Naloxone on site and record of any administration of this intervention	√	No issues	
7	Defibrillator on site	√	No issues	
8	PPE in use by all staff	√	No issues	
9	Service users complying with any public health requirement or guidelines regarding any public health issues i.e. prevailing Covid -19 requirements/guidelines active at the time of inspection.	√	No issues	

THEME 3 – FOOD				
Number	Item		Comments/Remarks	Actions
10	No. of meals provided daily, and In compliance with Food Hygiene Legislation	124 X 3	Main meal delivered by catering company and residents heat up in microwave. No issues	
11	Drinking water available	√	No issues	
12	Dietary requirements catered for, allergens on display	√	No issues	
13	HACCP system in use and up to date	√	No issues	
14	Weekly and monthly menus available and in use	√	Weekly menus No issues	
15	Last EHO report available if applicable	√	No inspection to date	

THEME 3 – COVID				
Number	Item		Comments/Remarks	Actions
16	Daily symptoms check in place for staff	√	Self-declaration No issues	
17	Daily symptoms check in place for residents	√	Self-declaration No issues	
18	All staff familiar with procedure for dealing with symptoms in staff or resident	√	No issues	
19	All staff familiar with procedure for dealing with a confirmed positive in staff or resident	√	Covid – 19 response number displayed in office No issues	

3 Photos of Premises

Fire Extinguishers



Fire Panel

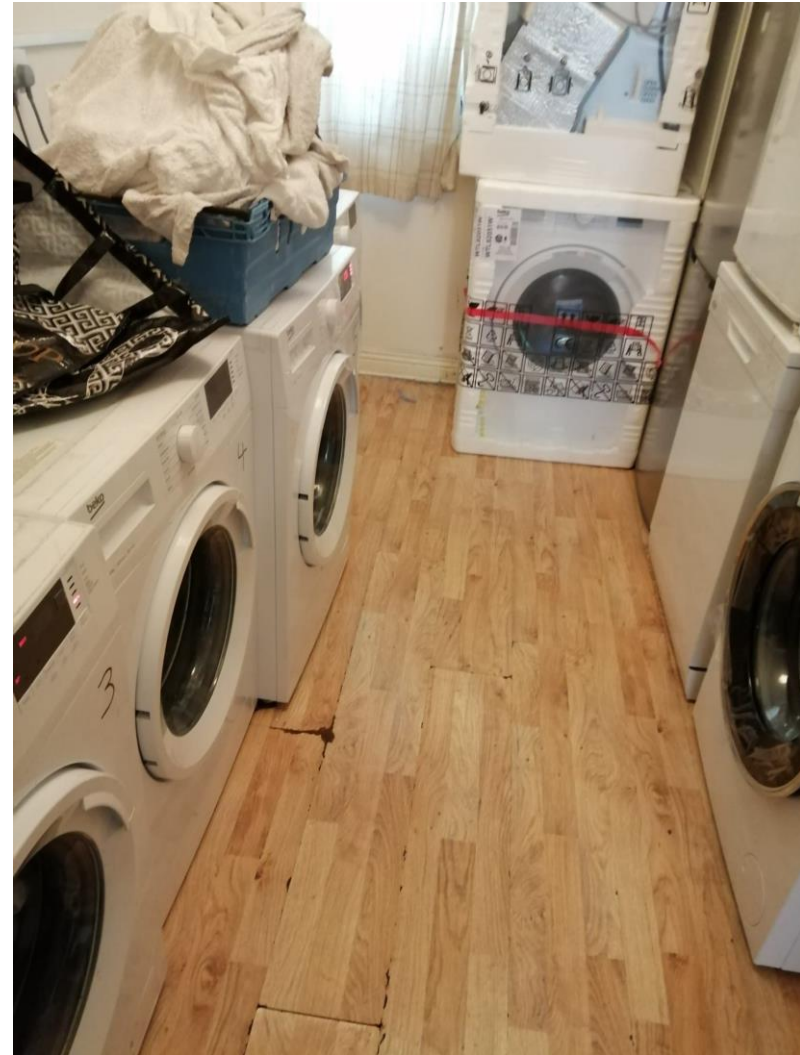


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Emergency Lighting



Laundry Facility



Bedroom



Kitchen





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4 Conclusions

4.1.1 Inspector Comments

Property 230103D08 is designated for males only, property is in very good condition.

There is a no alcohol / drugs policy in place. There are hourly welfare checks and a 15 minute welfare check where required.

4.1.2 Actions of Property

Actions from the site inspection that need to be addressed:

- Electrical Certificates were not available on site on day of inspection and informed that these certificates are with DCC.
- Annual Certificate of disinfection for the buildings water storage system was not available on site on day of inspection and informed that this certificate was with DCC.
- Emergency Lighting needs to be serviced.

4.1.3 Actions Concluded

- Electrical certs received 01/03/23
 - Electrician currently on site completing work for emergency lighting
 - There is no water tank onsite, property is on mains.
-



Comhairle Cathrach
Bhaile Átha Cliath
Dublin City Council

SITE INSPECTION REPORT

Property 230113D06

06th January 2023

Prepared by	Eamon O'Boyle and Associates
Date	14th June 2023
Version	23501 – 230113D06 – Final

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1 Introduction

1.1 Overview

Dublin City Council has engaged with Eamon O'Boyle and Associates establishing a multi-party framework for the delivery of Homeless Accommodation Inspection Service at centres within the Dublin Regional Homeless Executive Administrative area.

The Homeless Accommodation Inspection Service will encompass the following elements:

Building Standards

- Fire Safety
- Building compliance,
- CCTV,
- Ventilation,
- Heating and light,
- Wi-Fi
- and general building condition.

Onsite Facilities

- Housekeeping service
- Laundry
- Sanitising Service

Operational Systems

- Agreed availability of beds
- House guidelines in place
- Complaints and feedback system

Staff

- Staff Training
- Identifiable of staff
- Availability of suitably rostered Supervision

Health & Safety

- Fire Wardens on Duty
- First Aid resources in place

Food Service

- Inspection of Cooking Facilities
 - Assessing Quality of meals both from portion size and meeting expected dietary standards
 - Feedback System in place to facilitate capture of the views of the Residents in terms of portion sizes, quality of food and the variety of menu choices available. Getting up to date sample feedback from residents during the inspection.
 - HACCP Standards in place in available kitchens on-site
 - HACCP Standards in place where food is prepared / cooked off-site and delivered in.
-

1.2 Inspection Details

Inspector: B

Date: 06th January 2023

Property Description: Property 230113D06 caters for 12 male and female service users that are referred to this property which is appropriate to their stage of recovery.

There is a mixture of single and double rooms which are all ensuite. The rooms that are occupied by more than one, are spacious and partitioned to allow privacy.

Please see photos in section 3

1.3 EOBA'S Approach

The EOBA approach will operate as a unit which will identify the properties to be inspected in conjunction with the Contracting Authority. The service will be delivered by the conduct of inspections, liaison with the Contracting Authority, review of previous reports. Our service will be guided throughout by adherence with published codes and engineering analysis to ensure properties are compatible with the requirements of the Contracting Authority.

EOBA understands the objectives of the Framework ensures the following

- Provision of inspection regime that provides an assurance to the Contracting Authority and the residents of compliance with standards
- Provision of timely reports that identify good practice and deficiencies with actions to ensure timely remedy

1.4 EOBA's Methodology

Inspections are undertaken by a multi-disciplined team.

This is to ensure:

- Ensure consistency of reports
 - standardisation of the inspection regime
 - enable comparisons between consecutive reports
 - provides transparency to assure impartiality for property owners
-

2 Site Inspection Checklist

Inspection Checklist

Property: 230113D06

Date: 06th January 2023

Inspector: B

THEME 1 – BUILDING STANDARDS				
Number	Item		Comments/Remarks	Actions
1	Overall condition of the premises	Excellent	No Issues	
2	Overall atmosphere	Very Good	No Issues	
3	Thermostatically controlled heating	✓	No Issues	
4	CCTV in common areas	✓	No Issues	
5	Pest control policy in place	✓	No Issues	

THEME 1 – EXTERIOR OF BUILDING				
Number	Item		Comments/Remarks	Actions
6	Condition of exterior of building	Very Good	No Issues	
7	Streetscape clean and free from rubbish	✓	No Issues	
8	Regular outside checks	✓	No Issues	
9	External CCTV in place	✓	No Issues	
10	External items for repair	X	No Issues	

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THEME 1 – COMMON AREAS – Reception, Corridors, Stairwells				
Number	Item		Comments/Remarks	Actions
11	Condition of communal areas	✓	No Issues	
12	Condition of floor and wall finishes	✓	No Issues	
13	Internal CCTV available	✓	No Issues	
14	Appropriate lighting and fixtures	✓	No Issues	
15	Passive ventilation in bedrooms	✓	3 types of windows throughout. Additional layer of insulation on windows to front of building as they are a protected feature.	
16	Any internal repairs required	x	No Issues	
17	All egress exits free from obstacles	✓	No Issues	

THEME 1 – BEDROOMS				
Number	Item		Comments/Remarks	Actions
18	Appropriate number of people assigned to each room	✓	3 x double occupancy rooms and 6 single occupancy rooms	
19	No. of rooms decommissioned because of maintenance issues, why and for how long	0	No Issues	
20	Furnishings (including beds) fit for purpose and in good repair	✓	No Issues	
21	Mattresses must be washable and breathable type i.e. hospital type mattress	✓	No Issues	
22	Televisions provided in rooms with reasonable choice channels available for the client base being accommodated.	X	Not provided	
23	Free Wi-Fi available	✓	No Issues	

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24	Automatically locking Window restrictors and passive ventilation in all bedrooms	✓	No Issues	
25	Number of DAC bedrooms per facility	0	No DAV Bedrooms	
26	Any breakages noted generally	✓	3rd Floor dormer bedroom has what appears to be water damage to plaster and has dried out. There is no mould, smell or dampness apparent.	It has been raised with the organisations Facilities Management

THEME 1 – BATHROOMS				
Number	Item		Comments/Remarks	Actions
27	Number of bathrooms shared	3	All bathrooms are ensuite to bedrooms; 3 of these being double occupancy.	
28	Number of DAC bathrooms per facility	0	No DAC Bathrooms	
29	Wall finishing's and floors clean and in good repair with no sign of mould	✓	No Issues	
30	Shower, toilet and sink in good repair and in working order (hot and cold water)	✓	No Issues	
31	Openable window and/or mechanical ventilation in place	✓	No Issues	
32	Heat source present in the bathroom i.e radiator, heated towel rail or Bathroom Fan Heater.	✓	No Issues	
33	Any breakages	X	No Issues	

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THEME 1 – LAUNDRY				
Number	Item		Comments/Remarks	Actions
34	Suitable Laundry facilities available on site and all equipment confirmed in working order	✓	No Issues	
35	Roster or straightforward system for access in place for all residents	NA	No Issues	
36	CCTV in place in the laundry area	✓	No Issues	
37	Sufficient numbers of washers and dryers available.	✓	No Issues	
38	Any repair issues	X	No Issues	

THEME 1 - SMOKING AREA				
Number	Item		Comments/Remarks	Actions
39	Smoking area available within the building or area assigned close to the building	✓	No Issues	
40	CCTV in place to cover the area/area monitored	✓	No Issues	

THEME 1 - COMMERCIAL KITCHEN/FOOD SERVICE AREA				
Number	Item		Comments/Remarks	Actions
41	Kitchen and storage areas clean and in good repair	N/A	No Issues	
42	Furniture and floor/wall finishing's suitable and in good repair	N/A	No Issues	
43	Lighting bright and fittings in good repair	N/A	No Issues	
44	CCTV in place to cover the area/area monitored	N/A	No Issues	

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45	Cleaning schedule in place in compliance with HACCP guidelines	N/A	No Issues	
46	Most recent EHO inspection report available if applicable	N/A	No Issues	

THEME 1 - DOMESTIC KITCHENS/TRAINING KITCHENS				
Number	Item		Comments/Remarks	Actions
47	Kitchen and storage areas clean and in good repair	✓	No Issues	
48	Furniture and floor/wall finishing's suitable and in good repair	✓	No Issues	
49	Lighting bright and fittings in good repair	✓	No Issues	
50	CCTV in place to cover the area/area monitored	✓	No Issues	
51	Cleaning schedule in place in compliance with HACCP guidelines	✓	No Issues	
52	Most recent EHO inspection report available if applicable	N/A	No Issues	
53	Suitable utensils and cookware available	✓	No Issues	
54	Dishwasher/s available	✓	No Issues	
55	Any breakages noted generally	X	No Issues	
56	Bin storage facilities - is it safe and appropriate	✓	No Issues	

THEME 1 - FIRE COMPLIANCE				
Number	Item		Comments/Remarks	Actions
57	Fire log in place and all relevant information is recorded.	✓	No Issues	

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58	Fire alarm, emergency lighting serviced and in working order and periodic inspection certs up to date (Quarterly) and recorded in the Fire Register	✓	No Issues	
59	Fire equipment serviced and in working order and periodic inspection certs up to date (Annually) and recorded in the Fire Register	✓	No Issues	
60	Fire drill done in the last Quarter and date	31/12/22	No Issues	
61	Personal Emergency Evacuation Plan in place and all staff aware of the procedure	✓	No Issues	
62	Gas service records ex. RGI Cert	X	Certs not available for review	With the main office
63	Electrical certificates up to date	X	Certs not available for review	With the main office

THEME 1 - WATER TANKS				
Number	Item		Comments/Remarks	Actions
64	Cleaning and service schedule for water tanks in place and up to date Annual Certificate of disinfection for the buildings water storage system inclusive of any storage tanks and pipework	X	Certs not available for review	With the main office

THEME 1 – MAINTENANCE				
Number	Item		Comments/Remarks	Actions
65	Weekly log of maintenance check of full building completed and DCC notified of any issues	✓	No Issues	

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THEME 1 - GOOD NEIGHBOURHOOD POLICY				
Number	Item		Comments/Remarks	Actions
66	Staff aware of responsibilities and Policy document available for review	✓	No Issues	
67	Evidence of managing issues arising available for review	X	No Issues	

THEME 2 – Onsite Facilities, Operational Systems, Support Services, Staff				
Number	Item		Comments/Remarks	Actions
1	Housekeeping service in place	✓	Service Users and staff work cleaning schedule.	
2	Names of all staff on site, and their roles.	✓	No Issues	
3	Cleaning products available to service users	✓	No Issues	
4	Laundry facility available to service users	✓	No Issues	
5	Sanitising schedule in place and records available	✓	No Issues	

THEME 2 – OPERATIONAL SYSTEMS				
Number	Item		Comments/Remarks	Actions
6	No. of available beds as per agreement with DCC	12	No Issues	
7	No. of available beds today	12	No Issues	
8	No. of service users booked in today	12	No Issues	
9	No. of beds unavailable, have these been reported to the DRHE	0	No Issues	

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10	No. of no shows/vacancies today	0	No Issues	
11	No. of official complaints received on file and verified with DRHE	0	No Issues	

THEME 2 – OPERATIONAL SYSTEMS				
Number	Item		Comments/Remarks	Actions
12	Child Safeguarding Statement completed and displayed, where applicable.	✓	No Issues	
13	Facility Guidelines in place and appropriate for safe and reasonable running of the service	✓	No Issues	
14	Register of occupants in place and residents entry/exit tracked in an electronic record	✓	Manual Checks	
15	Complaints and feedback system in place	✓	No Issues	
16	Record available of bookings, no shows, final headcount and returns for previous day	✓	There is a referral system in place in this facility.	
17	Vacancies returned within 24 hours at correct times	✓	There is a referral system in place in this facility.	

THEME 2 – SUPPORT SERVICES				
Number	Item		Comments/Remarks	Actions
18	Room available for one-on-one appointments (nurse, housing officer, key workers etc.) where applicable.	✓	No Issues	
19	Information on available times	✓	No Issues	

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	for all support services clearly displayed			
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THEME 2 – STAFF				
Number	Item		Comments/Remarks	Actions
20	All staff trained in: <ul style="list-style-type: none"> • fire safety • Children first, where applicable (only required for Family PEA's at present) 	✓ ✓	No Issues	
21	Key staff trained in: <ul style="list-style-type: none"> • Managing Challenging Behaviour Training (Eg: TCI, CPI, MAPA training) • Fire Warden, as a minimum a fire warden must be on the premises at all times • Suicide Awareness • Intercultural awareness • Equality & Diversity • Safeguarding Vulnerable Adults • Administering Naloxone/overdose treatment • first aid • A minimum of one staff member is available or are planning to undertake NFQ/QQI Level 5/6 in social care or equivalent discipline on duty 	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	No Issues	

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THEME 2 – STAFF				
Number	Item		Comments/Remarks	Actions
22	Staff easily identifiable with name badges in use	✓	Not appropriate in this setting.	
23	Staff well presented, informed and helpful	✓	No Issues	
24	Staff interaction with residents professional and friendly	✓	No Issues	
25	Facility has a documented complaints policy and log	✓	No Issues	
26	Appropriate staff structure in place with a clearly identifiable person in charge (manager/supervisor) on site	✓	No Issues	

THEME 2 – FIRE SAFETY ON SITE AT TIME OF INSPECTION				
Number	Item		Comments/Remarks	Actions
27	Fire Alarm showing any faults	✓	No Issues	
28	Appropriate number of carbon monoxide alarms on site and operational	✓	No Issues	
29	Sufficient levels of trained staff on site as required	✓	No Issues	
30	Emergency evacuation plan in place and staff are fully aware of their roles and responsibilities in the event of an emergency. Last time a fire drill was conducted	✓	No Issues	
		31/12/22		
31	How often are fire drill conducted on site?	Monthly	No Issues	

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32	Are there adequate fire escape route finder plans in the property?	✓	No Issues	
33	Are all Fire Safety checks being conducted, as required by staff members, as required?	✓	No Issues	
34	Are all fire extinguishers present and serviced up to date?	✓	No Issues	
35	Are all Life Safety Systems fully operational and functioning and service records up to date?	✓	No Issues	

THEME 3 – H&S, Food Service and Infection Control				
Number	Item		Comments/Remarks	Actions
1	No. of service user incidents or accidents on site in previous month	0	No Issues	
2	No. of service user fatalities on site since last inspection	0	No Issues	
3	No. of incidents of domestic violence on site since last inspection	0	No Issues	

THEME 3 – H&S, Food Service and Infection Control				
Number	Item		Comments/Remarks	Actions
4	Correct procedure followed for critical incidents	✓	No Issues	
5	First aid box on site and fully stocked	✓	No Issues	
6	Naloxone on site and record of any administration of this intervention	✓	No Issues	
7	Defibrillator on site	✓	No Issues	
8	PPE in use by all staff	N/A	No Issues	

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9	Service users complying with any public health requirement or guidelines regarding any public health issues i.e. prevailing Covid -19 requirements/guidelines active at the time of inspection.	✓	No Issues	
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THEME 3 – FOOD				
Number	Item		Comments/Remarks	Actions
10	No. of meals provided daily, and In compliance with Food Hygiene Legislation	0	No Issues	
11	Drinking water available	✓	No Issues	
12	Dietary requirements catered for, allergens on display	N/A	No Issues	
13	HACCP system in use and up to date	✓	No Issues	
14	Weekly and monthly menus available and in use	N/A	No Issues	
15	Last EHO report available if applicable	N/A	No Issues	

THEME 3 – COVID				
Number	Item		Comments/Remarks	Actions
16	Daily symptoms check in place for staff	N/A	No Issues	
17	Daily symptoms check in place for residents	N/A	No Issues	
18	All staff familiar with procedure for dealing with symptoms in staff or resident	✓	No Issues	



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19	All staff familiar with procedure for dealing with a confirmed positive in staff or resident	✓	No Issues	
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3 Photos of Premises

Fire Alarm Panel



Fire Extinguishers





Defibrillator



Bedroom



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Laundry Facilities



Communal Area



4 Conclusions

4.1.1 Inspector Comments

Property 230112D06 is extremely well maintained, furnished and comfortable. There are a number of types of windows some of which have been adapted to protect certain listed features of the building.

Certification will need to be verified as it is held at the main office.

Service users provide their own meals and there is a domestic kitchen available to them. This facility appears to be well run with service users at its centre.

4.1.2 Actions of Property

Actions from the site inspection that need to be addressed:

- Annual Cert of disinfection for the buildings water storage system to be provided for verification.
- Gas service records to be provided for verification.
- Electrical certs to be provided for verification (ETCI, REKI)
- 3rd Floor dormer bedroom has what appears to be water damage.

4.1.3 Actions Concluded

- Water and electric cert has been provided, the service provider is currently working on providing the gas service cert, this will be provided by the end of quarter 3 2023.
 - Bedroom water damage has been addressed and fixed
-



Comhairle Cathrach
Bhaile Átha Cliath
Dublin City Council

SITE INSPECTION REPORT

Property 230104D01

14th January 2023

Prepared by	Eamon O'Boyle and Associates
Date	15 th June 2023
Version	23501 – 230104D01 - Final

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1 Introduction

1.1 Overview

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The Homeless Accommodation Inspection Service will encompass the following elements:

Building Standards

- Fire Safety
- Building compliance,
- CCTV,
- Ventilation,
- Heating and light,
- Wi-Fi
- and general building condition.

Onsite Facilities

- Housekeeping service
- Laundry
- Sanitising Service

Operational Systems

- Agreed availability of beds
- House guidelines in place
- Complaints and feedback system

Staff

- Staff Training
- Identifiable of staff
- Availability of suitably rostered Supervision

Health & Safety

- Fire Wardens on Duty
- First Aid resources in place

Food Service

- Inspection of Cooking Facilities
 - Assessing Quality of meals both from portion size and meeting expected dietary standards
 - Feedback System in place to facilitate capture of the views of the Residents in terms of portion sizes, quality of food and the variety of menu choices available. Getting up to date sample feedback from residents during the inspection.
 - HACCP Standards in place in available kitchens on-site
 - HACCP Standards in place where food is prepared / cooked off-site and delivered in.
-

23501 PROPERTY 230104D01

1.2 Inspection Details

Inspector: C

Date: 14th January 2023

Property Description: Property 230104D01 is a two storey over a basement in very good condition, recently refurbished to high standard.

Please see photos in section 3

1.3 EOBA'S Approach

The EOBA approach will operate as a unit which will identify the properties to be inspected in conjunction with the Contracting Authority. The service will be delivered by the conduct of inspections, liaison with the Contracting Authority, review of previous reports. Our service will be guided throughout by adherence with published codes and engineering analysis to ensure properties are compatible with the requirements of the Contracting Authority.

EOBA understands the objectives of the Framework ensures the following

- Provision of inspection regime that provides an assurance to the Contracting Authority and the residents of compliance with standards
- Provision of timely reports that identify good practice and deficiencies with actions to ensure timely remedy

1.4 EOBA's Methodology

Inspections are undertaken by a multi-disciplined team.

This is to ensure:

- Ensure consistency of reports
 - standardisation of the inspection regime
 - enable comparisons between consecutive reports
 - provides transparency to assure impartiality for property owners
-

23501 PROPERTY 230104D01

2 Site Inspection Checklist

Inspection Checklist

Property: 230104D01

Date: 14th January 2023

Inspector: C

THEME 1 – BUILDING STANDARDS				
Number	Item		Comments/Remarks	Actions
1	Overall condition of the premises	✓	Good condition	
2	Overall atmosphere	✓	No Issues	
3	Thermostatically controlled heating	✓	No Issues	
4	CCTV in common areas	✓	No Issues	
5	Pest control policy in place	✓	No Issues	

THEME 1 – EXTERIOR OF BUILDING				
Number	Item		Comments/Remarks	Actions
6	Condition of exterior of building	✓	No Issues	
7	Streetscape clean and free from rubbish	✓	No Issues	
8	Regular outside checks	✓	No Issues	
9	External CCTV in place	✓	No Issues	
10	External items for repair	x	No Issues	

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THEME 1 – COMMON AREAS – Reception, Corridors, Stairwells				
Number	Item		Comments/Remarks	Actions
11	Condition of communal areas	✓	No Issues	
12	Condition of floor and wall finishes	✓	No Issues	
13	Internal CCTV available	✓	No Issues	
14	Appropriate lighting and fixtures	✓	No Issues	
15	Passive ventilation in bedrooms	✓	No Issues	
16	Any internal repairs required	None	No Issues	
17	All egress exits free from obstacles	✓	No Issues	

THEME 1 – BEDROOMS				
Number	Item		Comments/Remarks	Actions
18	Appropriate number of people assigned to each room	✓	No Issues	
19	No. of rooms decommissioned because of maintenance issues, why and for how long	0	No Issues	
20	Furnishings (including beds) fit for purpose and in good repair	✓	No Issues	
21	Mattresses must be washable and breathable type i.e. hospital type mattress	✓	No Issues	
22	Televisions provided in rooms with reasonable choice channels available for the client base being accommodated.	✓	No Issues	
23	Free Wi-Fi available	✓	No Issues	
24	Automatically locking Window restrictors and passive ventilation in all bedrooms	✓	No Issues	

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25	Number of DAC bedrooms per facility	0	No Issues	
26	Any breakages noted generally	x	No Issues	

THEME 1 – BATHROOMS				
Number	Item		Comments/Remarks	Actions
27	Number of bathrooms shared	✓	No Issues	
28	Number of DAC bathrooms per facility	0	No Issues	
29	Wall finishing's and floors clean and in good repair with no sign of mould	✓	No Issues	
30	Shower, toilet and sink in good repair and in working order (hot and cold water)	✓	No Issues	
31	Openable window and/or mechanical ventilation in place	✓	No Issues	
32	Heat source present in the bathroom i.e radiator, heated towel rail or Bathroom Fan Heater.	✓	No Issues	
33	Any breakages	0	No Issues	

THEME 1 – LAUNDRY				
Number	Item		Comments/Remarks	Actions
34	Suitable Laundry facilities available on site and all equipment confirmed in working order	✓	Laundry Area used for storage of resident's possessions	Find other Location
35	Roster or straightforward system for access in place for all residents	✓	No Issues	
36	CCTV in place in the laundry area	✓	No Issues	

23501 PROPERTY 230104D01

37	Sufficient numbers of washers and dryers available.	✓	No Issues	
38	Any repair issues	0	No Issues	

THEME 1 - SMOKING AREA				
Number	Item		Comments/Remarks	Actions
39	Smoking area available within the building or area assigned close to the building	✓	No Issues	
40	CCTV in place to cover the area/area monitored	✓	No Issues	

THEME 1 - COMMERCIAL KITCHEN/FOOD SERVICE AREA				
Number	Item		Comments/Remarks	Actions
41	Kitchen and storage areas clean and in good repair	✓	No Issues	
42	Furniture and floor/wall finishing's suitable and in good repair	✓	No Issues	
43	Lighting bright and fittings in good repair	✓	No Issues	
44	CCTV in place to cover the area/area monitored	✓	No Issues	
45	Cleaning schedule in place in compliance with HACCP guidelines	✓	No Issues	
46	Most recent EHOinspection report available if applicable	None	No Issues	

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THEME 1 - DOMESTIC KITCHENS/TRAINING KITCHENS				
Number	Item		Comments/Remarks	Actions
47	Kitchen and storage areas clean and in good repair	✓	No Issues	
48	Furniture and floor/wall finishing's suitable and in good repair	✓	No Issues	
49	Lighting bright and fittings in good repair	✓	No Issues	
50	CCTV in place to cover the area/area monitored	✓	No Issues	
51	Cleaning schedule in place in compliance with HACCP guidelines	✓	No Issues	
52	Most recent EHO inspection report available if applicable	None	No Issues	
53	Suitable utensils and cookware available	✓	No Issues	
54	Dishwasher/s available	✓	No Issues	
55	Any breakages noted generally	None	No Issues	
56	Bin storage facilities - is it safe and appropriate	✓	No Issues	

THEME 1 - FIRE COMPLIANCE				
Number	Item		Comments/Remarks	Actions
57	Fire log in place and all relevant information is recorded.	✓	No Issues	
58	Fire alarm, emergency lighting serviced and in working order and periodic inspection certs up to date (Quarterly) and recorded in the Fire Register	✓	No Issues	

23501 PROPERTY 230104D01

59	Fire equipment serviced and in working order and periodic inspection certs up to date (Annually) and recorded in the Fire Register	✓	No Issues	
60	Fire drill done in the last Quarter and date	✓	26/12/22 Monthly Drill	
61	Personal Emergency Evacuation Plan in place and all staff aware of the procedure	✓	No Issues	
62	Gas service records ex. RGI Cert	x	Not Available for Inspection Kept In head office	Verify
63	Electrical certificates up to date	x	Not Available for Inspection Kept In head office	Verify

THEME 1 - WATER TANKS				
Number	Item		Comments/Remarks	Actions
64	Cleaning and service schedule for water tanks in place and up to date Annual Certificate of disinfection for the buildings water storage system inclusive of any storage tanks and pipework	x	Not Available for Inspection Kept In head office	Verify

THEME 1 - MAINTENANCE				
Number	Item		Comments/Remarks	Actions
65	Weekly log of maintenance check of full building completed and DCC notified of any issues	✓	No Issues	

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THEME 1 - GOOD NEIGHBOURHOOD POLICY				
Number	Item		Comments/Remarks	Actions
66	Staff aware of responsibilities and Policy document available for review	✓	No Issues	
67	Evidence of managing issues arising available for review	✓	Yes, in a diary	

THEME 2 – Onsite Facilities, Operational Systems, Support Services, Staff				
Number	Item		Comments/Remarks	Actions
1	Housekeeping service in place	✓	Inhouse	
2	Names of all staff on site, and their roles.	✓	No Issues	
3	Cleaning products available to service users	✓	No Issues	
4	Laundry facility available to service users	✓	No Issues	
5	Sanitising schedule in place and records available	✓	No Issues	

THEME 2 – OPERATIONAL SYSTEMS				
Number	Item		Comments/Remarks	Actions
6	No. of available beds as per agreement with DCC	41	No Issues	
7	No. of available beds today	0	No Issues	
8	No. of service users booked in today	41	No Issues	
9	No. of beds unavailable, have these been reported to the DRHE	0	No Issues	

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10	No. of no shows/vacancies today	0	No Issues	
11	No. of official complaints received on file and verified with DRHE	0	No Issues	

THEME 2 – OPERATIONAL SYSTEMS				
Number	Item		Comments/Remarks	Actions
12	Child Safeguarding Statement completed and displayed, where applicable.	x	N/A	
13	Facility Guidelines in place and appropriate for safe and reasonable running of the service	✓	No Issues	
14	Register of occupants in place and residents entry/exit tracked in an electronic record	✓	No Issues	
15	Complaints and feedback system in place	✓	No Issues	
16	Record available of bookings, no shows, final headcount and returns for previous day	✓	No Issues	
17	Vacancies returned within 24 hours at correct times	✓	No Issues	

THEME 2 – SUPPORT SERVICES				
Number	Item		Comments/Remarks	Actions
18	Room available for one-on-one appointments (nurse, housing officer, key workers etc.) where applicable.	✓	No Issues	
19	Information on available times	✓	No Issues	

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	for all support services clearly displayed			
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THEME 2 – STAFF				
Number	Item		Comments/Remarks	Actions
20	All staff trained in: <ul style="list-style-type: none"> • fire safety • Children first, where applicable (only required for Family PEA's at present) 	✓ ✓	No Issues	
21	Key staff trained in: <ul style="list-style-type: none"> • Managing Challenging Behaviour Training (Eg: TCI, CPI, MAPA training) • Fire Warden, as a minimum a fire warden must be on the premises at all times • Suicide Awareness • Intercultural awareness • Equality & Diversity • Safeguarding Vulnerable Adults • Administering Naloxone/overdose treatment • first aid • A minimum of one staff member is available or are planning to undertake NFQ/QQI Level 5/6 in social care or equivalent discipline on duty 	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	No Issues	

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THEME 2 – STAFF				
Number	Item		Comments/Remarks	Actions
22	Staff easily identifiable with name badges in use	✓	No Issues	
23	Staff well presented, informed and helpful	✓	No Issues	
24	Staff interaction with resident's professional and friendly	✓	No Issues	
25	Facility has a documented complaints policy and log	✓	No Issues	
26	Appropriate staff structure in place with a clearly identifiable person in charge (manager/supervisor) on site	✓	No Issues	

THEME 2 – FIRE SAFETY ON SITE AT TIME OF INSPECTION				
Number	Item		Comments/Remarks	Actions
27	Fire Alarm showing any faults	No	No Issues	
28	Appropriate number of carbon monoxide alarms on site and operational	✓	No Issues	
29	Sufficient levels of trained staff on site as required	✓	No Issues	
30	Emergency evacuation plan in place and staff are fully aware of their roles and responsibilities in the event of an emergency. Last time a fire drill was conducted	✓	No Issues	

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		26/12/22		
31	How often are fire drill conducted on site?	✓	Monthly	
32	Are there adequate fire escape route finder plans in the property?	✓	No Issues	
33	Are all Fire Safety checks being conducted, as required by staff members, as required?	✓	No Issues	
34	Are all fire extinguishers present and serviced up to date?	✓	No Issues	
35	Are all Life Safety Systems fully operational and functioning and service records up to date?	✓	No Issues	

THEME 3 – H&S, Food Service and Infection Control				
Number	Item		Comments/Remarks	Actions
1	No. of service user incidents or accidents on site in previous month	0	Incident Report Form used for Serious Incidents	
2	No. of service user fatalities on site since last inspection	0	No Issues	
3	No. of incidents of domestic violence on site since last inspection	0	No Issues	

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THEME 3 – H&S, Food Service and Infection Control				
Number	Item		Comments/Remarks	Actions
4	Correct procedure followed for critical incidents	✓	No Issues	
5	First aid box on site and fully stocked	✓	No Issues	
6	Naloxone on site and record of any administration of this intervention	✓	No Issues	
7	Defibrillator on site	✓	No Issues	
8	PPE in use by all staff	✓	No Issues	
9	Service users complying with any public health requirement or guidelines regarding any public health issues i.e. prevailing Covid -19 requirements/guidelines active at the time of inspection.	✓	No Issues	

THEME 3 – FOOD				
Number	Item		Comments/Remarks	Actions
10	No. of meals provided daily, and In compliance with Food Hygiene Legislation	2	No Issues	
11	Drinking water available	✓	No Issues	
12	Dietary requirements catered for, allergens on display	✓	No Issues	
13	HACCP system in use and up to date	✓	No Issues	



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14	Weekly and monthly menus available and in use	✓	No Issues	
15	Last EHO report available if applicable	None	No Issues	

THEME 3 – COVID				
Number	Item		Comments/Remarks	Actions
16	Daily symptoms check in place for staff	✓	No Issues	
17	Daily symptoms check in place for residents	✓	No Issues	
18	All staff familiar with procedure for dealing with symptoms in staff or resident	✓	No Issues	
19	All staff familiar with procedure for dealing with a confirmed positive in staff or resident	✓	No Issues	

23501 PROPERTY 230104D01

3 Photos of Premises

Fire Panel



Fire Extinguishers



23501 PROPERTY 230104D01

Notice Board



Kitchen Area





23501 PROPERTY 230104D01

4 Conclusions

4.1.1 Inspector Comments

Property 230104D01 is a two storey over basement in very good condition, recently refurbished to high standard. Compliant in all areas, all documentation in order and up to date, some to verify. Occupancy single males. Run by well experienced management and staff.

4.1.2 Actions of Property

Actions from the site inspection that need to be addressed:

- Laundry Area used for storage of resident's possessions - To be moved to different location
- Gas service records to be provided for verification
- Electrical certs to be provided for verification
- Annual Cert of disinfection for the buildings water storage system to be provided for verification

4.1.3 Actions Concluded

- All outstanding certs have been provided
 - Resident storage has been moved to another location and laundry area is now clear
-



Comhairle Cathrach
Bhaile Átha Cliath
Dublin City Council

SITE INSPECTION REPORT

Property 230105D01

14th January 2023

Prepared by	Eamon O'Boyle and Associates
Date	15th June 2023
Reference	23501-230105D01-Final

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1 Introduction

1.1 Overview

Dublin City Council has engaged with Eamon O'Boyle and Associates establishing a multi-party framework for the delivery of Homeless Accommodation Inspection Service at centres within the Dublin Regional Homeless Executive Administrative area.

The Homeless Accommodation Inspection Service will encompass the following elements:

Building Standards

- Fire Safety
- Building compliance,
- CCTV,
- Ventilation,
- Heating and light,
- Wi-Fi
- and general building condition.

Onsite Facilities

- Housekeeping service
- Laundry
- Sanitising Service

Operational Systems

- Agreed availability of beds
- House guidelines in place
- Complaints and feedback system

Staff

- Staff Training
- Identifiable of staff
- Availability of suitably rostered Supervision

Health & Safety

- Fire Wardens on Duty
- First Aid resources in place

Food Service

- Inspection of Cooking Facilities
 - Assessing Quality of meals both from portion size and meeting expected dietary standards
 - Feedback System in place to facilitate capture of the views of the Residents in terms of portion sizes, quality of food and the variety of menu choices available. Getting up to date sample feedback from residents during the inspection.
 - HACCP Standards in place in available kitchens on-site
 - HACCP Standards in place where food is prepared / cooked off-site and delivered in.
-

23501 PROPERTY 230105D01

1.2 Inspection Details

Inspector: C

Date: 14th January 2023

Property Description: Property 230105D01 is a three storey over a basement in very good condition, recently refurbished to high standard.

Please see photos in section 3

1.3 EOBA'S Approach

The EOBA approach will operate as a unit which will identify the properties to be inspected in conjunction with the Contracting Authority. The service will be delivered by the conduct of inspections, liaison with the Contracting Authority, review of previous reports. Our service will be guided throughout by adherence with published codes and engineering analysis to ensure properties are compatible with the requirements of the Contracting Authority.

EOBA understands the objectives of the Framework ensures the following

- Provision of inspection regime that provides an assurance to the Contracting Authority and the residents of compliance with standards
- Provision of timely reports that identify good practice and deficiencies with actions to ensure timely remedy

1.4 EOBA's Methodology

Inspections are undertaken by a multi-disciplined team.

This is to ensure:

- Ensure consistency of reports
 - standardisation of the inspection regime
 - enable comparisons between consecutive reports
 - provides transparency to assure impartiality for property owners
-

23501 PROPERTY 230105D01

2 Site Inspection Checklist

Inspection Checklist

Property: 230105D01

Date: 14th January 2023

Inspector: C

THEME 1 – BUILDING STANDARDS				
Number	Item		Comments/Remarks	Actions
1	Overall condition of the premises	✓	Good condition	
2	Overall atmosphere	✓	No Issues	
3	Thermostatically controlled heating	✓	No Issues	
4	CCTV in common areas	✓	No Issues	
5	Pest control policy in place	✓	No Issues	

THEME 1 – EXTERIOR OF BUILDING				
Number	Item		Comments/Remarks	Actions
6	Condition of exterior of building	✓	No Issues	
7	Streetscape clean and free from rubbish	✓	No Issues	
8	Regular outside checks	✓	No Issues	
9	External CCTV in place	✓	No Issues	
10	External items for repair	✓	No Issues	

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THEME 1 – COMMON AREAS – Reception, Corridors, Stairwells				
Number	Item		Comments/Remarks	Actions
11	Condition of communal areas	✓	No Issues	
12	Condition of floor and wall finishes	✓	No Issues	
13	Internal CCTV available	✓	No Issues	
14	Appropriate lighting and fixtures	✓	No Issues	
15	Passive ventilation in bedrooms	✓	No Issues	
16	Any internal repairs required	X	No Issues	
17	All egress exits free from obstacles	✓	No Issues	

THEME 1 – BEDROOMS				
Number	Item		Comments/Remarks	Actions
18	Appropriate number of people assigned to each room	✓	No Issues	
19	No. of rooms decommissioned because of maintenance issues, why and for how long	0	No Issues	
20	Furnishings (including beds) fit for purpose and in good repair	✓	No Issues	
21	Mattresses must be washable and breathable type i.e. hospital type mattress	✓	No Issues	
22	Televisions provided in rooms with reasonable choice channels available for the client base being accommodated.	✓	No Issues	
23	Free Wi-Fi available	✓	No Issues	
24	Automatically locking Window restrictors and passive ventilation in all bedrooms	✓	No Issues	

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25	Number of DAC bedrooms per facility	0	No Issues	
26	Any breakages noted generally	x	No Issues	

THEME 1 – BATHROOMS				
Number	Item		Comments/Remarks	Actions
27	Number of bathrooms shared	1	No Issues	
28	Number of DAC bathrooms per facility	0	No Issues	
29	Wall finishing's and floors clean and in good repair with no sign of mould	✓	No Issues	
30	Shower, toilet and sink in good repair and in working order (hot and cold water)	✓	No Issues	
31	Openable window and/or mechanical ventilation in place	✓	No Issues	
32	Heat source present in the bathroom i.e radiator, heated towel rail or Bathroom Fan Heater.	✓	No Issues	
33	Any breakages	0	No Issues	

THEME 1 – LAUNDRY				
Number	Item		Comments/Remarks	Actions
34	Suitable Laundry facilities available on site and all equipment confirmed in working order	✓	Laundry Area used for storage of resident's possessions	Find other Location
35	Roster or straightforward system for access in place for all residents	✓	No Issues	
36	CCTV in place in the laundry area	✓	No Issues	

23501 PROPERTY 230105D01

37	Sufficient numbers of washers and dryers available.	✓	No Issues	
38	Any repair issues	0	No Issues	

THEME 1 - SMOKING AREA				
Number	Item		Comments/Remarks	Actions
39	Smoking area available within the building or area assigned close to the building	✓	No Issues	
40	CCTV in place to cover the area/area monitored	✓	No Issues	

THEME 1 - COMMERCIAL KITCHEN/FOOD SERVICE AREA				
Number	Item		Comments/Remarks	Actions
41	Kitchen and storage areas clean and in good repair	✓	No Issues	
42	Furniture and floor/wall finishing's suitable and in good repair	✓	No Issues	
43	Lighting bright and fittings in good repair	✓	No Issues	
44	CCTV in place to cover the area/area monitored	✓	No Issues	
45	Cleaning schedule in place in compliance with HACCP guidelines	✓	No Issues	
46	Most recent EHO inspection report available if applicable	None	No Issues	

23501 PROPERTY 230105D01

THEME 1 - DOMESTIC KITCHENS/TRAINING KITCHENS				
Number	Item		Comments/Remarks	Actions
47	Kitchen and storage areas clean and in good repair	✓	No Issues	
48	Furniture and floor/wall finishing's suitable and in good repair	✓	No Issues	
49	Lighting bright and fittings in good repair	✓	No Issues	
50	CCTV in place to cover the area/area monitored	✓	No Issues	
51	Cleaning schedule in place in compliance with HACCP guidelines	✓	No Issues	
52	Most recent EHO inspection report available if applicable	X	No Issues	
53	Suitable utensils and cookware available	✓	No Issues	
54	Dishwasher/s available	✓	No Issues	
55	Any breakages noted generally	X	No Issues	
56	Bin storage facilities - is it safe and appropriate	✓	No Issues	

THEME 1 - FIRE COMPLIANCE				
Number	Item		Comments/Remarks	Actions
57	Fire log in place and all relevant information is recorded.	✓	No Issues	
58	Fire alarm, emergency lighting serviced and in working order and periodic inspection certs up to date (Quarterly) and recorded in the Fire Register	✓	No Issues	

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59	Fire equipment serviced and in working order and periodic inspection certs up to date (Annually) and recorded in the Fire Register	✓	No Issues	
60	Fire drill done in the last Quarter and date	✓	26/12/22 Monthly Drill	
61	Personal Emergency Evacuation Plan in place and all staff aware of the procedure	✓	No Issues	
62	Gas service records ex. RGI Cert	✓	No Issues	
63	Electrical certificates up to date	✓	No Issues	

THEME 1 - WATER TANKS				
Number	Item		Comments/Remarks	Actions
64	Cleaning and service schedule for water tanks in place and up to date Annual Certificate of disinfection for the buildings water storage system inclusive of any storage tanks and pipework	✓	No Issues	

THEME 1 - MAINTENANCE				
Number	Item		Comments/Remarks	Actions
65	Weekly log of maintenance check of full building completed and DCC notified of any issues	✓	No Issues	

23501 PROPERTY 230105D01

THEME 1 - GOOD NEIGHBOURHOOD POLICY				
Number	Item		Comments/Remarks	Actions
66	Staff aware of responsibilities and Policy document available for review	✓	No Issues	
67	Evidence of managing issues arising available for review	✓	Yes, in a diary	

THEME 2 – Onsite Facilities, Operational Systems, Support Services, Staff				
Number	Item		Comments/Remarks	Actions
1	Housekeeping service in place	✓	Inhouse	
2	Names of all staff on site, and their roles.	✓	No Issues	
3	Cleaning products available to service users	✓	No Issues	
4	Laundry facility available to service users	✓	No Issues	
5	Sanitising schedule in place and records available	✓	No Issues	

THEME 2 – OPERATIONAL SYSTEMS				
Number	Item		Comments/Remarks	Actions
6	No. of available beds as per agreement with DCC	35	No Issues	
7	No. of available beds today	1	No Issues	
8	No. of service users booked in today	35	No Issues	
9	No. of beds unavailable, have these been reported to the DRHE	0	No Issues	
10	No. of no shows/vacancies today	0	No Issues	

23501 PROPERTY 230105D01

11	No. of official complaints received on file and verified with DRHE	0	No Issues	
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THEME 2 – OPERATIONAL SYSTEMS				
Number	Item		Comments/Remarks	Actions
12	Child Safeguarding Statement completed and displayed, where applicable.	x	N/A	
13	Facility Guidelines in place and appropriate for safe and reasonable running of the service	✓	No Issues	
14	Register of occupants in place and residents entry/exit tracked in an electronic record	✓	No Issues	
15	Complaints and feedback system in place	✓	No Issues	
16	Record available of bookings, no shows, final headcount and returns for previous day	✓	No Issues	
17	Vacancies returned within 24 hours at correct times	✓	No Issues	

THEME 2 – SUPPORT SERVICES				
Number	Item		Comments/Remarks	Actions
18	Room available for one-on-one appointments (nurse, housing officer, key workers etc.) where applicable.	✓	No Issues	
19	Information on available times	✓	No Issues	

23501 PROPERTY 230105D01

	for all support services clearly displayed			
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THEME 2 – STAFF				
Number	Item		Comments/Remarks	Actions
20	All staff trained in: <ul style="list-style-type: none"> • fire safety • Children first, where applicable (only required for Family PEA's at present) 	✓ ✓	No Issues	
21	Key staff trained in: <ul style="list-style-type: none"> • Managing Challenging Behaviour Training (Eg: TCI, CPI, MAPA training) • Fire Warden, as a minimum a fire warden must be on the premises at all times • Suicide Awareness • Intercultural awareness • Equality & Diversity • Safeguarding Vulnerable Adults • Administering Naloxone/overdose treatment • first aid • A minimum of one staff member is available or are planning to undertake NFQ/QQI Level 5/6 in social care or equivalent discipline on duty 	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	No Issues	

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THEME 2 – STAFF				
Number	Item		Comments/Remarks	Actions
22	Staff easily identifiable with name badges in use	✓	No Issues	
23	Staff well presented, informed and helpful	✓	No Issues	
24	Staff interaction with resident's professional and friendly	✓	No Issues	
25	Facility has a documented complaints policy and log	✓	No Issues	
26	Appropriate staff structure in place with a clearly identifiable person in charge (manager/supervisor) on site	✓	No Issues	

THEME 2 – FIRE SAFETY ON SITE AT TIME OF INSPECTION				
Number	Item		Comments/Remarks	Actions
27	Fire Alarm showing any faults	X	No Issues	
28	Appropriate number of carbon monoxide alarms on site and operational	✓	No Issues	
29	Sufficient levels of trained staff on site as required	✓	No Issues	
30	Emergency evacuation plan in place and staff are fully aware of their roles and responsibilities in the event of an emergency. Last time a fire drill was conducted	✓	No Issues	



23501 PROPERTY 230105D01

		26/12/22		
31	How often are fire drill conducted on site?	✓	Monthly	
32	Are there adequate fire escape route finder plans in the property?	✓	No Issues	
33	Are all Fire Safety checks being conducted, as required by staff members, as required?	✓	No Issues	
34	Are all fire extinguishers present and serviced up to date?	✓	No Issues	
35	Are all Life Safety Systems fully operational and functioning and service records up to date?	✓	No Issues	

THEME 3 – H&S, Food Service and Infection Control				
Number	Item		Comments/Remarks	Actions
1	No. of service user incidents or accidents on site in previous month	0	Incident Report Form used for Serious Incidents	
2	No. of service user fatalities on site since last inspection	0	No Issues	
3	No. of incidents of domestic violence on site since last inspection	0	No Issues	

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THEME 3 – H&S, Food Service and Infection Control				
Number	Item		Comments/Remarks	Actions
4	Correct procedure followed for critical incidents	✓	No Issues	
5	First aid box on site and fully stocked	✓	No Issues	
6	Naloxone on site and record of any administration of this intervention	✓	No Issues	
7	Defibrillator on site	✓	No Issues	
8	PPE in use by all staff	✓	No Issues	
9	Service users complying with any public health requirement or guidelines regarding any public health issues i.e. prevailing Covid -19 requirements/guidelines active at the time of inspection.	✓	No Issues	

THEME 3 – FOOD				
Number	Item		Comments/Remarks	Actions
10	No. of meals provided daily, and In compliance with Food Hygiene Legislation	2	No Issues	
11	Drinking water available	✓	No Issues	
12	Dietary requirements catered for, allergens on display	✓	No Issues	
13	HACCP system in use and up to date	✓	No Issues	



23501 PROPERTY 230105D01

14	Weekly and monthly menus available and in use	✓	No Issues	
15	Last EHO report available if applicable	None	No Issues	

THEME 3 – COVID				
Number	Item		Comments/Remarks	Actions
16	Daily symptoms check in place for staff	✓	No Issues	
17	Daily symptoms check in place for residents	✓	No Issues	
18	All staff familiar with procedure for dealing with symptoms in staff or resident	✓	No Issues	
19	All staff familiar with procedure for dealing with a confirmed positive in staff or resident	✓	No Issues	

23501 PROPERTY 230105D01

3 Photos of Premises

Fire Panel



Fire Extinguishers



23501 PROPERTY 230105D01

Notice Board



Fire Procedure





4 Conclusions

4.1.1 Inspector Comments

Property 230105D01 is a three storey over basement in very good condition, Compliant in all areas, all documentation in order and up to date. Occupancy single males. Run by well experienced management and staff.

4.1.2 Actions of Property

Actions from the site inspection that need to be addressed:

- Laundry Area used for storage of resident's possessions.

4.1.3 Actions Concluded

- Resident storage has now been moved and laundry area is now clear.
-



Comhairle Cathrach
Bhaile Átha Cliath
Dublin City Council

SITE INSPECTION REPORT

230114D24

12th January 2023

Prepared by	Eamon O'Boyle and Associates
Date	24 th January 2023
Version	23501 – 230114D24 Final

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1 Introduction

1.1 Overview

Dublin City Council has engaged with Eamon O’Boyle and Associates establishing a multi-party framework for the delivery of Homeless Accommodation Inspection Service at centres within the Dublin Regional Homeless Executive Administrative area.

The Homeless Accommodation Inspection Service will encompass the following elements:

Building Standards

- Fire Safety
- Building compliance,
- CCTV,
- Ventilation,
- Heating and light,
- Wi-Fi
- and general building condition.

Onsite Facilities

- Housekeeping service
- Laundry
- Sanitising Service

Operational Systems

- Agreed availability of beds
- House guidelines in place
- Complaints and feedback system

Staff

- Staff Training
- Identifiable of staff
- Availability of suitably rostered Supervision

Health & Safety

- Fire Wardens on Duty
- First Aid resources in place

Food Service

- Inspection of Cooking Facilities
 - Assessing Quality of meals both from portion size and meeting expected dietary standards
 - Feedback System in place to facilitate capture of the views of the Residents in terms of portion sizes, quality of food and the variety of menu choices available. Getting up to date sample feedback from residents during the inspection.
 - HACCP Standards in place in available kitchens on-site
 - HACCP Standards in place where food is prepared / cooked off-site and delivered in.
-

1.2 Inspection Details

Inspector: A

Date: 12th January 2023

Property Description: Property 230114D24 informed that the property was taken over in 2019, previously a private house. Property consists of 1 floor, with 7 rooms, 5 rooms are ensuite. There are 15 single beds, property is designated for males only.

Please see photos in section 3

1.3 EOBA'S Approach

The EOBA approach will operate as a unit which will identify the properties to be inspected in conjunction with the Contracting Authority. The service will be delivered by the conduct of inspections, liaison with the Contracting Authority, review of previous reports. Our service will be guided throughout by adherence with published codes and engineering analysis to ensure properties are compatible with the requirements of the Contracting Authority.

EOBA understands the objectives of the Framework ensures the following

- Provision of inspection regime that provides an assurance to the Contracting Authority and the residents of compliance with standards
- Provision of timely reports that identify good practice and deficiencies with actions to ensure timely remedy

1.4 EOBA's Methodology

Inspections are undertaken by a multi-disciplined team.

This is to ensure:

- Ensure consistency of reports
 - standardisation of the inspection regime
 - enable comparisons between consecutive reports
 - provides transparency to assure impartiality for property owners
-

2 Site Inspection Checklist

Inspection Checklist

Location: 230114D24

Date: 12th January 2023

Inspector: A

THEME 1 – BUILDING STANDARDS				
Number	Item		Comments/Remarks	Actions
1	Overall condition of the premises	√	Property is in good condition. No issues	
2	Overall atmosphere	√	No issues	
3	Thermostatically controlled heating	√	No issues	
4	CCTV in common areas	√	No issues	
5	Pest control policy in place	√	No issues	

THEME 1 – EXTERIOR OF BUILDING				
Number	Item		Comments/Remarks	Actions
6	Condition of exterior of building	√	No issues	
7	Streetscape clean and free from rubbish	√	No issues	
8	Regular outside checks	√	No issues	
9	External CCTV in place	√	No issues	
10	External items for repair	Nil	No issues	

THEME 1 – COMMON AREAS – Reception, Corridors, Stairwells				
Number	Item		Comments/Remarks	Actions
11	Condition of communal areas	√	No issues	
12	Condition of floor and wall finishes	√	No issues	
13	Internal CCTV available	√	No issues	
14	Appropriate lighting and fixtures	√	No issues	
15	Passive ventilation in bedrooms	√	No issues	
16	Any internal repairs required	Nil	No issues	
17	All egress exits free from obstacles	√	No issues	

THEME 1 – BEDROOMS				
Number	Item		Comments/Remarks	Actions
18	Appropriate number of people assigned to each room	√	Numbers agreed with DCC in advance No issues	
19	No. of rooms decommissioned because of maintenance issues, why and for how long	Nil	No issues	
20	Furnishings (including beds) fit for purpose and in good repair	√	No issues	
21	Mattresses must be washable and breathable type i.e. hospital type mattress	√	No issues	
22	Televisions provided in rooms with reasonable choice channels available for the client base being accommodated.	√	No issues	
23	Free Wi-Fi available	√	No issues	

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24	Automatically locking Window restrictors and passive ventilation in all bedrooms	√	No issues	
25	Number of DAC bedrooms per facility	Nil	None	
26	Any breakages noted generally	x	No issues	

THEME 1 – BATHROOMS

Number	Item		Comments/Remarks	Actions
27	Number of bathrooms shared	2	No issues	
28	Number of DAC bathrooms per facility	1	No issues	
29	Wall finishing's and floors clean and in good repair with no sign of mould	√	No issues	
30	Shower, toilet and sink in good repair and in working order (hot and cold water)	√	No issues	
31	Openable window and/or mechanical ventilation in place	√	No issues	
32	Heat source present in the bathroom i.e radiator, heated towel rail or Bathroom Fan Heater.	√	No issues	
33	Any breakages	No	No issues	

THEME 1 – LAUNDRY

Number	Item		Comments/Remarks	Actions
34	Suitable Laundry facilities available on site and all equipment confirmed in working order	√	No issues	
35	Roster or straightforward system for access in place for all residents	√	No issues	
36	CCTV in place in the laundry area	√	No issues	

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37	Sufficient numbers of washers and dryers available.	√	2 washers and 2 dryers on premises. No issues	
38	Any repair issues	No	No issues	

THEME 1 - SMOKING AREA				
Number	Item		Comments/Remarks	Actions
39	Smoking area available within the building or area assigned close to the building	√	Smoking area outside Smoking not allowed inside. No issues	
40	CCTV in place to cover the area/area monitored	√	No issues	

THEME 1 - COMMERCIAL KITCHEN/FOOD SERVICE AREA				
Number	Item		Comments/Remarks	Actions
41	Kitchen and storage areas clean and in good repair	√	No issues	
42	Furniture and floor/wall finishing's suitable and in good repair	√	No issues	
43	Lighting bright and fittings in good repair	√	No issues	
44	CCTV in place to cover the area/area monitored	√	No issues	
45	Cleaning schedule in place in compliance with HACCP guidelines	√	No issues	
46	Most recent EHO inspection report available if applicable	√	No inspection to date	

THEME 1 - DOMESTIC KITCHENS/TRAINING KITCHENS				
Number	Item		Comments/Remarks	Actions
47	Kitchen and storage areas clean and in good repair	√	No issues	

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48	Furniture and floor/wall finishing's suitable and in good repair	√	No issues	
49	Lighting bright and fittings in good repair	√	No issues	
50	CCTV in place to cover the area/area monitored	√	No issues	
51	Cleaning schedule in place in compliance with HACCP guidelines	√	No issues	
52	Most recent EHO inspection report available if applicable	√	No inspection to date	
53	Suitable utensils and cookware available	√	No issues	
54	Dishwasher/s available	√	No issues	
55	Any breakages noted generally	x	No issues	
56	Bin storage facilities - is it safe and appropriate	√	No issues	

THEME 1 - FIRE COMPLIANCE				
Number	Item		Comments/Remarks	Actions
57	Fire log in place and all relevant information is recorded.	√	Fire Safety Register in place. Relevant information recorded. No issues	
58	Fire alarm, emergency lighting serviced and in working order and periodic inspection certs up to date (Quarterly) and recorded in the Fire Register	√	Fire Alarm serviced on 13/01/2022 Emergency lighting serviced on 13/01/2022	To be serviced and service to be kept up every quarter
59	Fire equipment serviced and in working order and periodic inspection certs up to date (Annually) and recorded in the Fire Register	√	Fire extinguishers last serviced 13/01/2022	To be serviced
60	Fire drill done in the last Quarter and date	√	Conducted quarterly Last fire drill held on 22/10/2022	

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			No issues	
61	Personal Emergency Evacuation Plan in place and all staff aware of the procedure	√	Personal Emergency Evacuation Plan in place No issues	
62	Gas service records ex. RGI Cert	√	No issues. Last service 03/11/2022	
63	Electrical certificates up to date	√	No issues	

THEME 1 - WATER TANKS				
Number	Item		Comments/Remarks	Actions
64	Cleaning and service schedule for water tanks in place and up to date Annual Certificate of disinfection for the buildings water storage system inclusive of any storage tanks and pipework	√	No issues Last service 10/01/2023	Facility Management to follow up on this issue

THEME 1 - MAINTENANCE				
Number	Item		Comments/Remarks	Actions
65	Weekly log of maintenance check of full building completed and DCC notified of any issues	√	No issues	

THEME 1 - GOOD NEIGHBOURHOOD POLICY				
Number	Item		Comments/Remarks	Actions
66	Staff aware of responsibilities and Policy document available for review	√	No issues	
67	Evidence of managing issues arising available for review	√	No issues	

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THEME 2 – Onsite Facilities, Operational Systems, Support Services, Staff				
Number	Item		Comments/Remarks	Actions
1	Housekeeping service in place	√	In house staff No issues	
2	Names of all staff on site, and their roles.	√	No issues	
3	Cleaning products available to service users	√	No issues	
4	Laundry facility available to service users	√	No issues	
5	Sanitising schedule in place and records available	√	No issues	

THEME 2 – OPERATIONAL SYSTEMS				
Number	Item		Comments/Remarks	Actions
6	No. of available beds as per agreement with DCC	15	No issues	
7	No. of available beds today	Nil	No issues	
8	No. of service users booked in today	15	No issues	
9	No. of beds unavailable, have these been reported to the DRHE	Nil	No issues	
10	No. of no shows/vacancies today	Nil	No issues	
11	No. of official complaints received on file and verified with DRHE	Nil	No issues	

THEME 2 – OPERATIONAL SYSTEMS				
Number	Item		Comments/Remarks	Actions
12	Child Safeguarding Statement completed and displayed, where applicable.	N/A	No children on site No issues	

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13	Facility Guidelines in place and appropriate for safe and reasonable running of the service	√	No issues	
14	Register of occupants in place and residents entry/exit tracked in an electronic record	√	Sign in / sign out system in place No issues	
15	Complaints and feedback system in place	√	No issues	
16	Record available of bookings, no shows, final headcount and returns for previous day	√	No issues	
17	Vacancies returned within 24 hours at correct times	√	No issues	

THEME 2 – SUPPORT SERVICES				
Number	Item		Comments/Remarks	Actions
18	Room available for one-on-one appointments (nurse, housing officer, key workers etc.) where applicable.	√	Office No issues	
19	Information on available times for all support services clearly displayed	√	No issues	

THEME 2 – STAFF				
Number	Item		Comments/Remarks	Actions
20	All staff trained in: <ul style="list-style-type: none"> • fire safety • Children first, where applicable (only required for Family PEA's at present) 	√ √	No issues No issues	

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21	Key staff trained in:			
	• Managing Challenging Behaviour Training (Eg: TCI, CPI, MAPA training)	√	No issues	
	• Fire Warden, as a minimum a fire warden must be on the premises at all times	√	No issues	
	• Suicide Awareness	√	No issues	
	• Intercultural awareness	√	No issues	
	• Equality & Diversity	√	No issues	
	• Safeguarding Vulnerable Adults	√	No issues	
	• Administering Naloxone/overdose treatment	√	No issues	
• first aid	√	No issues		
• A minimum of one staff member is available or are planning to undertake NFQ/QQI Level 5/6 in social care or equivalent discipline on duty	√	No issues		

THEME 2 – STAFF				
Number	Item		Comments/Remarks	Actions
22	Staff easily identifiable with name badges in use	√	No issues	
23	Staff well presented, informed and helpful	√	No issues	
24	Staff interaction with residents professional and friendly	√	No issues	
25	Facility has a documented complaints policy and log	√	No issues	

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26	Appropriate staff structure in place with a clearly identifiable person in charge (manager/supervisor) on site	√	No issues	
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THEME 2 – FIRE SAFETY ON SITE AT TIME OF INSPECTION				
Number	Item		Comments/Remarks	Actions
27	Fire Alarm showing any faults	√	No issues	
28	Appropriate number of carbon monoxide alarms on site and operational	7	No issues	
29	Sufficient levels of trained staff on site as required	√	No issues	
30	Emergency evacuation plan in place and staff are fully aware of their roles and responsibilities in the event of an emergency. Last time a fire drill was conducted	√	No issues 25/10/2022	
31	How often are fire drill conducted on site?	√	Quarterly No issues	
32	Are there adequate fire escape route finder plans in the property?	√	No issues	
33	Are all Fire Safety checks being conducted, as required by staff members, as required?	√	Fire Register in place No issues	
34	Are all fire extinguishers present and serviced up to date?	√	No issues Last serviced: 13/01/2022	
35	Are all Life Safety Systems fully operational and functioning and service records up to date?	√	No issues	

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THEME 3 – H&S, Food Service and Infection Control				
Number	Item		Comments/Remarks	Actions
1	No. of service user incidents or accidents on site in previous month	Nil	No issues	
2	No. of service user fatalities on site since last inspection	N/A	1st Inspection	
3	No. of incidents of domestic violence on site since last inspection	N/A	1st Inspection	

THEME 3 – H&S, Food Service and Infection Control				
Number	Item		Comments/Remarks	Actions
4	Correct procedure followed for critical incidents	√	No issues	
5	First aid box on site and fully stocked	√	No issues	
6	Naloxone on site and record of any administration of this intervention	√	No issues	
7	Defibrillator on site	√	No issues	
8	PPE in use by all staff	√	No issues	
9	Service users complying with any public health requirement or guidelines regarding any public health issues i.e. prevailing Covid -19 requirements/guidelines active at the time of inspection.	√	No issues	

THEME 3 – FOOD				
Number	Item		Comments/Remarks	Actions
10	No. of meals provided daily, and In compliance with Food Hygiene Legislation	15 X 3	Catering by staff on site No issues	
11	Drinking water available	√	No issues	



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12	Dietary requirements catered for, allergens on display	√	No issues	
13	HACCP system in use and up to date	√	No issues	
14	Weekly and monthly menus available and in use	√	No issues	
15	Last EHO report available if applicable	√	No inspection to date	

THEME 3 – COVID				
Number	Item		Comments/Remarks	Actions
16	Daily symptoms check in place for staff	√	Self-declaration No issues	
17	Daily symptoms check in place for residents	√	Self-declaration No issues	
18	All staff familiar with procedure for dealing with symptoms in staff or resident	√	No issues	
19	All staff familiar with procedure for dealing with a confirmed positive in staff or resident	√	No issues	

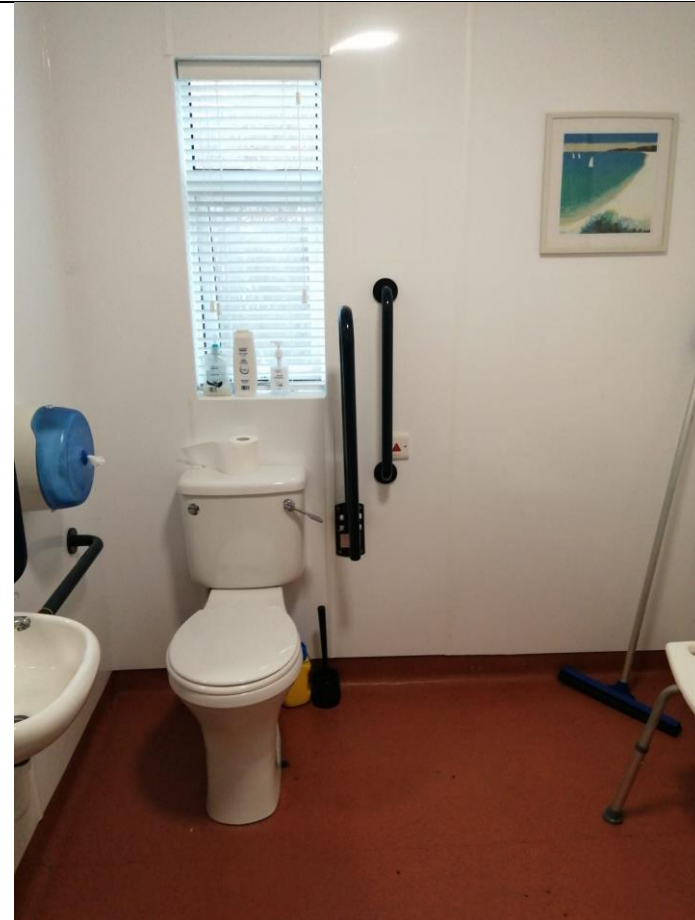
23501 – 230114D24

3 Photos of Premises

Fire Extinguishers



DAC Bathroom



Fire Panel



Laundry Facility





Bedroom



Kitchen





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4 Conclusions

4.1.1 Inspector Comments

Property 230114D24 is designated for males only, property is in very good condition.

There is a no alcohol / drugs policy in place, house rules in place. Resident's meetings are held monthly.

4.1.2 Actions of Property

Actions from the site inspection that need to be addressed:

- Fire alarm, emergency lighting and fire extinguishers need to be serviced.

4.1.3 Actions Concluded

- Fire Extinguishers serviced.
 - Fire Alarm serviced.
-



Comhairle Cathrach
Bhaile Átha Cliath
Dublin City Council

SITE INSPECTION REPORT

230106D24

12th January 2023

Prepared by	Eamon O'Boyle and Associates
Date	15 th June 2023
Version	23501 – 230106D24 - Final

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1 Introduction

1.1 Overview

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The Homeless Accommodation Inspection Service will encompass the following elements:

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- Fire Safety
- Building compliance,
- CCTV,
- Ventilation,
- Heating and light,
- Wi-Fi
- and general building condition.

Onsite Facilities

- Housekeeping service
- Laundry
- Sanitising Service

Operational Systems

- Agreed availability of beds
- House guidelines in place
- Complaints and feedback system

Staff

- Staff Training
- Identifiable of staff
- Availability of suitably rostered Supervision

Health & Safety

- Fire Wardens on Duty
- First Aid resources in place

Food Service

- Inspection of Cooking Facilities
 - Assessing Quality of meals both from portion size and meeting expected dietary standards
 - Feedback System in place to facilitate capture of the views of the Residents in terms of portion sizes, quality of food and the variety of menu choices available. Getting up to date sample feedback from residents during the inspection.
 - HACCP Standards in place in available kitchens on-site
 - HACCP Standards in place where food is prepared / cooked off-site and delivered in.
-

1.2 Inspection Details

Inspector: A

Date: 12th January 2023

Property Description: Property 230106D24 informed that the property was built in 1995 and converted in 2017 to a homeless hub. Property consists of 4 floors, there are 59 bedrooms accommodating 2 to 8 persons and all rooms are ensuite. Property is designated as a family hub and has a capacity for 264 residents.

Please see photos in section 3

1.3 EOBA'S Approach

The EOBA approach will operate as a unit which will identify the properties to be inspected in conjunction with the Contracting Authority. The service will be delivered by the conduct of inspections, liaison with the Contracting Authority, review of previous reports. Our service will be guided throughout by adherence with published codes and engineering analysis to ensure properties are compatible with the requirements of the Contracting Authority.

EOBA understands the objectives of the Framework ensures the following

- Provision of inspection regime that provides an assurance to the Contracting Authority and the residents of compliance with standards
- Provision of timely reports that identify good practice and deficiencies with actions to ensure timely remedy

1.4 EOBA's Methodology

Inspections are undertaken by a multi-disciplined team.

This is to ensure:

- Ensure consistency of reports
 - standardisation of the inspection regime
 - enable comparisons between consecutive reports
 - provides transparency to assure impartiality for property owners
-

2 Site Inspection Checklist

Inspection Checklist

Location: 230106D24

Date: 12th January 2023

Inspector: A

THEME 1 – BUILDING STANDARDS				
Number	Item		Comments/Remarks	Actions
1	Overall condition of the premises	√	Property is in a very good condition. No issues	
2	Overall atmosphere	√	No issues	
3	Thermostatically controlled heating	√	No issues	
4	CCTV in common areas	√	No issues	
5	Pest control policy in place	√	No issues	

THEME 1 – EXTERIOR OF BUILDING				
Number	Item		Comments/Remarks	Actions
6	Condition of exterior of building	√	No issues	
7	Streetscape clean and free from rubbish	√	No issues	
8	Regular outside checks	√	No issues	
9	External CCTV in place	√	No issues	
10	External items for repair	Nil	No issues	

THEME 1 – COMMON AREAS – Reception, Corridors, Stairwells				
Number	Item		Comments/Remarks	Actions
11	Condition of communal areas	√	No issues	
12	Condition of floor and wall finishes	√	No issues	
13	Internal CCTV available	√	No issues	
14	Appropriate lighting and fixtures	√	No issues	
15	Passive ventilation in bedrooms	√	No issues	
16	Any internal repairs required	Nil	No issues	
17	All egress exits free from obstacles	√	No issues	

THEME 1 – BEDROOMS				
Number	Item		Comments/Remarks	Actions
18	Appropriate number of people assigned to each room	√	Numbers agreed with DCC in advance No issues	
19	No. of rooms decommissioned because of maintenance issues, why and for how long	Nil	No issues	
20	Furnishings (including beds) fit for purpose and in good repair	√	No issues	
21	Mattresses must be washable and breathable type i.e. hospital type mattress	√	No issues	
22	Televisions provided in rooms with reasonable choice channels available for the client base being accommodated.	√	No issues	
23	Free Wi-Fi available	√	No issues	

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24	Automatically locking Window restrictors and passive ventilation in all bedrooms	√	No issues	
25	Number of DAC bedrooms per facility	3	No issues	
26	Any breakages noted generally	√	No issues	

THEME 1 – BATHROOMS

Number	Item		Comments/Remarks	Actions
27	Number of bathrooms shared	Nil	No issues	
28	Number of DAC bathrooms per facility	6	No issues	
29	Wall finishing's and floors clean and in good repair with no sign of mould	√	No issues	
30	Shower, toilet and sink in good repair and in working order (hot and cold water)	√	No issues	
31	Openable window and/or mechanical ventilation in place	√	No issues	
32	Heat source present in the bathroom i.e radiator, heated towel rail or Bathroom Fan Heater.	√	No issues	
33	Any breakages	No	No issues	

THEME 1 – LAUNDRY

Number	Item		Comments/Remarks	Actions
34	Suitable Laundry facilities available on site and all equipment confirmed in working order	√	No issues	
35	Roster or straightforward system for access in place for all residents	√	No issues	
36	CCTV in place in the laundry area	√	No issues	

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37	Sufficient numbers of washers and dryers available.	√	6 washers and 6 dryers on premises. No issues	
38	Any repair issues	No	No issues	

THEME 1 - SMOKING AREA				
Number	Item		Comments/Remarks	Actions
39	Smoking area available within the building or area assigned close to the building	√	Smoking area outside Smoking not allowed inside No issues	
40	CCTV in place to cover the area/area monitored	√	No issues	

THEME 1 - COMMERCIAL KITCHEN/FOOD SERVICE AREA				
Number	Item		Comments/Remarks	Actions
41	Kitchen and storage areas clean and in good repair	√	No issues	
42	Furniture and floor/wall finishing's suitable and in good repair	√	No issues	
43	Lighting bright and fittings in good repair	√	No issues	
44	CCTV in place to cover the area/area monitored	√	No issues	
45	Cleaning schedule in place in compliance with HACCP guidelines	√	No issues	
46	Most recent EHO inspection report available if applicable	√	Last inspection 04/08/2022 No issues	

THEME 1 - DOMESTIC KITCHENS/TRAINING KITCHENS				
Number	Item		Comments/Remarks	Actions
47	Kitchen and storage areas clean and in good repair	√	No issues	

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48	Furniture and floor/wall finishing's suitable and in good repair	√	No issues	
49	Lighting bright and fittings in good repair	√	No issues	
50	CCTV in place to cover the area/area monitored	√	No issues	
51	Cleaning schedule in place in compliance with HACCP guidelines	√	No issues	
52	Most recent EHO inspection report available if applicable	√	Last inspection 04/08/2022 kitchens on site	
53	Suitable utensils and cookware available	√	No issues	
54	Dishwasher/s available	√	No issues	
55	Any breakages noted generally	√	No issues	
56	Bin storage facilities - is it safe and appropriate	√	No issues	

THEME 1 - FIRE COMPLIANCE				
Number	Item		Comments/Remarks	Actions
57	Fire log in place and all relevant information is recorded.	√	Fire Safety Register in place. Relevant information recorded. No issues	
58	Fire alarm, emergency lighting serviced and in working order and periodic inspection certs up to date (Quarterly) and recorded in the Fire Register	√	Fire Alarm serviced on 03/11/2022 Emergency lighting serviced on 03/11/2022	
59	Fire equipment serviced and in working order and periodic inspection certs up to date (Annually) and recorded in the Fire Register	√	Fire extinguishers last serviced 15/02/2022 No issues	
60	Fire drill done in the last Quarter and date	√	Conducted quarterly Last fire drill held on 05/10/2022	Fire drill due

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61	Personal Emergency Evacuation Plan in place and all staff aware of the procedure	√	Personal Emergency Evacuation Plan in place No issues	
62	Gas service records ex. RGI Cert	√	Last service 08/03/2022 No issues	
63	Electrical certificates up to date	√	No issues	

THEME 1 - WATER TANKS				
Number	Item		Comments/Remarks	Actions
64	Cleaning and service schedule for water tanks in place and up to date Annual Certificate of disinfection for the buildings water storage system inclusive of any storage tanks and pipework	√	No issues	

THEME 1 - MAINTENANCE				
Number	Item		Comments/Remarks	Actions
65	Weekly log of maintenance check of full building completed and DCC notified of any issues	√	No issues	

THEME 1 - GOOD NEIGHBOURHOOD POLICY				
Number	Item		Comments/Remarks	Actions
66	Staff aware of responsibilities and Policy document available for review	√	No issues	
67	Evidence of managing issues arising available for review	√	No issues	

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THEME 2 – Onsite Facilities, Operational Systems, Support Services, Staff				
Number	Item		Comments/Remarks	Actions
1	Housekeeping service in place	√	In house service No issues	
2	Names of all staff on site, and their roles.	√	No issues	
3	Cleaning products available to service users	√	No issues	
4	Laundry facility available to service users	√	No issues	
5	Sanitising schedule in place and records available	√	No issues	

THEME 2 – OPERATIONAL SYSTEMS				
Number	Item		Comments/Remarks	Actions
6	No. of available beds as per agreement with DCC	264	No issues	
7	No. of available beds today	Nil	No issues	
8	No. of service users booked in today	264	No issues	
9	No. of beds unavailable, have these been reported to the DRHE	Nil	No issues	
10	No. of no shows/vacancies today	Nil	No issues	
11	No. of official complaints received on file and verified with DRHE	Nil	Nil for Dec 2022 No issues	

THEME 2 – OPERATIONAL SYSTEMS				
Number	Item		Comments/Remarks	Actions
12	Child Safeguarding Statement completed and displayed, where applicable.	√	No issues	

13	Facility Guidelines in place and appropriate for safe and reasonable running of the service	√	No issues	
14	Register of occupants in place and residents entry/exit tracked in an electronic record	√	App system used No issues	
15	Complaints and feedback system in place	√	No issues	
16	Record available of bookings, no shows, final headcount and returns for previous day	√	No issues	
17	Vacancies returned within 24 hours at correct times	√	No issues	

THEME 2 – SUPPORT SERVICES				
Number	Item		Comments/Remarks	Actions
18	Room available for one-on-one appointments (nurse, housing officer, key workers etc.) where applicable.	√	No issues	
19	Information on available times for all support services clearly displayed	√	No issues	

THEME 2 – STAFF				
Number	Item		Comments/Remarks	Actions
20	All staff trained in: <ul style="list-style-type: none"> • fire safety • Children first, where applicable (only required for Family PEA's at present) 	√ √	No issues No issues	

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21	Key staff trained in:			
	• Managing Challenging Behaviour Training (Eg: TCI, CPI, MAPA training)	√	No issues	
	• Fire Warden, as a minimum a fire warden must be on the premises at all times	√	No issues	
	• Suicide Awareness	√	No issues	
	• Intercultural awareness	√	No issues	
	• Equality & Diversity	√	No issues	
	• Safeguarding Vulnerable Adults	√	No issues	
	• Administering Naloxone/overdose treatment	√	No issues	
• first aid	√	No issues		
• A minimum of one staff member is available or are planning to undertake NFQ/QQI Level 5/6 in social care or equivalent discipline on duty	√	No issues		

THEME 2 – STAFF				
Number	Item		Comments/Remarks	Actions
22	Staff easily identifiable with name badges in use	√	No issues	
23	Staff well presented, informed and helpful	√	No issues	
24	Staff interaction with residents professional and friendly	√	No issues	
25	Facility has a documented complaints policy and log	√	No issues	

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26	Appropriate staff structure in place with a clearly identifiable person in charge (manager/supervisor) on site	√	No issues	
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THEME 2 – FIRE SAFETY ON SITE AT TIME OF INSPECTION				
Number	Item		Comments/Remarks	Actions
27	Fire Alarm showing any faults	√	No issues	
28	Appropriate number of carbon monoxide alarms on site and operational	8	No issues	
29	Sufficient levels of trained staff on site as required	√	No issues	
30	Emergency evacuation plan in place and staff are fully aware of their roles and responsibilities in the event of an emergency. Last time a fire drill was conducted	√	No issues 05/10/2022	
31	How often are fire drill conducted on site?	√	Quarterly No issues	
32	Are there adequate fire escape route finder plans in the property?	√	No issues	
33	Are all Fire Safety checks being conducted, as required by staff members, as required?	√	Fire Register in place No issues	
34	Are all fire extinguishers present and serviced up to date?	√	No issues Last serviced: 15/02/2022	
35	Are all Life Safety Systems fully operational and functioning and service records up to date?	√	No issues	

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THEME 3 – H&S, Food Service and Infection Control				
Number	Item		Comments/Remarks	Actions
1	No. of service user incidents or accidents on site in previous month	Nil	No issues	
2	No. of service user fatalities on site since last inspection	N/A	1st Inspection	
3	No. of incidents of domestic violence on site since last inspection	N/A	1st Inspection	

THEME 3 – H&S, Food Service and Infection Control				
Number	Item		Comments/Remarks	Actions
4	Correct procedure followed for critical incidents	√	No issues	
5	First aid box on site and fully stocked	√	No issues	
6	Naloxone on site and record of any administration of this intervention	√	No issues	
7	Defibrillator on site	√	No issues	
8	PPE in use by all staff	√	No issues	
9	Service users complying with any public health requirement or guidelines regarding any public health issues i.e. prevailing Covid -19 requirements/guidelines active at the time of inspection.	√	No issues	

THEME 3 – FOOD				
Number	Item		Comments/Remarks	Actions
10	No. of meals provided daily, and In compliance with Food Hygiene Legislation	264 X 2	Breakfast and dinner provided daily No issues	
11	Drinking water available	√	No issues	



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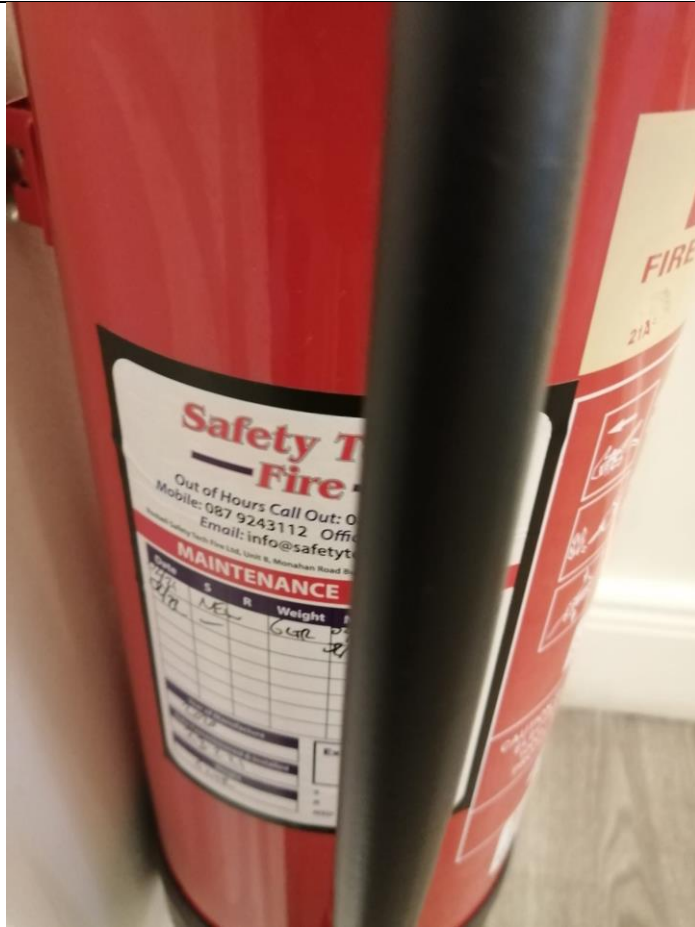
12	Dietary requirements catered for, allergens on display	√	No issues	
13	HACCP system in use and up to date	√	No issues	
14	Weekly and monthly menus available and in use	√	No issues	
15	Last EHO report available if applicable	√	04/08/2022 No issues	

THEME 3 – COVID				
Number	Item		Comments/Remarks	Actions
16	Daily symptoms check in place for staff	√	Self-declaration No issues	
17	Daily symptoms check in place for residents	√	Self-declaration No issues	
18	All staff familiar with procedure for dealing with symptoms in staff or resident	√	No issues	
19	All staff familiar with procedure for dealing with a confirmed positive in staff or resident	√	No issues	

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3 Photos of Premises

Fire Extinguishers



Fire Panel



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Fire Safety



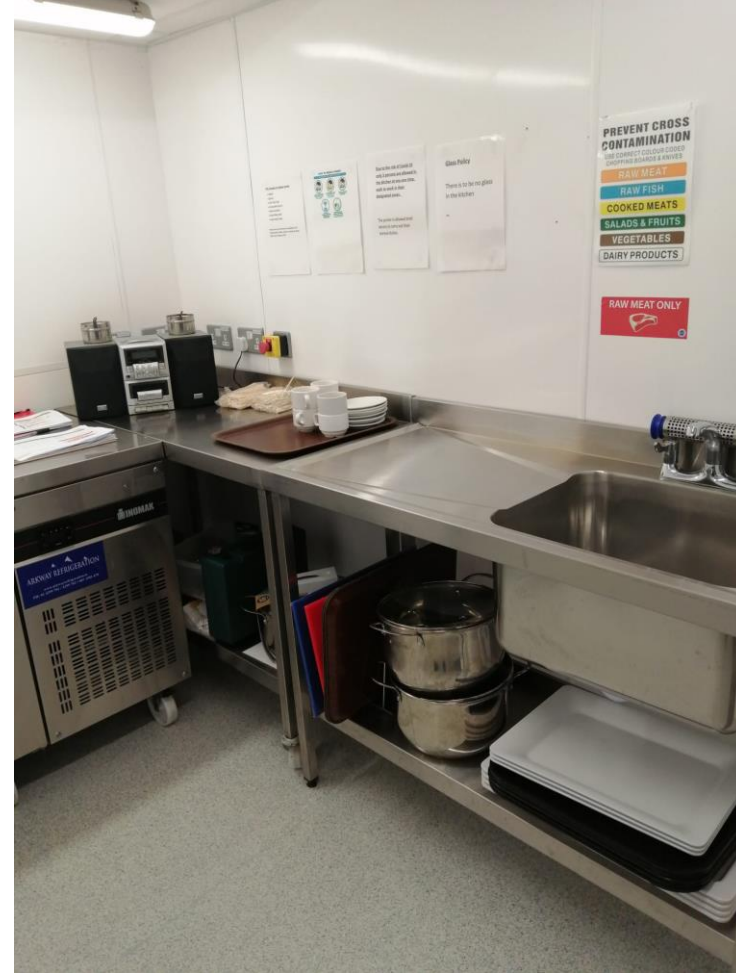
Laundry Facility



Kids Play Area



Kitchen





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4 Conclusions

4.1.1 Inspector Comments

Property 230106D24 is designated as a family hub, property has a capacity for 264 residents. Property is in very good condition, there is a no drugs policy in place. All rooms are cleaned weekly by in house staff. Breakfast and dinners are prepared on site and served daily for all residents.

4.1.2 Actions of Property

Actions from the site inspection that need to be addressed:

- Fire drill due - Last drill conducted on 05/10/22

4.1.3 Actions Concluded

- Fire drill completed in Jan 2023
-



Comhairle Cathrach
Bhaile Átha Cliath
Dublin City Council

SITE INSPECTION REPORT

Property 230212D08

09th February 2023

Prepared by	Eamon O'Boyle and Associates
Date	14th June 2023
Reference	23501 – 230212D08 – Final

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1 Introduction

1.1 Overview

Dublin City Council has engaged with Eamon O'Boyle and Associates establishing a multi-party framework for the delivery of Homeless Accommodation Inspection Service at centres within the Dublin Regional Homeless Executive Administrative area.

The Homeless Accommodation Inspection Service will encompass the following elements:

Building Standards

- Fire Safety
- Building compliance,
- CCTV,
- Ventilation,
- Heating and light,
- Wi-Fi
- and general building condition.

Onsite Facilities

- Housekeeping service
- Laundry
- Sanitising Service

Operational Systems

- Agreed availability of beds
- House guidelines in place
- Complaints and feedback system

Staff

- Staff Training
- Identifiable of staff
- Availability of suitably rostered Supervision

Health & Safety

- Fire Wardens on Duty
- First Aid resources in place

Food Service

- Inspection of Cooking Facilities
 - Assessing Quality of meals both from portion size and meeting expected dietary standards
 - Feedback System in place to facilitate capture of the views of the Residents in terms of portion sizes, quality of food and the variety of menu choices available. Getting up to date sample feedback from residents during the inspection.
 - HACCP Standards in place in available kitchens on-site
 - HACCP Standards in place where food is prepared / cooked off-site and delivered in.
-

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1.2 Inspection Details

Inspector: B

Date: 09th February 2023

Property Description: Property 230212D08 is quite old and the facility is an integral part of the community. Construction works are commencing at the facility to bring the facility in line with Fire Officer recommendations.

Please see photos in section 3

1.3 EOBA'S Approach

The EOBA approach will operate as a unit which will identify the properties to be inspected in conjunction with the Contracting Authority. The service will be delivered by the conduct of inspections, liaison with the Contracting Authority, review of previous reports. Our service will be guided throughout by adherence with published codes and engineering analysis to ensure properties are compatible with the requirements of the Contracting Authority.

EOBA understands the objectives of the Framework ensures the following

- Provision of inspection regime that provides an assurance to the Contracting Authority and the residents of compliance with standards
- Provision of timely reports that identify good practice and deficiencies with actions to ensure timely remedy

1.4 EOBA's Methodology

Inspections are undertaken by a multi-disciplined team.

This is to ensure:

- Ensure consistency of reports
 - standardisation of the inspection regime
 - enable comparisons between consecutive reports
 - provides transparency to assure impartiality for property owners
-

2 Site Inspection Checklist

Inspection Checklist

Property: 230212D08

Date: 09th February 2023

Inspector: B

THEME 1 – BUILDING STANDARDS				
Number	Item		Comments/Remarks	Actions
1	Overall condition of the premises	Good	No Issue	
2	Overall atmosphere	Very Good	No Issue	
3	Thermostatically controlled heating	✓	No Issue	
4	CCTV in common areas	✓	No Issue	
5	Pest control policy in place	✓	No Issue	

THEME 1 – EXTERIOR OF BUILDING				
Number	Item		Comments/Remarks	Actions
6	Condition of exterior of building	Good	No Issue	
7	Streetscape clean and free from rubbish	✓	No Issue	
8	Regular outside checks	✓	No Issue	
9	External CCTV in place	✓	No Issue	
10	External items for repair	No	No Issue	

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THEME 1 – COMMON AREAS – Reception, Corridors, Stairwells				
Number	Item		Comments/Remarks	Actions
11	Condition of communal areas	✓	No Issue	
12	Condition of floor and wall finishes	X	There is some paintwork required in the communal areas and corridors and repair to false ceilings required	
13	Internal CCTV available	✓	No Issue	
14	Appropriate lighting and fixtures	✓	Some bedrooms require window dressing which is on order	
15	Passive ventilation in bedrooms	✓	No Issue	
16	Any internal repairs required	✓	Small maintenance jobs ongoing.	
17	All egress exits free from obstacles	✓	No Issue	

THEME 1 – BEDROOMS				
Number	Item		Comments/Remarks	Actions
18	Appropriate number of people assigned to each room	✓	No Issue	
19	No. of rooms decommissioned because of maintenance issues, why and for how long	✓	No Issue	
20	Furnishings (including beds) fit for purpose and in good repair	✓	No Issue	
21	Mattresses must be washable and breathable type i.e. hospital type mattress	✓	Disposal of old mattresses is required	
22	Televisions provided in rooms with reasonable choice channels available for the client base being accommodated.	X	No Issue	
23	Free Wi-Fi available	✓	This can be intermittent in older parts of the building	

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24	Automatically locking Window restrictors and passive ventilation in all bedrooms	✓	No Issue	
25	Number of DAC bedrooms per facility	✓	None in the premises	
26	Any breakages noted generally	✓	General painting and decorating required	

THEME 1 – BATHROOMS				
Number	Item		Comments/Remarks	Actions
27	Number of bathrooms shared	✓	There are 18 rooms that are ensuite 42 Service users share bathrooms on various floors. (4 bathrooms and 2 shower rooms)	
28	Number of DAC bathrooms per facility	2	No Issue	
29	Wall finishing's and floors clean and in good repair with no sign of mould	x	Cosmetic maintenance required throughout.	
30	Shower, toilet and sink in good repair and in working order (hot and cold water)	✓	No Issue	
31	Openable window and/or mechanical ventilation in place	✓	No Issue	
32	Heat source present in the bathroom i.e radiator, heated towel rail or Bathroom Fan Heater.	✓	No Issue	
33	Any breakages	✓	There is a bathroom and shower room that are not in use due to repair issues at the time of inspection.	

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THEME 1 – LAUNDRY				
Number	Item		Comments/Remarks	Actions
34	Suitable Laundry facilities available on site and all equipment confirmed in working order	✓	Service users' hand in bags of laundry at reception. Service users do not have access to laundry room.	
35	Roster or straightforward system for access in place for all residents	N/A	No Issue	
36	CCTV in place in the laundry area	N/A	No Issue	
37	Sufficient numbers of washers and dryers available.	✓	1 washer and 1 drier industrial type	
38	Any repair issues	X	No Issue	

THEME 1 - SMOKING AREA				
Number	Item		Comments/Remarks	Actions
39	Smoking area available within the building or area assigned close to the building	✓	No Issue	
40	CCTV in place to cover the area/area monitored	✓	No Issue	

THEME 1 - COMMERCIAL KITCHEN/FOOD SERVICE AREA				
Number	Item		Comments/Remarks	Actions
41	Kitchen and storage areas clean and in good repair	✓	No Issue	
42	Furniture and floor/wall finishing's suitable and in good repair	✓	No Issue	
43	Lighting bright and fittings in good repair	✓	No Issue	
44	CCTV in place to cover the area/area monitored	✓	No Issue	

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45	Cleaning schedule in place in compliance with HACCP guidelines	✓	No Issue	
46	Most recent EHO inspection report available if applicable	✓	No Issue	

THEME 1 - DOMESTIC KITCHENS/TRAINING KITCHENS				
Number	Item		Comments/Remarks	Actions
47	Kitchen and storage areas clean and in good repair	N/A	No Issue	
48	Furniture and floor/wall finishing's suitable and in good repair	N/A	No Issue	
49	Lighting bright and fittings in good repair	N/A	No Issue	
50	CCTV in place to cover the area/area monitored	N/A	No Issue	
51	Cleaning schedule in place in compliance with HACCP guidelines	N/A	No Issue	
52	Most recent EHO inspection report available if applicable	N/A	No Issue	
53	Suitable utensils and cookware available	N/A	No Issue	
54	Dishwasher/s available	N/A	No Issue	
55	Any breakages noted generally	N/A	No Issue	
56	Bin storage facilities - is it safe and appropriate	N/A	No Issue	

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THEME 1 - FIRE COMPLIANCE				
Number	Item		Comments/Remarks	Actions
57	Fire log in place and all relevant information is recorded.	✓	All recorded in folder and commencing transfer to standard fire log.	
58	Fire alarm, emergency lighting serviced and in working order and periodic inspection certs up to date (Quarterly) and recorded in the Fire Register	✓	No Issue	
59	Fire equipment serviced and in working order and periodic inspection certs up to date (Annually) and recorded in the Fire Register	✓	No Issue	
60	Fire drill done in the last Quarter and date	10/12/22	No Issue	
61	Personal Emergency Evacuation Plan in place and all staff aware of the procedure	✓	No Issue	
62	Gas service records ex. RGI Cert	X	To be forwarded to DCC	
63	Electrical certificates up to date	X	To be forwarded to DCC	

THEME 1 - WATER TANKS				
Number	Item		Comments/Remarks	Actions
64	Cleaning and service schedule for water tanks in place and up to date Annual Certificate of disinfection for the buildings water storage system inclusive of any storage tanks and pipework	X	To be forwarded to DCC	



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THEME 1 – MAINTENANCE				
Number	Item		Comments/Remarks	Actions
65	Weekly log of maintenance check of full building completed and DCC notified of any issues	✓	No Issue	

THEME 1 - GOOD NEIGHBOURHOOD POLICY				
Number	Item		Comments/Remarks	Actions
66	Staff aware of responsibilities and Policy document available for review	✓	No Issue	
67	Evidence of managing issues arising available for review	✓	There is an obvious awareness of the importance of good relations with neighbours	

THEME 2 – Onsite Facilities, Operational Systems, Support Services, Staff				
Number	Item		Comments/Remarks	Actions
1	Housekeeping service in place	✓	Outsourced	
2	Names of all staff on site, and their roles.	✓	No Issue	
3	Cleaning products available to service users	✓	No Issue	
4	Laundry facility available to service users	✓	No Issue	
5	Sanitising schedule in place and records available	✓	No Issue	

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THEME 2 – OPERATIONAL SYSTEMS				
Number	Item		Comments/Remarks	Actions
6	No. of available beds as per agreement with DCC	60	No Issue	
7	No. of available beds today	60	No Issue	
8	No. of service users booked in today	60	No Issue	
9	No. of beds unavailable, have these been reported to the DRHE	0	No Issue	
10	No. of no shows/vacancies today	0	No Issue	
11	No. of official complaints received on file and verified with DRHE	0	No Issue	

THEME 2 – OPERATIONAL SYSTEMS				
Number	Item		Comments/Remarks	Actions
12	Child Safeguarding Statement completed and displayed, where applicable.	NA	No Issue	
13	Facility Guidelines in place and appropriate for safe and reasonable running of the service	✓	No Issue	
14	Register of occupants in place and residents entry/exit tracked in an electronic record	✓	Manual checks carried out throughout the day.	
15	Complaints and feedback system in place	✓	No Issue	
16	Record available of bookings, no shows, final headcount and returns for previous day	✓	No Issue	
17	Vacancies returned within 24 hours at correct times	✓	No Issue	



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THEME 2 – SUPPORT SERVICES				
Number	Item		Comments/Remarks	Actions
18	Room available for one-on-one appointments (nurse, housing officer, key workers etc.) where applicable.	✓	No Issue	
19	Information on available times for all support services clearly displayed	✓	No Issue	

THEME 2 – STAFF				
Number	Item		Comments/Remarks	Actions
20	All staff trained in: <ul style="list-style-type: none">• fire safety• Children first, where applicable (only required for Family PEA's at present)	✓ ✓	No Issue	

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21	Key staff trained in: <ul style="list-style-type: none"> • Managing Challenging Behaviour Training (Eg: TCI, CPI, MAPA training) • Fire Warden, as a minimum a fire warden must be on the premises at all times • Suicide Awareness • Intercultural awareness • Equality & Diversity • Safeguarding Vulnerable Adults • Administering Naloxone/overdose treatment • first aid • A minimum of one staff member is available or are planning to undertake NFQ/QQI Level 5/6 in social care or equivalent discipline on duty 	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	No Issue	
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THEME 2 – STAFF				
Number	Item		Comments/Remarks	Actions
22	Staff easily identifiable with name badges in use	✓	No name tags	
23	Staff well presented, informed and helpful	✓	No Issue	
24	Staff interaction with residents professional and friendly	✓	No Issue	
25	Facility has a documented complaints policy and log	✓	No Issue	

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26	Appropriate staff structure in place with a clearly identifiable person in charge (manager/supervisor) on site	✓	No Issue	
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THEME 2 – FIRE SAFETY ON SITE AT TIME OF INSPECTION				
Number	Item		Comments/Remarks	Actions
27	Fire Alarm showing any faults	✓	No Issue	
28	Appropriate number of carbon monoxide alarms on site and operational	✓	No Issue	
29	Sufficient levels of trained staff on site as required	✓	No Issue	
30	Emergency evacuation plan in place and staff are fully aware of their roles and responsibilities in the event of an emergency. Last time a fire drill was conducted	✓	No Issue	
31	How often are fire drill conducted on site?	Monthly	No Issue	
32	Are there adequate fire escape route finder plans in the property?	X	There aren't sufficient finder plans available for service users.	
33	Are all Fire Safety checks being conducted, as required by staff members, as required?	✓	No Issue	
34	Are all fire extinguishers present and serviced up to date?	✓	No Issue	
35	Are all Life Safety Systems fully operational and functioning and service records up to date?	✓	No Issue	

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THEME 3 – H&S, Food Service and Infection Control				
Number	Item		Comments/Remarks	Actions
1	No. of service user incidents or accidents on site in previous month	48	Slips, ODs, Unsafe disposal of sharps, altercations	
2	No. of service user fatalities on site since last inspection	0	No Issue	
3	No. of incidents of domestic violence on site since last inspection	0	No Issue	

THEME 3 – H&S, Food Service and Infection Control				
Number	Item		Comments/Remarks	Actions
4	Correct procedure followed for critical incidents	✓	No Issue	
5	First aid box on site and fully stocked	✓	On each floor	
6	Naloxone on site and record of any administration of this intervention	✓	No Issue	
7	Defibrillator on site	✓	No Issue	
8	PPE in use by all staff	✓	No Issue	
9	Service users complying with any public health requirement or guidelines regarding any public health issues i.e. prevailing Covid -19 requirements/guidelines active at the time of inspection.	✓	No Issue	

THEME 3 – FOOD				
Number	Item		Comments/Remarks	Actions
10	No. of meals provided daily, and In compliance with Food Hygiene Legislation	3	No Issue	



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11	Drinking water available	✓	No Issue	
12	Dietary requirements catered for, allergens on display	✓	No Issue	
13	HACCP system in use and up to date	✓	No Issue	
14	Weekly and monthly menus available and in use	✓	No Issue	
15	Last EHO report available if applicable	✓	No Issue	

THEME 3 – COVID				
Number	Item		Comments/Remarks	Actions
16	Daily symptoms check in place for staff	NA	No Issue	
17	Daily symptoms check in place for residents	NA	No Issue	
18	All staff familiar with procedure for dealing with symptoms in staff or resident	✓	No Issue	
19	All staff familiar with procedure for dealing with a confirmed positive in staff or resident	✓	No Issue	

DAC Bathroom



Kitchen



23501 PROPERTY 230212D08

Laundry Facility



Bedroom



4 Conclusions

4.1.1 Inspector Comments

Property 230212D08 has a full catering operation for service users available. This building is large which lends itself to large communal areas and also access to a garden to the rear of the building. This property appears to be operating well, is clean and run with knowledgeable staff on duty.

4.1.2 Actions of Facilities

Actions from the site inspection that need to be addressed:

- There is some paintwork required in the communal areas and corridors and repair to false ceilings required
- There is a bathroom and shower room that are not in use due to repair issues at the time of inspection
- Gas service records to be provided for verification
- Annual Cert of disinfection for the buildings water storage system to be provided for verification
- Electrical certs to be provided for verification
- There aren't sufficient fire escape route finder plans available for service users.
- There are some small maintenance issues that are in the area of painting and cosmetics and also work required to 1 bathroom and 1 shower room.

4.1.3 Actions Concluded

- Bathroom and shower room have since been repaired, 2 bathrooms needed re flooring, the room with the bath is still out of use as the bath needs replacing.
 - Gas service records have been received .
 - Annual Cert of disinfection for the buildings water storage system to be provided for verification- this is in process with service provider these are due to be cleaned this Thursday 25th May (cert to follow)
 - Electrical certs have been provided.
 - Fire escape route finder plans available for service users, completed on back of doors.
 - There are some small maintenance issues that are in the area of painting and cosmetics and also work required to 1 bathroom and 1 shower room- painting is on hold due to major fire proofing work required which will take a number of months.
-



Comhairle Cathrach
Bhaile Átha Cliath
Dublin City Council

SITE INSPECTION REPORT

Property 230107D01

12th January 2023

Prepared by	Eamon O'Boyle and Associates
Date	15th June 2023
Version	23501 – 230107D01 - Final

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1 Introduction

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- Ventilation,
- Heating and light,
- Wi-Fi
- and general building condition.

Onsite Facilities

- Housekeeping service
- Laundry
- Sanitising Service

Operational Systems

- Agreed availability of beds
- House guidelines in place
- Complaints and feedback system

Staff

- Staff Training
- Identifiable of staff
- Availability of suitably rostered Supervision

Health & Safety

- Fire Wardens on Duty
- First Aid resources in place

Food Service

- Inspection of Cooking Facilities
 - Assessing Quality of meals both from portion size and meeting expected dietary standards
 - Feedback System in place to facilitate capture of the views of the Residents in terms of portion sizes, quality of food and the variety of menu choices available. Getting up to date sample feedback from residents during the inspection.
 - HACCP Standards in place in available kitchens on-site
 - HACCP Standards in place where food is prepared / cooked off-site and delivered in.
-

1.2 Inspection Details

Inspector: C

Date: 12th January 2023

Property Description: Property 230107D01 is a four-storey building over a basement, building was previously used as a hostel. Its occupancy is 156 sharing two, three, four and one eight bedroom. The building is in good condition for its age but would benefit with a new coat of paint. The occupancy is single males and is well managed by staff of the property. All the documentation was available and up to date.

Please see photos in section 3

1.3 EOBA'S Approach

The EOBA approach will operate as a unit which will identify the properties to be inspected in conjunction with the Contracting Authority. The service will be delivered by the conduct of inspections, liaison with the Contracting Authority, review of previous reports. Our service will be guided throughout by adherence with published codes and engineering analysis to ensure properties are compatible with the requirements of the Contracting Authority.

EOBA understands the objectives of the Framework ensures the following

- Provision of inspection regime that provides an assurance to the Contracting Authority and the residents of compliance with standards
- Provision of timely reports that identify good practice and deficiencies with actions to ensure timely remedy

1.4 EOBA's Methodology

Inspections are undertaken by a multi-disciplined team.

This is to ensure:

- Ensure consistency of reports
 - standardisation of the inspection regime
 - enable comparisons between consecutive reports
 - provides transparency to assure impartiality for property owners
-

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2 Site Inspection Checklist

Inspection Checklist

Property: 230107D01

Date: 12th January 2023

Inspector: C

THEME 1 – BUILDING STANDARDS				
Number	Item		Comments/Remarks	Actions
1	Overall condition of the premises	✓	Previously a hostel, could do with freshening up with paint	
2	Overall atmosphere	✓	No Issues	
3	Thermostatically controlled heating	X	New Boiler Installed recently, waiting to install Thermostat Radiator Valves	
4	CCTV in common areas	✓	No Issues	
5	Pest control policy in place	✓	No Issues	

THEME 1 – EXTERIOR OF BUILDING				
Number	Item		Comments/Remarks	Actions
6	Condition of exterior of building	✓	A bit tattered	
7	Streetscape clean and free from rubbish	✓	No Issues	
8	Regular outside checks	✓	No Issues	
9	External CCTV in place	✓	No Issues	
10	External items for repair	x	No Issues	

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THEME 1 – COMMON AREAS – Reception, Corridors, Stairwells				
Number	Item		Comments/Remarks	Actions
11	Condition of communal areas	✓	Not used since Covid, corridors and staircases could do with painting	
12	Condition of floor and wall finishes	✓	As above, could be done with some new paint	
13	Internal CCTV available	✓	No Issues	
14	Appropriate lighting and fixtures	✓	No Issues	
15	Passive ventilation in bedrooms	✓	No Issues	
16	Any internal repairs required	None	No Issues	
17	All egress exits free from obstacles	✓	No Issues	

THEME 1 – BEDROOMS				
Number	Item		Comments/Remarks	Actions
18	Appropriate number of people assigned to each room	✓	No Issues	
19	No. of rooms decommissioned because of maintenance issues, why and for how long	0	No Issues	
20	Furnishings (including beds) fit for purpose and in good repair	✓	No Issues	
21	Mattresses must be washable and breathable type i.e. hospital type mattress	✓	No Issues	
22	Televisions provided in rooms with reasonable choice channels available for the client base being accommodated.	✓	No Issues	
23	Free Wi-Fi available	✓	No Issues	

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24	Automatically locking Window restrictors and passive ventilation in all bedrooms	✓	No Issues	
25	Number of DAC bedrooms per facility	0	No Issues	
26	Any breakages noted generally	x	No Issues	

THEME 1 – BATHROOMS				
Number	Item		Comments/Remarks	Actions
27	Number of bathrooms shared	✓	All floors share bathrooms and toilets sufficient for numbers	
28	Number of DAC bathrooms per facility	1	No Issues	
29	Wall finishing's and floors clean and in good repair with no sign of mould	✓	No Issues	
30	Shower, toilet and sink in good repair and in working order (hot and cold water)	✓	Work in progress on day of inspection regrouting showers	
31	Openable window and/or mechanical ventilation in place	✓		
32	Heat source present in the bathroom i.e radiator, heated towel rail or Bathroom Fan Heater.	X	No heat sources in bathrooms	
33	Any breakages	0	No Issues	

THEME 1 – LAUNDRY				
Number	Item		Comments/Remarks	Actions
34	Suitable Laundry facilities available on site and all equipment confirmed in working	✓	No Issues	

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	order			
35	Roster or straightforward system for access in place for all residents	✓	No Issues	
36	CCTV in place in the laundry area	✓	No Issues	
37	Sufficient numbers of washers and dryers available.	✓	No Issues	
38	Any repair issues	0	No Issues	

THEME 1 - SMOKING AREA				
Number	Item		Comments/Remarks	Actions
39	Smoking area available within the building or area assigned close to the building	✓	No Issues	
40	CCTV in place to cover the area/area monitored	✓	No Issues	

THEME 1 - COMMERCIAL KITCHEN/FOOD SERVICE AREA				
Number	Item		Comments/Remarks	Actions
41	Kitchen and storage areas clean and in good repair	✓	No Issues	
42	Furniture and floor/wall finishing's suitable and in good repair	✓	No Issues	
43	Lighting bright and fittings in good repair	✓	No Issues	
44	CCTV in place to cover the area/area monitored	X	None	To be installed
45	Cleaning schedule in place in compliance with HACCP guidelines	✓	No Issues	
46	Most recent EHO inspection report available if applicable	None	No report	

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THEME 1 - DOMESTIC KITCHENS/TRAINING KITCHENS				
Number	Item		Comments/Remarks	Actions
47	Kitchen and storage areas clean and in good repair	✓	No Issues	
48	Furniture and floor/wall finishing's suitable and in good repair	✓	No Issues	
49	Lighting bright and fittings in good repair	✓	No Issues	
50	CCTV in place to cover the area/area monitored	X	None	To be installed
51	Cleaning schedule in place in compliance with HACCP guidelines	✓	No Issues	
52	Most recent EHO inspection report available if applicable	None	No report	
53	Suitable utensils and cookware available	✓	No Issues	
54	Dishwasher/s available	✓	No Issues	
55	Any breakages noted generally	None	No Issues	
56	Bin storage facilities - is it safe and appropriate	✓	No Issues	

THEME 1 - FIRE COMPLIANCE				
Number	Item		Comments/Remarks	Actions
57	Fire log in place and all relevant information is recorded.	✓	No Issues	
58	Fire alarm, emergency lighting serviced and in working order and periodic inspection certs up to date (Quarterly) and recorded in the Fire Register	✓	No Issues	
59	Fire equipment serviced and in	✓	No Issues	

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	working order and periodic inspection certs up to date (Annually) and recorded in the Fire Register			
60	Fire drill done in the last Quarter and date	✓	29/12/22 Monthly Drill	
61	Personal Emergency Evacuation Plan in place and all staff aware of the procedure	✓	Risk Assessment carried out for each resident	
62	Gas service records ex. RGI Cert	✓	No Issues	
63	Electrical certificates up to date	✓	No Issues	

THEME 1 - WATER TANKS				
Number	Item		Comments/Remarks	Actions
64	Cleaning and service schedule for water tanks in place and up to date Annual Certificate of disinfection for the buildings water storage system inclusive of any storage tanks and pipework	✓	No Issues	

THEME 1 - MAINTENANCE				
Number	Item		Comments/Remarks	Actions
65	Weekly log of maintenance check of full building completed and DCC notified of any issues	✓	No Issues	

THEME 1 - GOOD NEIGHBOURHOOD POLICY				
Number	Item		Comments/Remarks	Actions
66	Staff aware of responsibilities and Policy document available for	✓	No Issues	

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	review			
67	Evidence of managing issues arising available for review	✓	No Issues	

THEME 2 – Onsite Facilities, Operational Systems, Support Services, Staff				
Number	Item		Comments/Remarks	Actions
1	Housekeeping service in place	✓	Inhouse	
2	Names of all staff on site, and their roles.	✓	No Issues	
3	Cleaning products available to service users	✓	No Issues	
4	Laundry facility available to service users	✓	No Issues	
5	Sanitising schedule in place and records available	✓	No Issues	

THEME 2 – OPERATIONAL SYSTEMS				
Number	Item		Comments/Remarks	Actions
6	No. of available beds as per agreement with DCC	156	No Issues	
7	No. of available beds today	0	No Issues	
8	No. of service users booked in today	156	No Issues	
9	No. of beds unavailable, have these been reported to the DRHE	0	No Issues	
10	No. of no shows/vacancies today	2	No Issues	
11	No. of official complaints received on file and verified with DRHE	0	Quarterly Report to DCC	

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THEME 2 – OPERATIONAL SYSTEMS				
Number	Item		Comments/Remarks	Actions
12	Child Safeguarding Statement completed and displayed, where applicable.	✓	N/A in this premises although some staffed trained in same	
13	Facility Guidelines in place and appropriate for safe and reasonable running of the service	✓	No Issues	
14	Register of occupants in place and residents entry/exit tracked in an electronic record	✓	No Issues	
15	Complaints and feedback system in place	✓	No Issues	
16	Record available of bookings, no shows, final headcount and returns for previous day	✓	No Issues	
17	Vacancies returned within 24 hours at correct times	✓	No Issues	

THEME 2 – SUPPORT SERVICES				
Number	Item		Comments/Remarks	Actions
18	Room available for one-on-one appointments (nurse, housing officer, key workers etc.) where applicable.	✓	No Issues	
19	Information on available times for all support services clearly displayed	✓	No Issues	

THEME 2 – STAFF				
Number	Item		Comments/Remarks	Actions
20	All staff trained in: fire safety	✓	No Issues	

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	Children first, where applicable (only required for Family PEA's at present)	✓		
21	Key staff trained in: Managing Challenging Behaviour Training (Eg: TCI, CPI, MAPA training) Fire Warden, as a minimum a fire warden must be on the premises at all times Suicide Awareness Intercultural awareness Equality & Diversity Safeguarding Vulnerable Adults Administering Naloxone/overdose treatment first aid A minimum of one staff member is available or are planning to undertake NFQ/QQI Level 5/6 in social care or equivalent discipline on duty	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	No Issues See Comments	

THEME 2 – STAFF				
Number	Item		Comments/Remarks	Actions
22	Staff easily identifiable with name badges in use	✓	No Issues	
23	Staff well presented, informed and helpful	✓	No Issues	
24	Staff interaction with resident's professional and friendly	✓	No Issues	

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25	Facility has a documented complaints policy and log	x	No Issues	
26	Appropriate staff structure in place with a clearly identifiable person in charge (manager/supervisor) on site	✓	No Issues	

THEME 2 – FIRE SAFETY ON SITE AT TIME OF INSPECTION				
Number	Item		Comments/Remarks	Actions
27	Fire Alarm showing any faults	None	No Issues	
28	Appropriate number of carbon monoxide alarms on site and operational	✓	No Issues	
29	Sufficient levels of trained staff on site as required	✓	No Issues	
30	Emergency evacuation plan in place and staff are fully aware of their roles and responsibilities in the event of an emergency. Last time a fire drill was conducted	✓	No Issues	
31	How often are fire drill conducted on site?	✓	Monthly	
32	Are there adequate fire escape route finder plans in the property?	✓	No Issues	
33	Are all Fire Safety checks being conducted, as required by staff members, as required?	✓	No Issues	
34	Are all fire extinguishers present and serviced up to date?	✓	No Issues	
35	Are all Life Safety Systems fully operational and functioning and service records up to date?	✓	No Issues	

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THEME 3 – H&S, Food Service and Infection Control				
Number	Item		Comments/Remarks	Actions
1	No. of service user incidents or accidents on site in previous month	0	No Issues	
2	No. of service user fatalities on site since last inspection	1	Resident suffered Cardiac Arrest Oct 2022(No Defibrillator)	Provide defibrillator
3	No. of incidents of domestic violence on site since last inspection	0	No Issues	

THEME 3 – H&S, Food Service and Infection Control				
Number	Item		Comments/Remarks	Actions
4	Correct procedure followed for critical incidents	✓	No Issues	
5	First aid box on site and fully stocked	✓	No Issues	
6	Naloxone on site and record of any administration of this intervention	✓	No Issues	
7	Defibrillator on site	x	See Above	
8	PPE in use by all staff	✓	No Issues	
9	Service users complying with any public health requirement or guidelines regarding any public health issues i.e. prevailing Covid - 19 requirements/guidelines active at the time of inspection.	✓	No Issues	



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THEME 3 – FOOD				
Number	Item		Comments/Remarks	Actions
10	No. of meals provided daily, and In compliance with Food Hygiene Legislation	2	No Issues	
11	Drinking water available	✓	No Issues	
12	Dietary requirements catered for, allergens on display	✓	No Issues	
13	HACCP system in use and up to date	✓	No Issues	
14	Weekly and monthly menus available and in use	✓	No Issues	
15	Last EHO report available if applicable	None	No Issues	

THEME 3 – COVID				
Number	Item		Comments/Remarks	Actions
16	Daily symptoms check in place for staff	✓	No Issues	
17	Daily symptoms check in place for residents	✓	No Issues	
18	All staff familiar with procedure for dealing with symptoms in staff or resident	✓	No Issues	
19	All staff familiar with procedure for dealing with a confirmed positive in staff or resident	✓	No Issues	

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3 Photos of Premises

Fire Panel

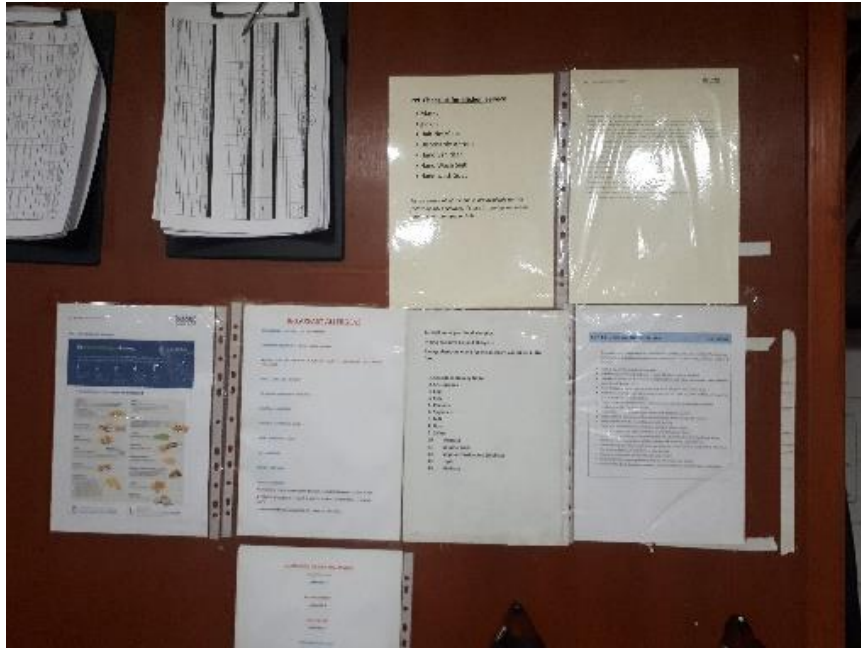


Fire Extinguishers

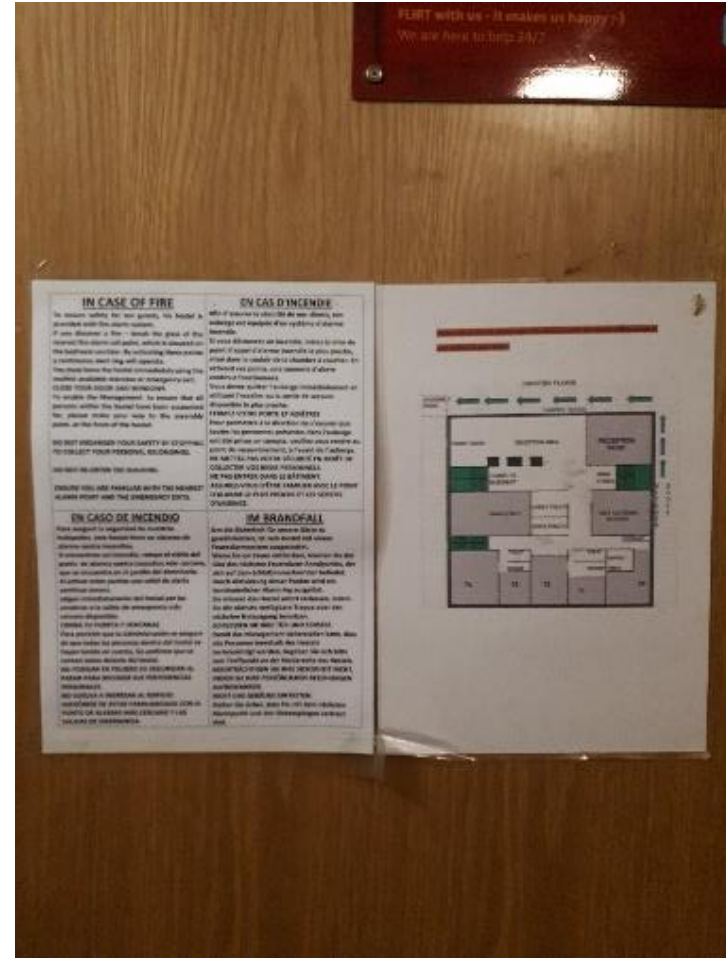


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Notice Board



Evacuation Plan



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Storage Lockers



Medication Lockers



4 Conclusions

4.1.1 Inspector Comments

Property 230107D01 staff are trained in the administration of Naloxone but there is no certification for this. They received their training from a registered training facility, Certification should be followed up. The lack of defibrillator is highlighted and should be addressed, staff gave CPR to cardiac arrest resident in October 22 who passed away.

There are storage lockers in the basement for residents to hold their personal belongings safely. Keys managed by staff. Many of the residents are on various medications and these are stored in secured lockers at reception. Keys are managed by staff.

4.1.2 Actions of Property

Actions from the site inspection that need to be addressed:

- Fresh Painting recommended for interior and communal areas
- Thermostat Radiator Valves to be installed
- Communal Area to be re opened as per DRHE instruction
- Heat Source required for bathrooms
- CCTV for domestic kitchen & food service area to be installed
- No Defib - Provided by DRHE/HSE in Feb 2023

4.1.3 Actions Concluded

- Painting has started and is currently ongoing
 - Thermostat Radiator Valves was completed on the 17th May 2023
 - Communal area has been re-opened
 - Contractor has been booked for the heating in the bathrooms, works are to start 29/05/2023
 - CCTV was installed on the 17/05/2023
 - Defibrillator was provided by DRHE in Feb 2023
-



Comhairle Cathrach
Bhaile Átha Cliath
Dublin City Council

SITE INSPECTION REPORT

Property 230108D12

25th January 2023

Prepared by	Eamon O'Boyle and Associates
Date	15th June 2023
Version	23501 – 230108D12 - Final

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1 Introduction

1.1 Overview

Dublin City Council has engaged with Eamon O'Boyle and Associates establishing a multi-party framework for the delivery of Homeless Accommodation Inspection Service at centres within the Dublin Regional Homeless Executive Administrative area.

The Homeless Accommodation Inspection Service will encompass the following elements:

Building Standards

- Fire Safety
- Building compliance,
- CCTV,
- Ventilation,
- Heating and light,
- Wi-Fi
- and general building condition.

Onsite Facilities

- Housekeeping service
- Laundry
- Sanitising Service

Operational Systems

- Agreed availability of beds
- House guidelines in place
- Complaints and feedback system

Staff

- Staff Training
- Identifiable of staff
- Availability of suitably rostered Supervision

Health & Safety

- Fire Wardens on Duty
- First Aid resources in place

Food Service

- Inspection of Cooking Facilities
 - Assessing Quality of meals both from portion size and meeting expected dietary standards
 - Feedback System in place to facilitate capture of the views of the Residents in terms of portion sizes, quality of food and the variety of menu choices available. Getting up to date sample feedback from residents during the inspection.
 - HACCP Standards in place in available kitchens on-site
 - HACCP Standards in place where food is prepared / cooked off-site and delivered in.
-

1.2 Inspection Details

Inspector: B

Date: 25th January 2023

Property Description: Property 230108D12 was modified to house 67 family units which consist of a living area, bedroom and ensuite bathroom. The units vary in size slightly to accommodate families ranging in size from 3 to 9. The property is quite modern and the layout of the units reflect this. Each unit has been equipped with a TV, microwave, fridge and kettle. Each unit is plumbed for drinking water.

Please see photos in section 3

1.3 EOBA'S Approach

The EOBA approach will operate as a unit which will identify the properties to be inspected in conjunction with the Contracting Authority. The service will be delivered by the conduct of inspections, liaison with the Contracting Authority, review of previous reports. Our service will be guided throughout by adherence with published codes and engineering analysis to ensure properties are compatible with the requirements of the Contracting Authority.

EOBA understands the objectives of the Framework ensures the following

- Provision of inspection regime that provides an assurance to the Contracting Authority and the residents of compliance with standards
- Provision of timely reports that identify good practice and deficiencies with actions to ensure timely remedy

1.4 EOBA's Methodology

Inspections are undertaken by a multi-disciplined team.

This is to ensure:

- Ensure consistency of reports
 - standardisation of the inspection regime
 - enable comparisons between consecutive reports
 - provides transparency to assure impartiality for propertyowners
-

2 Site Inspection Checklist

Inspection Checklist

Property: 230108D12

Date: 25th January 2023

Inspector: B

THEME 1 – BUILDING STANDARDS				
Number	Item		Comments/Remarks	Actions
1	Overall condition of the premises	Excellent	No Issues	
2	Overall atmosphere	Very Good	No Issues	
3	Thermostatically controlled heating	✓	No Issues	
4	CCTV in common areas	✓	No Issues	
5	Pest control policy in place	✓	No Issues	

THEME 1 – EXTERIOR OF BUILDING				
Number	Item		Comments/Remarks	Actions
6	Condition of exterior of building	Good	No Issues	
7	Streetscape clean and free from rubbish	Good	No Issues	
8	Regular outside checks	✓	No Issues	
9	External CCTV in place	✓	No Issues	
10	External items for repair	✓	No Issues	

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THEME 1 – COMMON AREAS – Reception, Corridors, Stairwells				
Number	Item		Comments/Remarks	Actions
11	Condition of communal areas	✓	No Issues	
12	Condition of floor and wall finishes	✓	No Issues	
13	Internal CCTV available	✓	No Issues	
14	Appropriate lighting and fixtures	✓	No Issues	
15	Passive ventilation in bedrooms	✓	No Issues	
16	Any internal repairs required	X	Rolling maintenance for any minor issues is ongoing.	
17	All egress exits free from obstacles	✓	No Issues	

THEME 1 – BEDROOMS				
Number	Item		Comments/Remarks	Actions
18	Appropriate number of people assigned to each room	✓	There is 67 family units in this facility. Vary in size from families of 3 to 9.	
19	No. of rooms decommissioned because of maintenance issues, why and for how long	0	No Issues	
20	Furnishings (including beds) fit for purpose and in good repair	✓	No Issues	
21	Mattresses must be washable and breathable type i.e. hospital type mattress	✓	No Issues	
22	Televisions provided in rooms with reasonable choice channels available for the client base being accommodated.	✓	No Issues	
23	Free Wi-Fi available	✓	No Issues	

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24	Automatically locking Window restrictors and passive ventilation in all bedrooms	✓	No Issues	
25	Number of DAC bedrooms per facility	2	No Issues	
26	Any breakages noted generally	X	No Issues	

THEME 1 – BATHROOMS				
Number	Item		Comments/Remarks	Actions
27	Number of bathrooms shared	0	Each family unit has its own ensuite bathroom	
28	Number of DAC bathrooms per facility	2	No Issues	
29	Wall finishing's and floors clean and in good repair with no sign of mould	✓	No Issues	
30	Shower, toilet and sink in good repair and in working order (hot and cold water)	✓	No Issues	
31	Openable window and/or mechanical ventilation in place	✓	No Issues	
32	Heat source present in the bathroom i.e radiator, heated towel rail or Bathroom Fan Heater.	✓	No Issues	
33	Any breakages	0	No Issues	

THEME 1 – LAUNDRY				
Number	Item		Comments/Remarks	Actions
34	Suitable Laundry facilities available on site and all equipment confirmed in working order	✓	No Issues	
35	Roster or straightforward system for access in place for all residents	N/A	No Issues	

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36	CCTV in place in the laundry area	✓	No Issues	
37	Sufficient numbers of washers and dryers available.	✓	7 washers and 7 Driers(4 of each are commercial)	
38	Any repair issues	0	No Issues	

THEME 1 - SMOKING AREA				
Number	Item		Comments/Remarks	Actions
39	Smoking area available within the building or area assigned close to the building	✓	No Issues	
40	CCTV in place to cover the area/area monitored	✓	No Issues	

THEME 1 - COMMERCIAL KITCHEN/FOOD SERVICE AREA				
Number	Item		Comments/Remarks	Actions
41	Kitchen and storage areas clean and in good repair	✓	No Issues	
42	Furniture and floor/wall finishing's suitable and in good repair	✓	No Issues	
43	Lighting bright and fittings in good repair	✓	No Issues	
44	CCTV in place to cover the area/area monitored	✓	No Issues	
45	Cleaning schedule in place in compliance with HACCP guidelines	✓	No Issues	
46	Most recent EHO inspection report available if applicable	N/A	No Report to date	

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THEME 1 - DOMESTIC KITCHENS/TRAINING KITCHENS				
Number	Item		Comments/Remarks	Actions
47	Kitchen and storage areas clean and in good repair	✓	6 Kitchen bays including 1 DAC	
48	Furniture and floor/wall finishing's suitable and in good repair	✓	No Issues	
49	Lighting bright and fittings in good repair	✓	No Issues	
50	CCTV in place to cover the area/area monitored	✓	No Issues	
51	Cleaning schedule in place in compliance with HACCP guidelines	✓	No Issues	
52	Most recent EHO inspection report available if applicable	N/A	No Issues	
53	Suitable utensils and cookware available	✓	No Issues	
54	Dishwasher/s available	✓	No Issues	
55	Any breakages noted generally	No	No Issues	
56	Bin storage facilities - is it safe and appropriate	✓	No Issues	

THEME 1 - FIRE COMPLIANCE				
Number	Item		Comments/Remarks	Actions
57	Fire log in place and all relevant information is recorded.	✓	No Issues	
58	Fire alarm, emergency lighting serviced and in working order and periodic inspection certs up to date (Quarterly) and recorded in the Fire Register	✓	DCC have copies of certs	
59	Fire equipment serviced and in working order and periodic inspection	✓	No Issues	

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	certs up to date (Annually) and recorded in the Fire Register			
60	Fire drill done in the last Quarter and date	✓ 22.12.22	No Issues	
61	Personal Emergency Evacuation Plan in place and all staff aware of the procedure	✓	No Issues	
62	Gas service records ex. RGI Cert	X	DCC have copies	DCC to confirm
63	Electrical certificates up to date	X	DCC have copies	DCC to confirm

THEME 1 - WATER TANKS				
Number	Item		Comments/Remarks	Actions
64	Cleaning and service schedule for water tanks in place and up to date Annual Certificate of disinfection for the buildings water storage system inclusive of any storage tanks and pipework	X	DCC have copies	DCC to confirm

THEME 1 - MAINTENANCE				
Number	Item		Comments/Remarks	Actions
65	Weekly log of maintenance check of full building completed and DCC notified of any issues	✓	No Issues	

THEME 1 - GOOD NEIGHBOURHOOD POLICY				
Number	Item		Comments/Remarks	Actions
66	Staff aware of responsibilities and Policy document available for review	✓	No Issues	

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67	Evidence of managing issues arising available for review	N/A	No Issues	
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THEME 2 – Onsite Facilities, Operational Systems, Support Services, Staff				
Number	Item		Comments/Remarks	Actions
1	Housekeeping service in place	✓	Cleaning Solutions	
2	Names of all staff on site, and their roles.	✓	No Issues	
3	Cleaning products available to service users	✓	No Issues	
4	Laundry facility available to service users	✓	No Issues	
5	Sanitising schedule in place and records available	✓	No Issues	

THEME 2 – OPERATIONAL SYSTEMS				
Number	Item		Comments/Remarks	Actions
6	No. of available beds as per agreement with DCC	0	67 Family Units(382 on night prior to inspection)	
7	No. of available beds today	0		
8	No. of service users booked in today	67	67 Families	
9	No. of beds unavailable, have these been reported to the DRHE	0	No Issues	
10	No. of no shows/vacancies today	0	No Issues	
11	No. of official complaints received on file and verified with DRHE	0	No Issues	

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THEME 2 – OPERATIONAL SYSTEMS				
Number	Item		Comments/Remarks	Actions
12	Child Safeguarding Statement completed and displayed, where applicable.	✓	No Issues	
13	Facility Guidelines in place and appropriate for safe and reasonable running of the service	✓	No Issues	
14	Register of occupants in place and residents entry/exit tracked in an electronic record	✓	No Issues	
15	Complaints and feedback system in place	✓	No Issues	
16	Record available of bookings, no shows, final headcount and returns for previous day	✓	No Issues	
17	Vacancies returned within 24 hours at correct times	✓	No Issues	

THEME 2 – SUPPORT SERVICES				
Number	Item		Comments/Remarks	Actions
18	Room available for one-on-one appointments (nurse, housing officer, key workers etc.) where applicable.	✓	No Issues	
19	Information on available times for all support services clearly displayed	✓	No Issues	

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THEME 2 – STAFF				
Number	Item		Comments/Remarks	Actions
20	All staff trained in: <ul style="list-style-type: none"> • fire safety • Children first, where applicable (only required for Family PEA's at present) 	✓ ✓ ✓	No Issues	
21	Key staff trained in: <ul style="list-style-type: none"> • Managing Challenging Behaviour Training (Eg: TCI, CPI, MAPA training) • Fire Warden, as a minimum a fire warden must be on the premises at all times • Suicide Awareness • Intercultural awareness • Equality & Diversity • Safeguarding Vulnerable Adults • Administering Naloxone/overdose treatment • first aid • A minimum of one staff member is available or are planning to undertake NFQ/QQI Level 5/6 in social care or equivalent discipline on duty 	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	No Issues	

THEME 2 – STAFF				
Number	Item		Comments/Remarks	Actions
22	Staff easily identifiable with name badges in use	✓	No Issues	

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23	Staff well presented, informed and helpful	✓	No Issues	
24	Staff interaction with residents professional and friendly	✓	No Issues	
25	Facility has a documented complaints policy and log	✓	No Issues	
26	Appropriate staff structure in place with a clearly identifiable person in charge (manager/supervisor) on site	✓	No Issues	

THEME 2 – FIRE SAFETY ON SITE AT TIME OF INSPECTION				
Number	Item		Comments/Remarks	Actions
27	Fire Alarm showing any faults	✓	No Issues	
28	Appropriate number of carbon monoxide alarms on site and operational	✓	No Issues	
29	Sufficient levels of trained staff on site as required	✓	No Issues	
30	Emergency evacuation plan in place and staff are fully aware of their roles and responsibilities in the event of an emergency. Last time a fire drill was conducted	✓	22.12.22 No Issues	
31	How often are fire drill conducted on site?	Monthly	No Issues	
32	Are there adequate fire escape route finder plans in the property?	✓	No Issues	
33	Are all Fire Safety checks being conducted, as required by staff members, as required?	✓	No Issues	

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34	Are all fire extinguishers present and serviced up to date?	✓	No Issues	
35	Are all Life Safety Systems fully operational and functioning and service records up to date?	✓	No Issues	

THEME 3 – H&S, Food Service and Infection Control				
Number	Item		Comments/Remarks	Actions
1	No. of service user incidents or accidents on site in previous month	0	No Issues	
2	No. of service user fatalities on site since last inspection	0	No Issues	
3	No. of incidents of domestic violence on site since last inspection	0	No Issues	

THEME 3 – H&S, Food Service and Infection Control				
Number	Item		Comments/Remarks	Actions
4	Correct procedure followed for critical incidents	✓	No Issues	
5	First aid box on site and fully stocked	✓	No Issues	
6	Naloxone on site and record of any administration of this intervention	✓	No Issues	
7	Defibrillator on site	X	None onsite	DCC to supply
8	PPE in use by all staff	✓	If Required	
9	Service users complying with any public health requirement or guidelines regarding any public health issues i.e. prevailing Covid -19 requirements/guidelines active at the time of inspection.	✓	No Issues	

THEME 3 – FOOD				
Number	Item		Comments/Remarks	Actions
10	No. of meals provided daily, and In compliance with Food Hygiene Legislation	2	Dinner and Breakfast	
11	Drinking water available	✓	Drinking water supply is plumbed to each family unit.	
12	Dietary requirements catered for, allergens on display	✓	No Issues	
13	HACCP system in use and up to date	✓	No Issues	
14	Weekly and monthly menus available and in use	✓	No Issues	
15	Last EHO report available if applicable	N/A	No Issues	

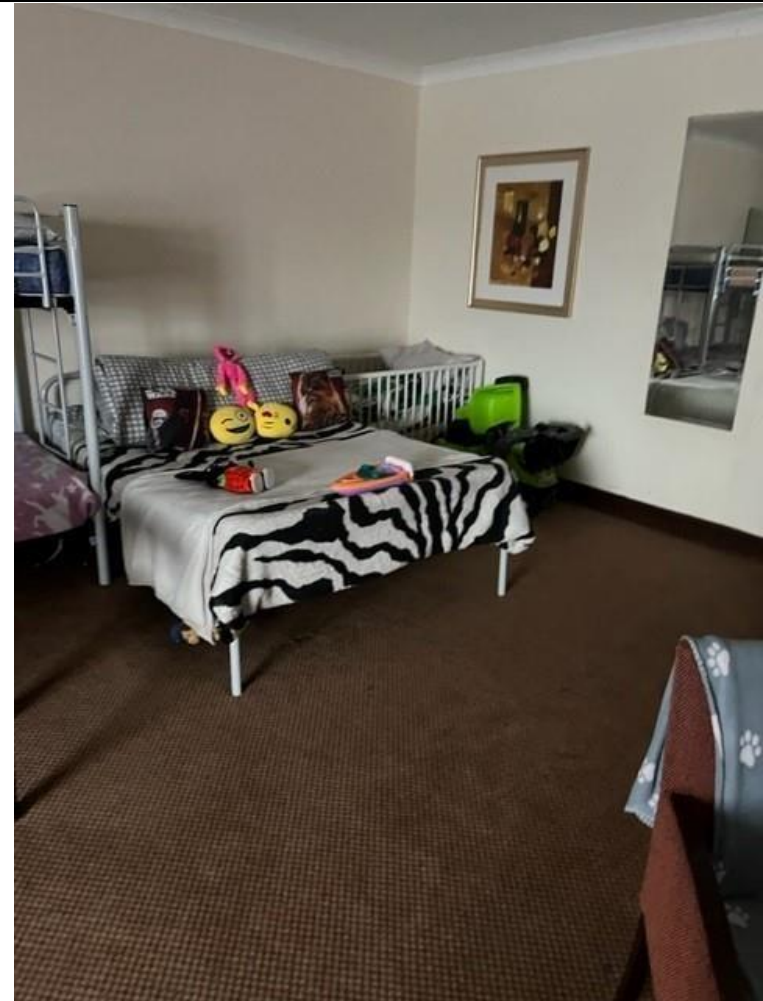
THEME 3 – COVID				
Number	Item		Comments/Remarks	Actions
16	Daily symptoms check in place for staff	✓	No Issues	
17	Daily symptoms check in place for residents	✓	No Issues	
18	All staff familiar with procedure for dealing with symptoms in staff or resident	✓	No Issues	
19	All staff familiar with procedure for dealing with a confirmed positive in staff or resident	✓	No Issues	



Children's Area



Bedroom



23501 PROPERTY 230108D12

Laundry Facilities



Living space within the unit



4 Conclusions

4.1 Inspector Comments

Property 230108D12 Park is a big facility catering for a large number of service users. The size of the facility allows for spacious communal areas such as teenage rooms, toddler rooms and a library/study room. The reception area is a well-run hub of activity for service users. Administration and maintenance are also documented and recorded in this area. Currently there are 2 meals provided for service users onsite. Breakfast and dinner. There are also 6 training bays available to service users, which can be reserved to prepare meals.

This property appears to be well and efficiently run with knowledgeable staff on duty that track operations electronically.

4.2 Actions of Property

Actions from the site inspection that need to be addressed:

- Gas service records to be provided for verification
- Electrical certs to be provided for verification
- Annual Cert of disinfection for the buildings water storage system to be provided for verification
- No Defibrillator onsite - Provided by DRHE/HSE in Feb 2023

4.3 Actions Concluded

- Defibrillator onsite provided by DRHE/HSE in Feb 2023
 - Water cert provided.
 - The service provider is currently working on providing the outstanding for gas and electrical certs, these will be provided by the end of quarter 3 2023.
-



Comhairle Cathrach
Bhaile Átha Cliath
Dublin City Council

SITE INSPECTION REPORT

Property 230213D07

10th February 2023

Prepared by	Eamon O'Boyle and Associates
Date	14th June 2023
Version	23501 – 230213D07 - Final

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1 Introduction

1.1 Overview

Dublin City Council has engaged with Eamon O'Boyle and Associates establishing a multi-party framework for the delivery of Homeless Accommodation Inspection Service at centres within the Dublin Regional Homeless Executive Administrative area.

The Homeless Accommodation Inspection Service will encompass the following elements:

Building Standards

- Fire Safety
- Building compliance,
- CCTV,
- Ventilation,
- Heating and light,
- Wi-Fi
- and general building condition.

Onsite Facilities

- Housekeeping service
- Laundry
- Sanitising Service

Operational Systems

- Agreed availability of beds
- House guidelines in place
- Complaints and feedback system

Staff

- Staff Training
- Identifiable of staff
- Availability of suitably rostered Supervision

Health & Safety

- Fire Wardens on Duty
- First Aid resources in place

Food Service

- Inspection of Cooking Facilities
 - Assessing Quality of meals both from portion size and meeting expected dietary standards
 - Feedback System in place to facilitate capture of the views of the Residents in terms of portion sizes, quality of food and the variety of menu choices available. Getting up to date sample feedback from residents during the inspection.
 - HACCP Standards in place in available kitchens on-site
 - HACCP Standards in place where food is prepared / cooked off-site and delivered in.
-

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1.2 Inspection Details

Inspector: C

Date: 10th February 2023

Property Description: Property 230213D07 has an occupancy of 75, consisting of couples, single males and single females. There are many residents with medical and social problems but are well managed by the properties team.

Please see photos in section 3

1.3 EOBA'S Approach

The EOBA approach will operate as a unit which will identify the properties to be inspected in conjunction with the Contracting Authority. The service will be delivered by the conduct of inspections, liaison with the Contracting Authority, review of previous reports. Our service will be guided throughout by adherence with published codes and engineering analysis to ensure properties are compatible with the requirements of the Contracting Authority.

EOBA understands the objectives of the Framework ensures the following

- Provision of inspection regime that provides an assurance to the Contracting Authority and the residents of compliance with standards
- Provision of timely reports that identify good practice and deficiencies with actions to ensure timely remedy

1.4 EOBA's Methodology

Inspections are undertaken by a multi-disciplined team.

This is to ensure:

- Ensure consistency of reports
 - standardisation of the inspection regime
 - enable comparisons between consecutive reports
 - provides transparency to assure impartiality for property owners
-

2 Site Inspection Checklist

Inspection Checklist

Property: 230213D07

Date: 10th February 2023

Inspector: C

THEME 1 – BUILDING STANDARDS				
Number	Item		Comments/Remarks	Actions
1	Overall condition of the premises	✓	A converted warehouse attached to a three storey building, a large section recently renovated	
2	Overall atmosphere	✓	There are many residents with medical and social problems but are well managed by the team	
3	Thermostatically controlled heating	✓	No Issues	
4	CCTV in common areas	✓	No Issues	
5	Pest control policy in place	✓	No Issues	

THEME 1 – EXTERIOR OF BUILDING				
Number	Item		Comments/Remarks	Actions
6	Condition of exterior of building	✓	No Issues	
7	Streetscape clean and free from rubbish	✓	No Issues	

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8	Regular outside checks	✓	No Issues	
9	External CCTV in place	✓	No Issues	
10	External items for repair	✓	No Issues	

THEME 1 – COMMON AREAS – Reception, Corridors, Stairwells				
Number	Item		Comments/Remarks	Actions
11	Condition of communal areas	✓	No Issues	
12	Condition of floor and wall finishes	✓	No Issues	
13	Internal CCTV available	✓	No Issues	
14	Appropriate lighting and fixtures	✓	No Issues	
15	Passive ventilation in bedrooms	✓	No Issues	
16	Any internal repairs required	None	No Issues	
17	All egress exits free from obstacles	✓	No Issues	

THEME 1 – BEDROOMS				
Number	Item		Comments/Remarks	Actions
18	Appropriate number of people assigned to each room	✓	2 High Dependency units on ground floor.	
19	No. of rooms decommissioned because of maintenance issues, why and for how long	1	Short term due to water leak	
20	Furnishings (including beds) fit for purpose and in good repair	✓	No Issues	
21	Mattresses must be washable and breathable type i.e. hospital type mattress	✓	No Issues	
22	Televisions provided in	✓	No Issues	

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	rooms with reasonable choice channels available for the client base being accommodated.			
23	Free Wi-Fi available	✓	No Issues	
24	Automatically locking Window restrictors and passive ventilation in all bedrooms	✓	No Issues	
25	Number of DAC bedrooms per facility	1	No Issues	
26	Any breakages noted generally	x	No Issues	

THEME 1 – BATHROOMS				
Number	Item		Comments/Remarks	Actions
27	Number of bathrooms shared	✓	10 shared toilet blocks 12 shared shower blocks	
28	Number of DAC bathrooms per facility	1	No Issues	
29	Wall finishing's and floors clean and in good repair with no sign of mould	✓	No Issues	
30	Shower, toilet and sink in good repair and in working order (hot and cold water)	✓	No Issues	
31	Openable window and/or mechanical ventilation in place	✓	No Issues	
32	Heat source present in the bathroom i.e radiator, heated towel rail or Bathroom Fan Heater.	✓	No Issues	
33	Any breakages	0	No Issues	

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THEME 1 – LAUNDRY				
Number	Item		Comments/Remarks	Actions
34	Suitable Laundry facilities available on site and all equipment confirmed in working order	✓	2 Laundry Rooms 1 for Male, 1 for Female	
35	Roster or straightforward system for access in place for all residents	✓	All bed linen and towels outsourced for cleaning	
36	CCTV in place in the laundry area	✓	No Issues	
37	Sufficient numbers of washers and dryers available.	✓	No Issues	
38	Any repair issues	0	No Issues	

THEME 1 - SMOKING AREA				
Number	Item		Comments/Remarks	Actions
39	Smoking area available within the building or area assigned close to the building	X	No Smoking area within building, outside on street	
40	CCTV in place to cover the area/area monitored	✓	No Issues	

THEME 1 - COMMERCIAL KITCHEN/FOOD SERVICE AREA				
Number	Item		Comments/Remarks	Actions
41	Kitchen and storage areas clean and in good repair	✓	No Issues	
42	Furniture and floor/wall finishing's suitable and in good repair	✓	No Issues	

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43	Lighting bright and fittings in good repair	✓	No Issues	
44	CCTV in place to cover the area/area monitored	✓	No Issues	
45	Cleaning schedule in place in compliance with HACCP guidelines	✓	No Issues	
46	Most recent EHO inspection report available if applicable	✓	Jan 2022	

THEME 1 - DOMESTIC KITCHENS/TRAINING KITCHENS				
Number	Item		Comments/Remarks	Actions
47	Kitchen and storage areas clean and in good repair	✓	No Issues	
48	Furniture and floor/wall finishing's suitable and in good repair	✓	No Issues	
49	Lighting bright and fittings in good repair	✓	No Issues	
50	CCTV in place to cover the area/area monitored	✓	No Issues	
51	Cleaning schedule in place in compliance with HACCP guidelines	✓	No Issues	
52	Most recent EHO inspection report available if applicable	✓	No Issues	
53	Suitable utensils and cookware available	✓	No Issues	
54	Dishwasher/s available	✓	No Issues	
55	Any breakages noted generally	None	No Issues	
56	Bin storage facilities - is it safe and appropriate	✓	No Issues	



THEME 1 - FIRE COMPLIANCE				
Number	Item		Comments/Remarks	Actions
57	Fire log in place and all relevant information is recorded.	✓	No Issues	
58	Fire alarm, emergency lighting serviced and in working order and periodic inspection certs up to date (Quarterly) and recorded in the Fire Register	✓	No Issues	
59	Fire equipment serviced and in working order and periodic inspection certs up to date (Annually) and recorded in the Fire Register	✓	No Issues	
60	Fire drill done in the last Quarter and date	✓	31/01/22 Monthly Drill	
61	Personal Emergency Evacuation Plan in place and all staff aware of the procedure	✓	No Issues	
62	Gas service records ex. RGI Cert	x	Not Available for Inspection	Please provide
63	Electrical certificates up to date	x	Not Available for Inspection	Please provide

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THEME 1 - WATER TANKS				
Number	Item		Comments/Remarks	Actions
64	Cleaning and service schedule for water tanks in place and up to date Annual Certificate of disinfection for the buildings water storage system inclusive of any storage tanks and pipework	x	Not Available for Inspection	Please provide

THEME 1 - MAINTENANCE				
Number	Item		Comments/Remarks	Actions
65	Weekly log of maintenance check of full building completed and DCC notified of any issues	✓	No Issues Emailed to DCC	

THEME 1 - GOOD NEIGHBOURHOOD POLICY				
Number	Item		Comments/Remarks	Actions
66	Staff aware of responsibilities and Policy document available for review	✓	No Issues	
67	Evidence of managing issues arising available for review	✓	No Issues	

THEME 2 – Onsite Facilities, Operational Systems, Support Services, Staff				
Number	Item		Comments/Remarks	Actions
1	Housekeeping service in place	✓	Inhouse	

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2	Names of all staff on site, and their roles.	✓	No Issues	
3	Cleaning products available to service users	✓	No Issues	
4	Laundry facility available to service users	✓	No Issues	
5	Sanitising schedule in place and records available	✓	No Issues	

THEME 2 – OPERATIONAL SYSTEMS				
Number	Item		Comments/Remarks	Actions
6	No. of available beds as per agreement with DCC	75	No Issues	
7	No. of available beds today	4	No Issues	
8	No. of service users booked in today	71	No Issues	
9	No. of beds unavailable, have these been reported to the DRHE	1	Reported, water leak	
10	No. of no shows/vacancies today	4	No Issues	
11	No. of official complaints received on file and verified with DRHE	0	Use Sales Force	

THEME 2 – OPERATIONAL SYSTEMS				
Number	Item		Comments/Remarks	Actions
12	Child Safeguarding Statement completed and displayed, where applicable.	x	N/A	

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13	Facility Guidelines in place and appropriate for safe and reasonable running of the service	✓	No Issues	
14	Register of occupants in place and residents entry/exit tracked in an electronic record	✓	Not tracked electronically	
15	Complaints and feedback system in place	✓	Salesforce	
16	Record available of bookings, no shows, final headcount and returns for previous day	✓	No Issues	
17	Vacancies returned within 24 hours at correct times	✓	No Issues	

THEME 2 – SUPPORT SERVICES				
Number	Item		Comments/Remarks	Actions
18	Room available for one-on-one appointments (nurse, housing officer, key workers etc.) where applicable.	✓	No Issues	
19	Information on available times for all support services clearly displayed	✓	Photo 5 There are many noticeboards throughout the building	

THEME 2 – STAFF				
Number	Item		Comments/Remarks	Actions
20	All staff trained in: <ul style="list-style-type: none"> • fire safety 	✓	No Issues	

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	<ul style="list-style-type: none"> Children first, where applicable (only required for Family PEA's at present) 	N/A		
21	<p>Key staff trained in:</p> <ul style="list-style-type: none"> Managing Challenging Behaviour Training (Eg: TCI, CPI, MAPA training) Fire Warden, as a minimum a fire warden must be on the premises at all times Suicide Awareness Intercultural awareness Equality & Diversity Safeguarding Vulnerable Adults Administering Naloxone/overdose treatment first aid A minimum of one staff member is available or are planning to undertake NFQ/QQI Level 5/6 in social care or equivalent discipline on duty 	<p>N/A</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	No Issues	

THEME 2 – STAFF				
Number	Item		Comments/Remarks	Actions
22	Staff easily identifiable with name badges in use	✓	No Issues	
23	Staff well presented, informed and helpful	✓	No Issues	

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24	Staff interaction with residents professional and friendly	✓	No Issues	
25	Facility has a documented complaints policy and log	✓	No Issues	
26	Appropriate staff structure in place with a clearly identifiable person in charge (manager/supervisor) on site	✓	No Issues	

THEME 2 – FIRE SAFETY ON SITE AT TIME OF INSPECTION				
Number	Item		Comments/Remarks	Actions
27	Fire Alarm showing any faults	None	No Issues	
28	Appropriate number of carbon monoxide alarms on site and operational	✓	No Issues	
29	Sufficient levels of trained staff on site as required	✓	No Issues	
30	Emergency evacuation plan in place and staff are fully aware of their roles and responsibilities in the event of an emergency. Last time a fire drill was conducted	✓	No Issues	
		31/02/22		
31	How often are fire drill conducted on site?	✓	Monthly	



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32	Are there adequate fire escape route finder plans in the property?	x	Finder plans in corridors, not in rooms	Display plans on the back of each bedroom door
33	Are all Fire Safety checks being conducted, as required by staff members, as required?	✓	No Issues	
34	Are all fire extinguishers present and serviced up to date?	✓	1 CO2 extinguisher missed in kitchen dated 2021	Follow up with provider
35	Are all Life Safety Systems fully operational and functioning and service records up to date?	✓	No Issues	

THEME 3 – H&S, Food Service and Infection Control				
Number	Item		Comments/Remarks	Actions
1	No. of service user incidents or accidents on site in previous month	56	Last year	
2	No. of service user fatalities on site since last inspection	1	2021	
3	No. of incidents of domestic violence on site since last inspection	3	Last Month	

THEME 3 – H&S, Food Service and Infection Control				
Number	Item		Comments/Remarks	Actions
4	Correct procedure followed for critical incidents	✓	DCC Procedure	
5	First aid box on site and fully stocked	✓	No Issues	

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6	Naloxone on site and record of any administration of this intervention	✓	No Issues	
7	Defibrillator on site	✓	2 Defibrillators available	
8	PPE in use by all staff	✓	No Issues	
9	Service users complying with any public health requirement or guidelines regarding any public health issues i.e. prevailing Covid - 19 requirements/guidelines active at the time of inspection.	✓	No Issues	

THEME 3 – FOOD				
Number	Item		Comments/Remarks	Actions
10	No. of meals provided daily, and In compliance with Food Hygiene Legislation	3	No Issues	
11	Drinking water available	✓	No Issues	
12	Dietary requirements catered for, allergens on display	✓	No Issues	
13	HACCP system in use and up to date	✓	No Issues	
14	Weekly and monthly menus available and in use	✓	No Issues	
15	Last EHO report available if applicable	✓	Jan 2022	



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THEME 3 – COVID				
Number	Item		Comments/Remarks	Actions
16	Daily symptoms check in place for staff	✓	No Issues	
17	Daily symptoms check in place for residents	✓	No Issues	
18	All staff familiar with procedure for dealing with symptoms in staff or resident	✓	No Issues	
19	All staff familiar with procedure for dealing with a confirmed positive in staff or resident	✓	No Issues	

23501 PROPERTY 230213D07

3 Photos of Premises

Fire Panel



Corridor/Fire Extinguishers/Emergency Lighting



23501 PROPERTY 230213D07

Notice Board



Emergency Plan



4 Conclusions

4.1.1 Inspector Comments

Property 230213D07 is a converted warehouse attached to a three-storey building. It has an occupancy of 75, consisting of couples, single males and single females. It has a complex layout but sufficient escape routes and exits. There are many residents with medical and social problems but are well managed the team at the facility. DCC also supply two security staff. There is a neighbourhood App group with local residence and business.

A medical provider provides care weekly, doctor and nurses.

4.1.2 Actions of Facilities

Actions from the site inspection that need to be addressed:

- 1 CO2 extinguisher missed in kitchen dated 2021 – To follow up with provider
- Finder plans in corridors, not in rooms - Display plans on the back of each bedroom door
- Certs not available for inspection – Landlord to provide certs

4.1.3 Actions Concluded

- Gas service cert, come under commercial classification so no conformance certs are required for boiler servicing as no legislation currently exists requiring it.
 - Annual Cert of disinfection for the buildings water storage system has been provided
 - Fire escape route finder plans not in rooms, these have been updated
 - 1 CO2 extinguisher missed in kitchen has now been replaced.
 - The service provider is currently working on providing the electrical cert, this will be provided by the end of quarter 3 2023.
-



Comhairle Cathrach
Bhaile Átha Cliath
Dublin City Council

SITE INSPECTION REPORT

Property 230109K67

19th January 2023

Prepared by	Eamon O'Boyle and Associates
Date	15th June 2023
Version	23501 – 230109K67 - Final

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1 Introduction

1.1 Overview

Dublin City Council has engaged with Eamon O'Boyle and Associates establishing a multi-party framework for the delivery of Homeless Accommodation Inspection Service at centres within the Dublin Regional Homeless Executive Administrative area.

The Homeless Accommodation Inspection Service will encompass the following elements:

Building Standards

- Fire Safety
- Building compliance,
- CCTV,
- Ventilation,
- Heating and light,
- Wi-Fi
- and general building condition.

Onsite Facilities

- Housekeeping service
- Laundry
- Sanitising Service

Operational Systems

- Agreed availability of beds
- House guidelines in place
- Complaints and feedback system

Staff

- Staff Training
- Identifiable of staff
- Availability of suitably rostered Supervision

Health & Safety

- Fire Wardens on Duty
- First Aid resources in place

Food Service

- Inspection of Cooking Facilities
 - Assessing Quality of meals both from portion size and meeting expected dietary standards
 - Feedback System in place to facilitate capture of the views of the Residents in terms of portion sizes, quality of food and the variety of menu choices available. Getting up to date sample feedback from residents during the inspection.
 - HACCP Standards in place in available kitchens on-site
 - HACCP Standards in place where food is prepared / cooked off-site and delivered in.
-

23501 PROPERTY 230109K67

1.2 Inspection Details

Inspector: C

Date: 19th January 2023

Property Description: Property 230109K67 is a two storey building housing single males. Recently up graded to a high standard. Quiet and friendly atmosphere with no issues.

Please see photos in section 3

1.3 EOBA'S Approach

The EOBA approach will operate as a unit which will identify the properties to be inspected in conjunction with the Contracting Authority. The service will be delivered by the conduct of inspections, liaison with the Contracting Authority, review of previous reports. Our service will be guided throughout by adherence with published codes and engineering analysis to ensure properties are compatible with the requirements of the Contracting Authority.

EOBA understands the objectives of the Framework ensures the following

- Provision of inspection regime that provides an assurance to the Contracting Authority and the residents of compliance with standards
- Provision of timely reports that identify good practice and deficiencies with actions to ensure timely remedy

1.4 EOBA's Methodology

Inspections are undertaken by a multi-disciplined team.

This is to ensure:

- Ensure consistency of reports
 - standardisation of the inspection regime
 - enable comparisons between consecutive reports
 - provides transparency to assure impartiality for property owners
-

23501 PROPERTY 230109K67

2 Site Inspection Checklist

Inspection Checklist

Property: 230109K67

Date: 19th January 2023

Inspector: C

THEME 1 – BUILDING STANDARDS				
Number	Item		Comments/Remarks	Actions
1	Overall condition of the premises	✓	Good	
2	Overall atmosphere	✓	Friendly	
3	Thermostatically controlled heating	✓	No Issues	
4	CCTV in common areas	✓	No Issues	
5	Pest control policy in place	✓	No Issues	

THEME 1 – EXTERIOR OF BUILDING				
Number	Item		Comments/Remarks	Actions
6	Condition of exterior of building	✓	No Issues	
7	Streetscape clean and free from rubbish	✓	No Issues	
8	Regular outside checks	✓	No Issues	
9	External CCTV in place	✓	No Issues	
10	External items for repair	x	No Issues	

23501 PROPERTY 230109K67

THEME 1 – COMMON AREAS – Reception, Corridors, Stairwells				
Number	Item		Comments/Remarks	Actions
11	Condition of communal areas	✓	No Issues	
12	Condition of floor and wall finishes	✓	No Issues	
13	Internal CCTV available	✓	No Issues	
14	Appropriate lighting and fixtures	✓	No Issues	
15	Passive ventilation in bedrooms	✓	No Issues	
16	Any internal repairs required	None	No Issues	
17	All egress exits free from obstacles	✓	No Issues	

THEME 1 – BEDROOMS				
Number	Item		Comments/Remarks	Actions
18	Appropriate number of people assigned to each room	✓	No Issues	
19	No. of rooms decommissioned because of maintenance issues, why and for how long	0	No Issues	
20	Furnishings (including beds) fit for purpose and in good repair	✓	No Issues	
21	Mattresses must be washable and breathable type i.e. hospital type mattress	✓	No Issues	
22	Televisions provided in rooms with reasonable choice channels available for the client base being accommodated.	✓	No Issues	
23	Free Wi-Fi available	✓	No Issues	

23501 PROPERTY 230109K67

24	Automatically locking Window restrictors and passive ventilation in all bedrooms	✓	No Issues	
25	Number of DAC bedrooms per facility	0	None	
26	Any breakages noted generally	x	No Issues	

THEME 1 – BATHROOMS				
Number	Item		Comments/Remarks	Actions
27	Number of bathrooms shared	✓	No Issues	
28	Number of DAC bathrooms per facility	0	No DAC bathrooms in facility	
29	Wall finishing's and floors clean and in good repair with no sign of mould	✓	No Issues	
30	Shower, toilet and sink in good repair and in working order (hot and cold water)	✓	No Issues	
31	Openable window and/or mechanical ventilation in place	✓	No Issues	
32	Heat source present in the bathroom i.e radiator, heated towel rail or Bathroom Fan Heater.	✓	No Issues	
33	Any breakages	0	No Issues	

THEME 1 – LAUNDRY				
Number	Item		Comments/Remarks	Actions
34	Suitable Laundry facilities available on site and all equipment confirmed in working order	✓	No Issues	
35	Roster or straightforward system for access in place for all residents	✓	No Issues	

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36	CCTV in place in the laundry area	✓	No Issues	
37	Sufficient numbers of washers and dryers available.	✓	No Issues	
38	Any repair issues	0	No Issues	

THEME 1 - SMOKING AREA				
Number	Item		Comments/Remarks	Actions
39	Smoking area available within the building or area assigned close to the building	✓	No Issues	
40	CCTV in place to cover the area/area monitored	✓	No Issues	

THEME 1 - COMMERCIAL KITCHEN/FOOD SERVICE AREA				
Number	Item		Comments/Remarks	Actions
41	Kitchen and storage areas clean and in good repair	✓	No Issues	
42	Furniture and floor/wall finishing's suitable and in good repair	✓	No Issues	
43	Lighting bright and fittings in good repair	✓	No Issues	
44	CCTV in place to cover the area/area monitored	✓	No Issues	
45	Cleaning schedule in place in compliance with HACCP guidelines	✓	No Issues	
46	Most recent EHO inspection report available if applicable	None	No report	

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THEME 1 - DOMESTIC KITCHENS/TRAINING KITCHENS				
Number	Item		Comments/Remarks	Actions
47	Kitchen and storage areas clean and in good repair	✓	No Meals provided, residents cook for themselves	
48	Furniture and floor/wall finishing's suitable and in good repair	✓	No Issues	
49	Lighting bright and fittings in good repair	✓	No Issues	
50	CCTV in place to cover the area/area monitored	✓	No Issues	
51	Cleaning schedule in place in compliance with HACCP guidelines	✓	No Issues	
52	Most recent EHO inspection report available if applicable	None	No Issues	
53	Suitable utensils and cookware available	✓	No Issues	
54	Dishwasher/s available	✓	No Issues	
55	Any breakages noted generally	None	No report	
56	Bin storage facilities - is it safe and appropriate	✓	No Issues	

THEME 1 - FIRE COMPLIANCE				
Number	Item		Comments/Remarks	Actions
57	Fire log in place and all relevant information is recorded.	✓	No Issues	
58	Fire alarm, emergency lighting serviced and in working order and periodic inspection certs up to date (Quarterly) and recorded in the Fire Register	✓	No Issues	
59	Fire equipment serviced and in working order and periodic inspection	✓	No Issues	

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	certs up to date (Annually) and recorded in the Fire Register			
60	Fire drill done in the last Quarter and date	✓	15/12/22 Monthly Drill	
61	Personal Emergency Evacuation Plan in place and all staff aware of the procedure	✓	No Issues	
62	Gas service records ex. RGI Cert	x	Not Available for Inspection Kept In head office	Verify
63	Electrical certificates up to date	x	Not Available for Inspection Kept In head office	Verify

THEME 1 - WATER TANKS				
Number	Item		Comments/Remarks	Actions
64	Cleaning and service schedule for water tanks in place and up to date Annual Certificate of disinfection for the buildings water storage system inclusive of any storage tanks and pipework	x	Not Available for Inspection Kept In head office	Verify

THEME 1 - MAINTENANCE				
Number	Item		Comments/Remarks	Actions
65	Weekly log of maintenance check of full building completed and DCC notified of any issues	✓	No Issues	

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THEME 1 - GOOD NEIGHBOURHOOD POLICY				
Number	Item		Comments/Remarks	Actions
66	Staff aware of responsibilities and Policy document available for review	✓	No Issues	
67	Evidence of managing issues arising available for review	✓	No Issues	

THEME 2 – Onsite Facilities, Operational Systems, Support Services, Staff				
Number	Item		Comments/Remarks	Actions
1	Housekeeping service in place	✓	Inhouse	
2	Names of all staff on site, and their roles.	✓	No Issues	
3	Cleaning products available to service users	✓	No Issues	
4	Laundry facility available to service users	✓	No Issues	
5	Sanitising schedule in place and records available	✓	No Issues	

THEME 2 – OPERATIONAL SYSTEMS				
Number	Item		Comments/Remarks	Actions
6	No. of available beds as per agreement with DCC	68	No Issues	
7	No. of available beds today	2	No Issues	
8	No. of service users booked in today	66	No Issues	
9	No. of beds unavailable, have these been reported to the DRHE	0	No Issues	
10	No. of no shows/vacancies today	1	No Issues	

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11	No. of official complaints received on file and verified with DRHE	0	No Issues	
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THEME 2 – OPERATIONAL SYSTEMS				
Number	Item		Comments/Remarks	Actions
12	Child Safeguarding Statement completed and displayed, where applicable.	x	N/A	
13	Facility Guidelines in place and appropriate for safe and reasonable running of the service	✓	No Issues	
14	Register of occupants in place and residents entry/exit tracked in an electronic record	✓	No Issues	
15	Complaints and feedback system in place	✓	No Issues	
16	Record available of bookings, no shows, final headcount and returns for previous day	✓	No Issues	
17	Vacancies returned within 24 hours at correct times	✓	No Issues	

THEME 2 – SUPPORT SERVICES				
Number	Item		Comments/Remarks	Actions
18	Room available for one-on-one appointments (nurse, housing officer, key workers etc.) where applicable.	✓	No Issues	
19	Information on available times for all support services clearly displayed	✓	No Issues	

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THEME 2 – STAFF				
Number	Item		Comments/Remarks	Actions
20	All staff trained in: <ul style="list-style-type: none"> • fire safety • Children first, where applicable (only required for Family PEA's at present) 	✓ N/A	No Issues	
21	Key staff trained in: <ul style="list-style-type: none"> • Managing Challenging Behaviour Training (Eg: TCI, CPI, MAPA training) • Fire Warden, as a minimum a fire warden must be on the premises at all times • Suicide Awareness • Intercultural awareness • Equality & Diversity • Safeguarding Vulnerable Adults • Administering Naloxone/overdose treatment • first aid • A minimum of one staff member is available or are planning to undertake NFQ/QQI Level 5/6 in social care or equivalent discipline on duty 	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	No Issues	

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THEME 2 – STAFF				
Number	Item		Comments/Remarks	Actions
22	Staff easily identifiable with name badges in use	✓	No Issues	
23	Staff well presented, informed and helpful	✓	No Issues	
24	Staff interaction with residents professional and friendly	✓	No Issues	
25	Facility has a documented complaints policy and log	✓	No Issues	
26	Appropriate staff structure in place with a clearly identifiable person in charge (manager/supervisor) on site	✓	No Issues	

THEME 2 – FIRE SAFETY ON SITE AT TIME OF INSPECTION				
Number	Item		Comments/Remarks	Actions
27	Fire Alarm showing any faults	None	No Issues	
28	Appropriate number of carbon monoxide alarms on site and operational	✓	No Issues	
29	Sufficient levels of trained staff on site as required	✓	No Issues	
30	Emergency evacuation plan in place and staff are fully aware of their roles and responsibilities in the event of an emergency. Last time a fire drill was conducted	✓ 15/12/22	No Issues	
31	How often are fire drill conducted on site?	✓	Monthly	

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32	Are there adequate fire escape route finder plans in the property?	✓	No Issues	
33	Are all Fire Safety checks being conducted, as required by staff members, as required?	✓	No Issues	
34	Are all fire extinguishers present and serviced up to date?	✓	No Issues	
35	Are all Life Safety Systems fully operational and functioning and service records up to date?	✓	No Issues	

THEME 3 – H&S, Food Service and Infection Control				
Number	Item		Comments/Remarks	Actions
1	No. of service user incidents or accidents on site in previous month	0	No Issues	
2	No. of service user fatalities on site since last inspection	0	No Issues	
3	No. of incidents of domestic violence on site since last inspection	0	No Issues	

THEME 3 – H&S, Food Service and Infection Control				
Number	Item		Comments/Remarks	Actions
4	Correct procedure followed for critical incidents	✓	No Issues	
5	First aid box on site and fully stocked	✓	No Issues	
6	Naloxone on site and record of any administration of this intervention	✓	No Issues	
7	Defibrillator on site	x	No Defibrillator	Provide
8	PPE in use by all staff	✓	No Issues	

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9	Service users complying with any public health requirement or guidelines regarding any public health issues i.e. prevailing Covid -19 requirements/guidelines active at the time of inspection.	✓	No Issues	
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THEME 3 – FOOD				
Number	Item		Comments/Remarks	Actions
10	No. of meals provided daily, and In compliance with Food Hygiene Legislation	0	No Issues	
11	Drinking water available	✓	No Issues	
12	Dietary requirements catered for, allergens on display	✓	No Issues	
13	HACCP system in use and up to date	N/A	No Issues	
14	Weekly and monthly menus available and in use	✓	No Issues	
15	Last EHO report available if applicable	None	No Issues	

THEME 3 – COVID				
Number	Item		Comments/Remarks	Actions
16	Daily symptoms check in place for staff	✓	No Issues	
17	Daily symptoms check in place for residents	✓	No Issues	
18	All staff familiar with procedure for dealing with symptoms in staff or resident	✓	No Issues	



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19	All staff familiar with procedure for dealing with a confirmed positive in staff or resident	✓	No Issues	
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3 Photos of Premises

Fire Panel



Communal Area

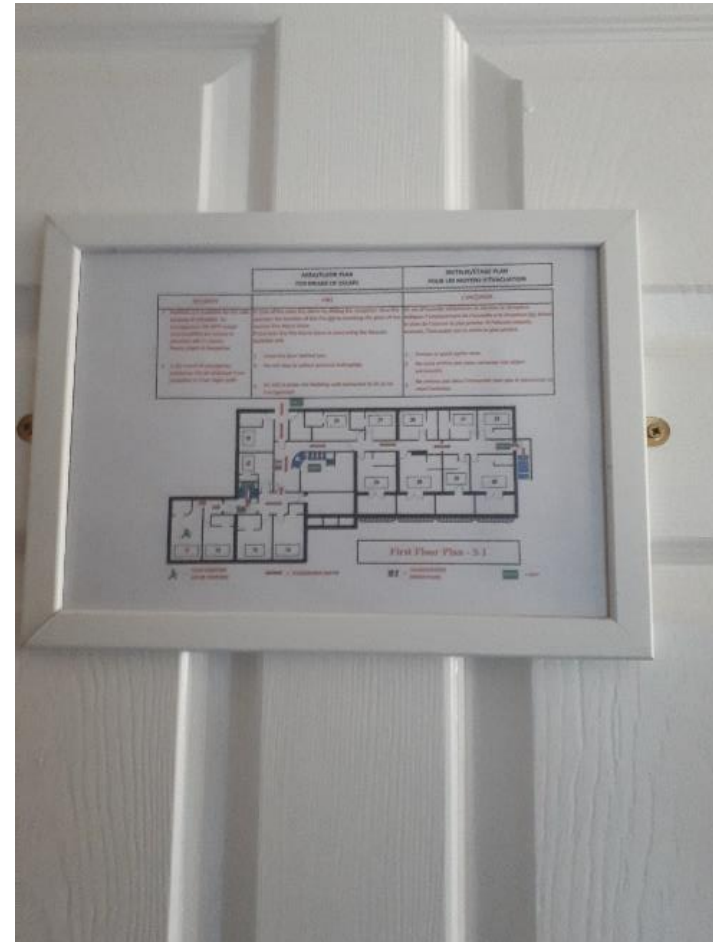


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Notice Board



Evacuation Plan





4 Conclusions

4.1.1 Inspector Comments

Property 230109K67 is a two storey building housing single males, current occupancy is 68. Recently up graded to a high standard. Quiet and friendly atmosphere with no issues. Missing certificates to be verified by Manager, stored on a server. All other documentation up to date and in order. Defibrillator to be provided as soon as possible.

4.1.2 Actions of Property

Actions from the site inspection that need to be addressed:

- Gas service records to be provided for verification
- Electrical certs to be provided for verification
- Annual Cert of disinfection for the buildings water storage system to be provided for verification
- No Defibrillator onsite

4.1.3 Actions Concluded

- Defibrillator has been provided in Feb 2023
 - The service provider is currently working on providing the outstanding certs, these will be provided by the end of quarter 3 2023.
-



Comhairle Cathrach
Bhaile Átha Cliath
Dublin City Council

SITE INSPECTION REPORT

230201D01

14th February 2023

Prepared by	Eamon O'Boyle and Associates
Date	15th June 2023
Version	23501 – 230201D01 – Final

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1 Introduction

1.1 Overview

Dublin City Council has engaged with Eamon O’Boyle and Associates establishing a multi-party framework for the delivery of Homeless Accommodation Inspection Service at centres within the Dublin Regional Homeless Executive Administrative area.

The Homeless Accommodation Inspection Service will encompass the following elements:

Building Standards

- Fire Safety
- Building compliance,
- CCTV,
- Ventilation,
- Heating and light,
- Wi-Fi
- and general building condition.

Onsite Facilities

- Housekeeping service
- Laundry
- Sanitising Service

Operational Systems

- Agreed availability of beds
- House guidelines in place
- Complaints and feedback system

Staff

- Staff Training
- Identifiable of staff
- Availability of suitably rostered Supervision

Health & Safety

- Fire Wardens on Duty
- First Aid resources in place

Food Service

- Inspection of Cooking Facilities
 - Assessing Quality of meals both from portion size and meeting expected dietary standards
 - Feedback System in place to facilitate capture of the views of the Residents in terms of portion sizes, quality of food and the variety of menu choices available. Getting up to date sample feedback from residents during the inspection.
 - HACCP Standards in place in available kitchens on-site
 - HACCP Standards in place where food is prepared / cooked off-site and delivered in.
-

1.2 Inspection Details

Inspector: A

Date: 14th February 2023

Property Description: Property 230201D01 was refurbished in 2021. Property consists of 4 floors, there are 21 rooms and all rooms are ensuite.

Current capacity of 36 service users.

Please see photos in section 3

1.3 EOBA'S Approach

The EOBA approach will operate as a unit which will identify the properties to be inspected in conjunction with the Contracting Authority. The service will be delivered by the conduct of inspections, liaison with the Contracting Authority, review of previous reports. Our service will be guided throughout by adherence with published codes and engineering analysis to ensure properties are compatible with the requirements of the Contracting Authority.

EOBA understands the objectives of the Framework ensures the following

- Provision of inspection regime that provides an assurance to the Contracting Authority and the residents of compliance with standards
- Provision of timely reports that identify good practice and deficiencies with actions to ensure timely remedy

1.4 EOBA's Methodology

Inspections are undertaken by a multi-disciplined team.

This is to ensure:

- Ensure consistency of reports
 - standardisation of the inspection regime
 - enable comparisons between consecutive reports
 - provides transparency to assure impartiality for property owners
-

2 Site Inspection Checklist

Inspection Checklist

Location: 230201D01

Date: 14th February 2023

Inspector: A

THEME 1 – BUILDING STANDARDS				
Number	Item		Comments/Remarks	Actions
1	Overall condition of the premises	√	Property is in a very good condition.	
2	Overall atmosphere	√	No issues	
3	Thermostatically controlled heating	√	No issues	
4	CCTV in common areas	√	No issues	
5	Pest control policy in place	√	No issues	

THEME 1 – EXTERIOR OF BUILDING				
Number	Item		Comments/Remarks	Actions
6	Condition of exterior of building	√	No issues	
7	Streetscape clean and free from rubbish	√	No issues	
8	Regular outside checks	√	No issues	
9	External CCTV in place	√	No issues	
10	External items for repair	Nil	No issues	

THEME 1 – COMMON AREAS – Reception, Corridors, Stairwells				
Number	Item		Comments/Remarks	Actions
11	Condition of communal areas	√	No issues	
12	Condition of floor and wall finishes	√	No issues	
13	Internal CCTV available	√	No issues	
14	Appropriate lighting and fixtures	√	No issues	
15	Passive ventilation in bedrooms	√	No issues	
16	Any internal repairs required	Nil	No issues	
17	All egress exits free from obstacles	√	No issues	

THEME 1 – BEDROOMS				
Number	Item		Comments/Remarks	Actions
18	Appropriate number of people assigned to each room	√	Numbers agreed with DCC in advance. No issues	
19	No. of rooms decommissioned because of maintenance issues, why and for how long	Nil	No issues	
20	Furnishings (including beds) fit for purpose and in good repair	√	No issues	
21	Mattresses must be washable and breathable type i.e. hospital type mattress	√	No issues	
22	Televisions provided in rooms with reasonable choice channels available for the client base being accommodated.	√	No issues	
23	Free Wi-Fi available	√	No issues	



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24	Automatically locking Window restrictors and passive ventilation in all bedrooms	√	No issues	
25	Number of DAC bedrooms per facility	Nil	No issues	
26	Any breakages noted generally	x	No issues	

THEME 1 – BATHROOMS				
Number	Item		Comments/Remarks	Actions
27	Number of bathrooms shared	Nil	No issues	
28	Number of DAC bathrooms per facility	Nil	No issues	
29	Wall finishing's and floors clean and in good repair with no sign of mould	√	No issues	
30	Shower, toilet and sink in good repair and in working order (hot and cold water)	√	No issues	
31	Openable window and/or mechanical ventilation in place	√	No issues	
32	Heat source present in the bathroom i.e radiator, heated towel rail or Bathroom Fan Heater.	√	No issues	
33	Any breakages	No	No issues	

THEME 1 – LAUNDRY				
Number	Item		Comments/Remarks	Actions
34	Suitable Laundry facilities available on site and all equipment confirmed in working order	√	No issues	

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35	Roster or straightforward system for access in place for all residents	√	No issues	
36	CCTV in place in the laundry area	√	No issues	
37	Sufficient numbers of washers and dryers available.	√	2 washers and 2 dryers on premises. No issues	
38	Any repair issues	No	No issues	

THEME 1 - SMOKING AREA

Number	Item		Comments/Remarks	Actions
39	Smoking area available within the building or area assigned close to the building	√	Smoking area outside Smoking not allowed inside. No issues	
40	CCTV in place to cover the area/area monitored	√	No issues	

THEME 1 - COMMERCIAL KITCHEN/FOOD SERVICE AREA

Number	Item		Comments/Remarks	Actions
41	Kitchen and storage areas clean and in good repair	√	No issues	
42	Furniture and floor/wall finishing's suitable and in good repair	√	No issues	
43	Lighting bright and fittings in good repair	√	No issues	
44	CCTV in place to cover the area/area monitored	√	No issues	
45	Cleaning schedule in place in compliance with HACCP guidelines	√	No issues	
46	Most recent EHO inspection report available if applicable	√	No inspection to date	

THEME 1 - DOMESTIC KITCHENS/TRAINING KITCHENS				
Number	Item		Comments/Remarks	Actions
47	Kitchen and storage areas clean and in good repair	√	No issues	
48	Furniture and floor/wall finishing's suitable and in good repair	√	No issues	
49	Lighting bright and fittings in good repair	√	No issues	
50	CCTV in place to cover the area/area monitored	√	No issues	
51	Cleaning schedule in place in compliance with HACCP guidelines	√	No issues	
52	Most recent EHO inspection report available if applicable	√	No inspection to date	
53	Suitable utensils and cookware available	√	No issues	
54	Dishwasher/s available	N/A	Two sinks in kitchen. No issues	
55	Any breakages noted generally	x	No issues	
56	Bin storage facilities - is it safe and appropriate	√	No issues	

THEME 1 - FIRE COMPLIANCE				
Number	Item		Comments/Remarks	Actions
57	Fire log in place and all relevant information is recorded.	√	Fire Safety Register in place. Relevant information recorded. No issues	
58	Fire alarm, emergency lighting serviced and in working order and	√	Fire Alarm serviced on 13/12/2022.	

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	periodic inspection certs up to date (Quarterly) and recorded in the Fire Register		Emergency lighting serviced on 13/12/2022. No issues	
59	Fire equipment serviced and in working order and periodic inspection certs up to date (Annually) and recorded in the Fire Register	√	Fire extinguishers last serviced 21/11/2022. No issues	
60	Fire drill done in the last Quarter and date	√	Conducted quarterly. Last fire drill held on 23/01/2023. No issues	
61	Personal Emergency Evacuation Plan in place and all staff aware of the procedure	√	Personal Emergency Evacuation Plan in place No issues	
62	Gas service records ex. RGI Cert	√	No issues	
63	Electrical certificates up to date	√	No issues	

THEME 1 - WATER TANKS				
Number	Item		Comments/Remarks	Actions
64	Cleaning and service schedule for water tanks in place and up to date Annual Certificate of disinfection for the buildings water storage system inclusive of any storage tanks and pipework	√	No issues	

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THEME 1 - MAINTENANCE				
Number	Item		Comments/Remarks	Actions
65	Weekly log of maintenance check of full building completed and DCC notified of any issues	√	No issues	

THEME 1 - GOOD NEIGHBOURHOOD POLICY				
Number	Item		Comments/Remarks	Actions
66	Staff aware of responsibilities and Policy document available for review	√	No issues	
67	Evidence of managing issues arising available for review	√	No issues	

THEME 2 – Onsite Facilities, Operational Systems, Support Services, Staff				
Number	Item		Comments/Remarks	Actions
1	Housekeeping service in place	√	In house service. No issues	
2	Names of all staff on site, and their roles.	√	No issues	
3	Cleaning products available to service users	√	No issues	
4	Laundry facility available to service users	√	No issues	
5	Sanitising schedule in place and records available	√	No issues	

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THEME 2 – OPERATIONAL SYSTEMS				
Number	Item		Comments/Remarks	Actions
6	No. of available beds as per agreement with DCC	36	No issues	
7	No. of available beds today	Nil	No issues	
8	No. of service users booked in today	36	No issues	
9	No. of beds unavailable, have these been reported to the DRHE	Nil	No issues	
10	No. of no shows/vacancies today	Nil	No issues	
11	No. of official complaints received on file and verified with DRHE	Nil	No issues	

THEME 2 – OPERATIONAL SYSTEMS				
Number	Item		Comments/Remarks	Actions
12	Child Safeguarding Statement completed and displayed, where applicable.	√ N/A	No children on site No issues	
13	Facility Guidelines in place and appropriate for safe and reasonable running of the service	√	No issues	
14	Register of occupants in place and residents entry/exit tracked in an electronic record	√	Manual check. No issues	
15	Complaints and feedback system in place	√	No issues	
16	Record available of bookings, no shows, final headcount and returns for previous day	√	No issues	



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17	Vacancies returned within 24 hours at correct times	√	No issues	
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THEME 2 – SUPPORT SERVICES

Number	Item		Comments/Remarks	Actions
18	Room available for one-on-one appointments (nurse, housing officer, key workers etc.) where applicable.	√	Kitchen area available. No issues	
19	Information on available times for all support services clearly displayed	√	No issues	

THEME 2 – STAFF

Number	Item		Comments/Remarks	Actions
20	All staff trained in: <ul style="list-style-type: none">• fire safety• Children first, where applicable (only required for Family PEA's at present)	√	No issues	
		√	No issues	

21	Key staff trained in:			
	<ul style="list-style-type: none"> Managing Challenging Behaviour Training (Eg: TCI, CPI, MAPA training) 	√	No issues	
	<ul style="list-style-type: none"> Fire Warden, as a minimum a fire warden must be on the premises at all times 	√	No issues	
	<ul style="list-style-type: none"> Suicide Awareness 	√	No issues	
	<ul style="list-style-type: none"> Intercultural awareness 	√	No issues	
	<ul style="list-style-type: none"> Equality & Diversity 	√	No issues	
	<ul style="list-style-type: none"> Safeguarding Vulnerable Adults 	√	No issues	
<ul style="list-style-type: none"> Administering Naloxone/overdose treatment 	√	No issues		
<ul style="list-style-type: none"> first aid 	N/A	No issues		
<ul style="list-style-type: none"> A minimum of one staff member is available or are planning to undertake NFQ/ QQI Level 5/6 in social care or equivalent discipline on duty 	√	No issues		

THEME 2 – STAFF				
Number	Item		Comments/Remarks	Actions
22	Staff easily identifiable with name badges in use	√	All staff known to service users. No issues	
23	Staff well presented, informed and helpful	√	No issues	
24	Staff interaction with residents professional and friendly	√	No issues	
25	Facility has a documented complaints policy and log	√	No issues	

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26	Appropriate staff structure in place with a clearly identifiable person in charge (manager/supervisor) on site	√	No issues	
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THEME 2 – FIRE SAFETY ON SITE AT TIME OF INSPECTION				
Number	Item		Comments/Remarks	Actions
27	Fire Alarm showing any faults	√	No issues	
28	Appropriate number of carbon monoxide alarms on site and operational	1	No issues	
29	Sufficient levels of trained staff on site as required	√	No issues	
30	Emergency evacuation plan in place and staff are fully aware of their roles and responsibilities in the event of an emergency. Last time a fire drill was conducted	√	No issues 23/01/2023	
31	How often are fire drill conducted on site?	√	Quarterly No issues	
32	Are there adequate fire escape route finder plans in the property?	√	No issues	
33	Are all Fire Safety checks being conducted, as required by staff members, as required?	√	Fire Register in place No issues	
34	Are all fire extinguishers present and serviced up to date?	√	No issues Last serviced: 21/11/2022	
35	Are all Life Safety Systems fully operational and functioning and service records up to date?	√	No issues	

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THEME 3 – H&S, Food Service and Infection Control				
Number	Item		Comments/Remarks	Actions
1	No. of service user incidents or accidents on site in previous month	Nil	No issues	
2	No. of service user fatalities on site since last inspection	N/A	1st Inspection	
3	No. of incidents of domestic violence on site since last inspection	N/A	1st Inspection	

THEME 3 – H&S, Food Service and Infection Control				
Number	Item		Comments/Remarks	Actions
4	Correct procedure followed for critical incidents	√	No issues	
5	First aid box on site and fully stocked	√	No issues	
6	Naloxone on site and record of any administration of this intervention	N/A	No issues	
7	Defibrillator on site	√	No issues	
8	PPE in use by all staff	√	No issues	
9	Service users complying with any public health requirement or guidelines regarding any public health issues i.e. prevailing Covid - 19 requirements/guidelines active at the time of inspection.	√	No issues	

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THEME 3 – FOOD				
Number	Item		Comments/Remarks	Actions
10	No. of meals provided daily, and In compliance with Food Hygiene Legislation	36	No issues	
11	Drinking water available	√	No issues	
12	Dietary requirements catered for, allergens on display	√	No issues	
13	HACCP system in use and up to date	√	No issues	
14	Weekly and monthly menus available and in use	√	Weekly menus. No issues	
15	Last EHO report available if applicable	√	No inspection to date	

THEME 3 – COVID				
Number	Item		Comments/Remarks	Actions
16	Daily symptoms check in place for staff	√	Self-declaration No issues	
17	Daily symptoms check in place for residents	√	Self-declaration No issues	
18	All staff familiar with procedure for dealing with symptoms in staff or resident	√	No issues	
19	All staff familiar with procedure for dealing with a confirmed positive in staff or resident	√	No issues	

23501 – 230201D01

3 Photos of Premises

Fire Extinguishers



Fire Panel



Bedroom



Laundry Facility

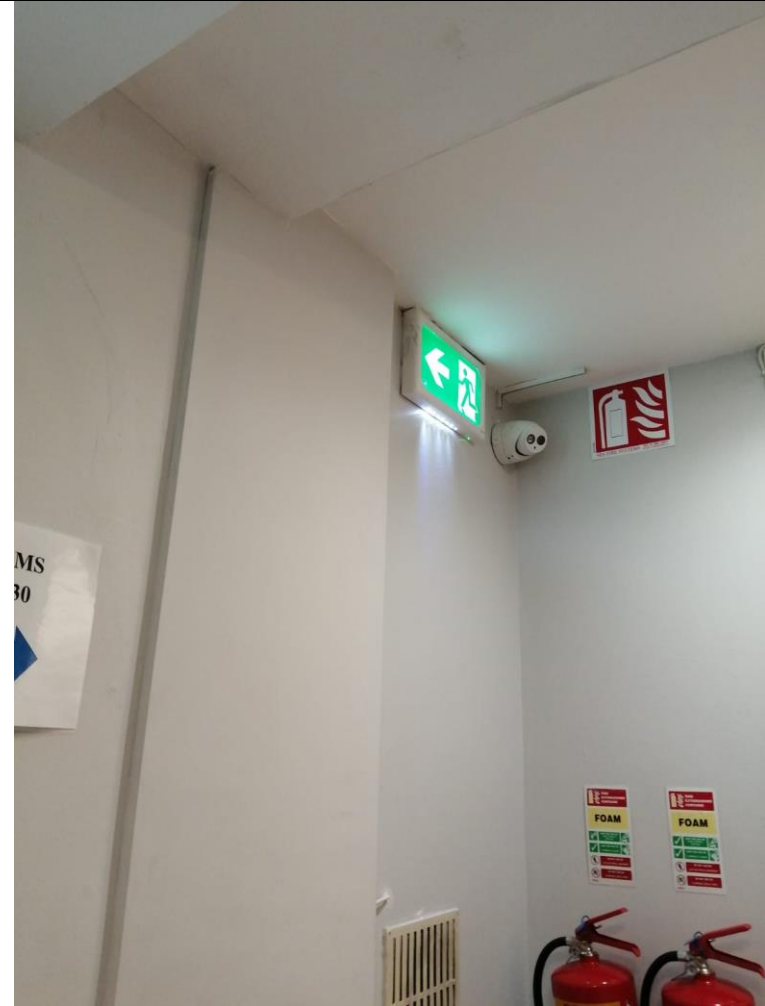


23501 – 230201D01

Communal Area



Emergency Lighting





23501 – 230201D01

4 Conclusions

4.1.1 Inspectors Comments

Property 230201D01 is designated as a family hub.

Property is in very good condition.

4.1.2 Actions of the Property

Actions from the site inspection that need to be addressed: None



Comhairle Cathrach
Bhaile Átha Cliath
Dublin City Council

SITE INSPECTION REPORT

Property 230202D07

09th February 2023

Prepared by	Eamon O'Boyle and Associates
Date	15th June 2023
Version	23501 – 230202D07 - Final

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1 Introduction

1.1 Overview

Dublin City Council has engaged with Eamon O'Boyle and Associates establishing a multi-party framework for the delivery of Homeless Accommodation Inspection Service at centres within the Dublin Regional Homeless Executive Administrative area.

The Homeless Accommodation Inspection Service will encompass the following elements:

Building Standards

- Fire Safety
- Building compliance,
- CCTV,
- Ventilation,
- Heating and light,
- Wi-Fi
- and general building condition.

Onsite Facilities

- Housekeeping service
- Laundry
- Sanitising Service

Operational Systems

- Agreed availability of beds
- House guidelines in place
- Complaints and feedback system

Staff

- Staff Training
- Identifiable of staff
- Availability of suitably rostered Supervision

Health & Safety

- Fire Wardens on Duty
- First Aid resources in place

Food Service

- Inspection of Cooking Facilities
 - Assessing Quality of meals both from portion size and meeting expected dietary standards
 - Feedback System in place to facilitate capture of the views of the Residents in terms of portion sizes, quality of food and the variety of menu choices available. Getting up to date sample feedback from residents during the inspection.
 - HACCP Standards in place in available kitchens on-site
 - HACCP Standards in place where food is prepared / cooked off-site and delivered in.
-

1.2 Inspection Details

Inspector: C

Date: 09th February 2023

Property Description: Property 230202D07 is a quiet and friendly premises located in a well-established residential area. Well run and maintained to a high standard.

Please see photos in section 3

1.3 EOBA'S Approach

The EOBA approach will operate as a unit which will identify the properties to be inspected in conjunction with the Contracting Authority. The service will be delivered by the conduct of inspections, liaison with the Contracting Authority, review of previous reports. Our service will be guided throughout by adherence with published codes and engineering analysis to ensure properties are compatible with the requirements of the Contracting Authority.

EOBA understands the objectives of the Framework ensures the following

- Provision of inspection regime that provides an assurance to the Contracting Authority and the residents of compliance with standards
- Provision of timely reports that identify good practice and deficiencies with actions to ensure timely remedy

1.4 EOBA's Methodology

Inspections are undertaken by a multi-disciplined team.

This is to ensure:

- Ensure consistency of reports
 - standardisation of the inspection regime
 - enable comparisons between consecutive reports
 - provides transparency to assure impartiality for property owners
-

2 Site Inspection Checklist

Inspection Checklist

Property: 230202D07

Date: 09th February 2023

Inspector: C

THEME 1 – BUILDING STANDARDS				
Number	Item		Comments/Remarks	Actions
1	Overall condition of the premises	✓	Good	
2	Overall atmosphere	✓	Friendly family atmosphere	
3	Thermostatically controlled heating	✓	No Issues	
4	CCTV in common areas	✓	No Issues	
5	Pest control policy in place	✓	No Issues	

THEME 1 – EXTERIOR OF BUILDING				
Number	Item		Comments/Remarks	Actions
6	Condition of exterior of building	✓	No Issues	
7	Streetscape clean and free from rubbish	✓	No Issues	
8	Regular outside checks	✓	No Issues	
9	External CCTV in place	✓	No Issues	
10	External items for repair	✓	No Issues	

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THEME 1 – COMMON AREAS – Reception, Corridors, Stairwells				
Number	Item		Comments/Remarks	Actions
11	Condition of communal areas	✓	1 small communal / kitchen	
12	Condition of floor and wall finishes	✓	No Issues	
13	Internal CCTV available	✓	No Issues	
14	Appropriate lighting and fixtures	✓	No Issues	
15	Passive ventilation in bedrooms	✓	No Issues	
16	Any internal repairs required	None	No Issues	
17	All egress exits free from obstacles	✓	No Issues	

THEME 1 – BEDROOMS				
Number	Item		Comments/Remarks	Actions
18	Appropriate number of people assigned to each room	✓	No Issues	
19	No. of rooms decommissioned because of maintenance issues, why and for how long	0	No Issues	
20	Furnishings (including beds) fit for purpose and in good repair	✓	No Issues	
21	Mattresses must be washable and breathable type i.e. hospital type mattress	✓	No Issues	
22	Televisions provided in rooms with reasonable choice channels available for the client base being accommodated.	✓	No Issues	
23	Free Wi-Fi available	✓	No Issues	

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24	Automatically locking Window restrictors and passive ventilation in all bedrooms	✓	No Issues No Issues	
25	Number of DAC bedrooms per facility	0	No Issues	
26	Any breakages noted generally	x	No Issues	

THEME 1 – BATHROOMS				
Number	Item		Comments/Remarks	Actions
27	Number of bathrooms shared	✓	No Issues	
28	Number of DAC bathrooms per facility	0	No Issues	
29	Wall finishing's and floors clean and in good repair with no sign of mould	✓	No Issues	
30	Shower, toilet and sink in good repair and in working order (hot and cold water)	✓	No Issues	
31	Openable window and/or mechanical ventilation in place	✓	No Issues	
32	Heat source present in the bathroom i.e radiator, heated towel rail or Bathroom Fan Heater.	x	No heat sources in bathrooms, not required due to small size	
33	Any breakages	0	No Issues	

THEME 1 – LAUNDRY				
Number	Item		Comments/Remarks	Actions
34	Suitable Laundry facilities available on site and all equipment confirmed in working order	✓	No Issues	

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35	Roster or straightforward system for access in place for all residents	✓	No Issues	
36	CCTV in place in the laundry area	✓	No Issues	
37	Sufficient numbers of washers and dryers available.	✓	No Issues	
38	Any repair issues	0	No Issues	

THEME 1 - SMOKING AREA				
Number	Item		Comments/Remarks	Actions
39	Smoking area available within the building or area assigned close to the building	✓	No Issues	
40	CCTV in place to cover the area/area monitored	✓	No Issues	

THEME 1 - COMMERCIAL KITCHEN/FOOD SERVICE AREA				
Number	Item		Comments/Remarks	Actions
41	Kitchen and storage areas clean and in good repair	N/A	Domestic Kitchen	
42	Furniture and floor/wall finishing's suitable and in good repair	N/A	No Issues	
43	Lighting bright and fittings in good repair	N/A	No Issues	
44	CCTV in place to cover the area/area monitored	N/A	No Issues	
45	Cleaning schedule in place in compliance with HACCP guidelines	N/A	No Issues	
46	Most recent EHO inspection report available if applicable	N/A	No Issues	

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THEME 1 - DOMESTIC KITCHENS/TRAINING KITCHENS				
Number	Item		Comments/Remarks	Actions
47	Kitchen and storage areas clean and in good repair	✓	No Issues	
48	Furniture and floor/wall finishing's suitable and in good repair	✓	No Issues	
49	Lighting bright and fittings in good repair	✓	No Issues	
50	CCTV inplace to cover the area/area monitored	✓	No Issues	
51	Cleaning schedule in place in compliance with HACCP guidelines	✓	Inhouse	
52	Most recent EHO inspection report available if applicable	None	No Issues	
53	Suitable utensils and cookware available	✓	No Issues	
54	Dishwasher/s available	✓	No Issues	
55	Any breakages noted generally	None	No Issues	
56	Bin storage facilities - is it safe and appropriate	✓	No Issues	

THEME 1 - FIRE COMPLIANCE				
Number	Item		Comments/Remarks	Actions
57	Fire log in place and all relevant information is recorded.	✓	No Issues	
58	Fire alarm, emergency lighting serviced and in working order and periodic inspection certs up to date (Quarterly) and recorded in the Fire Register	x	Emergency Lighting Cert to be emailed	Verify



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59	Fire equipment serviced and in working order and periodic inspection certs up to date (Annually) and recorded in the Fire Register	✓	No Issues	
60	Fire drill done in the last Quarter and date	✓	03/02/23 Monthly Drill	
61	Personal Emergency Evacuation Plan in place and all staff aware of the procedure	✓	No Issues	
62	Gas service records ex. RGI Cert	x	Not Available for Inspection	Verify
63	Electrical certificates up to date	x	Not Available for Inspection	Verify

THEME 1 - WATER TANKS				
Number	Item		Comments/Remarks	Actions
64	Cleaning and service schedule for water tanks in place and up to date Annual Certificate of disinfection for the buildings water storage system inclusive of any storage tanks and pipework	x	Not Available for Inspection	Verify

THEME 1 - MAINTENANCE				
Number	Item		Comments/Remarks	Actions
65	Weekly log of maintenance check of full building completed and DCC notified of any issues	✓	No Issues	

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THEME 1 - GOOD NEIGHBOURHOOD POLICY				
Number	Item		Comments/Remarks	Actions
66	Staff aware of responsibilities and Policy document available for review	✓	No Issues	
67	Evidence of managing issues arising available for review	✓	No Issues	

THEME 2 – Onsite Facilities, Operational Systems, Support Services, Staff				
Number	Item		Comments/Remarks	Actions
1	Housekeeping service in place	✓	Inhouse	
2	Names of all staff on site, and their roles.	✓	No Issues	
3	Cleaning products available to service users	✓	No Issues	
4	Laundry facility available to service users	✓	No Issues	
5	Sanitising schedule in place and records available	✓	No Issues	

THEME 2 – OPERATIONAL SYSTEMS				
Number	Item		Comments/Remarks	Actions
6	No. of available beds as per agreement with DCC	16	No Issues	
7	No. of available beds today	0	No Issues	
8	No. of service users booked in today	16	No Issues	
9	No. of beds unavailable, have these been reported to the DRHE	0	No Issues	
10	No. of no shows/vacancies today	0	No Issues	

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11	No. of official complaints received on file and verified with DRHE	0	No Issues	
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THEME 2 – OPERATIONAL SYSTEMS				
Number	Item		Comments/Remarks	Actions
12	Child Safeguarding Statement completed and displayed, where applicable.	x	N/A	
13	Facility Guidelines in place and appropriate for safe and reasonable running of the service	✓	No Issues	
14	Register of occupants in place and residents entry/exit tracked in an electronic record	✓	Logged In	
15	Complaints and feedback system in place	✓	No Issues	
16	Record available of bookings, no shows, final headcount and returns for previous day	✓	Front Desk	
17	Vacancies returned within 24 hours at correct times	✓	No Issues	

THEME 2 – SUPPORT SERVICES				
Number	Item		Comments/Remarks	Actions
18	Room available for one-on-one appointments (nurse, housing officer, key workers etc.) where applicable.	✓	No Issues	
19	Information on available times	✓	No Issues	

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	for all support services clearly displayed			
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THEME 2 – STAFF				
Number	Item		Comments/Remarks	Actions
20	All staff trained in: <ul style="list-style-type: none"> • fire safety • Children first, where applicable (only required for Family PEA's at present) 	✓ N/A	No Issues	
21	Key staff trained in: <ul style="list-style-type: none"> • Managing Challenging Behaviour Training (Eg: TCI, CPI, MAPA training) • Fire Warden, as a minimum a fire warden must be on the premises at all times • Suicide Awareness • Intercultural awareness • Equality & Diversity • Safeguarding Vulnerable Adults • Administering Naloxone/overdose treatment • first aid • A minimum of one staff member is available or are planning to undertake NFQ/QQI Level 5/6 in social care or equivalent discipline on duty 	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	No Issues	

THEME 2 – STAFF				
Number	Item		Comments/Remarks	Actions
22	Staff easily identifiable with name badges in use	✓	No Issues	
23	Staff well presented, informed and helpful	✓	No Issues	
24	Staff interaction with residents professional and friendly	✓	No Issues	
25	Facility has a documented complaints policy and log	✓	Quarterly Reports sent to DCC with KPIs	
26	Appropriate staff structure in place with a clearly identifiable person in charge (manager/supervisor) on site	✓	No Issues	

THEME 2 – FIRE SAFETY ON SITE AT TIME OF INSPECTION				
Number	Item		Comments/Remarks	Actions
27	Fire Alarm showing any faults	None	No Issues	
28	Appropriate number of carbon monoxide alarms on site and operational	✓	No Issues	
29	Sufficient levels of trained staff on site as required	✓	No Issues	
30	Emergency evacuation plan in place and staff are fully aware of their roles and responsibilities in the event of an emergency. Last time a fire drill was conducted	✓	No Issues	

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		03/02/23		
31	How often are fire drill conducted on site?	✓	Monthly	
32	Are there adequate fire escape route finder plans in the property?	✓	No Issues	
33	Are all Fire Safety checks being conducted, as required by staff members, as required?	✓	No Issues	
34	Are all fire extinguishers present and serviced up to date?	✓	No Issues	
35	Are all Life Safety Systems fully operational and functioning and service records up to date?	✓	No Issues	

THEME 3 – H&S, Food Service and Infection Control

Number	Item		Comments/Remarks	Actions
1	No. of service user incidents or accidents on site in previous month	0	No Issues	
2	No. of service user fatalities on site since last inspection	0	No Issues	
3	No. of incidents of domestic violence on site since last inspection	0	No Issues	

THEME 3 – H&S, Food Service and Infection Control

Number	Item		Comments/Remarks	Actions
4	Correct procedure followed for critical incidents	✓	DCC Procedures	

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5	First aid box on site and fully stocked	✓	No Issues	
6	Naloxone on site and record of any administration of this intervention	✓	No Issues	
7	Defibrillator on site	✓	Defibrillator just delivered, staff awaiting training	
8	PPE in use by all staff	✓	No Issues	
9	Service users complying with any public health requirement or guidelines regarding any public health issues i.e. prevailing Covid - 19 requirements/guidelines active at the time of inspection.	✓	No Issues	

THEME 3 – FOOD				
Number	Item		Comments/Remarks	Actions
10	No. of meals provided daily, and In compliance with Food Hygiene Legislation	3	No Issues	
11	Drinking water available	✓	No Issues	
12	Dietary requirements catered for, allergens on display	✓	No Issues	
13	HACCP system in use and up to date	N/A	No Issues	
14	Weekly and monthly menus available and in use	✓	No Issues	
15	Last EHO report available if applicable	None	No Issues	



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THEME 3 – COVID				
Number	Item		Comments/Remarks	Actions
16	Daily symptoms check in place for staff	✓	No Issues	
17	Daily symptoms check in place for residents	✓	No Issues	
18	All staff familiar with procedure for dealing with symptoms in staff or resident	✓	No Issues	
19	All staff familiar with procedure for dealing with a confirmed positive in staff or resident	✓	No Issues	

3 Photos of Premises

Fire Panel



Fire Extinguishers



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Kitchen



Evacuation Plan





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4 Conclusions

4.1.1 Inspector Comments

Property 230202D07 is a quiet and friendly premises located in a well established residential area. Well run and maintained to a high standard.

No issues with exception of verification of certs noted in report.

4.1.2 Actions of Facilities

Actions from the site inspection that need to be addressed:

- Certs to be provided.

4.1.3 Actions Concluded

- All outstanding certs have been provided.
-



Comhairle Cathrach
Bhaile Átha Cliath
Dublin City Council

SITE INSPECTION REPORT

Property 230214D03

21st February 2023

Prepared by	Eamon O'Boyle and Associates
Date	14th June 2023
Reference	23501 – 230214D03 – Final

- 1 Introduction..... 1**
 - 1.1 Overview..... 1**
 - 1.2 Inspection Details..... 2**
 - 1.3 EOBA’S Approach..... 2**
 - 1.4 EOBA’s Methodology 2**
- 2 Site Inspection Checklist 3**
- 3 Photos of Premises 13**
- 4 Conclusions..... 16**

1 Introduction

1.1 Overview

Dublin City Council has engaged with Eamon O'Boyle and Associates establishing a multi-party framework for the delivery of Homeless Accommodation Inspection Service at centres within the Dublin Regional Homeless Executive Administrative area.

The Homeless Accommodation Inspection Service will encompass the following elements:

Building Standards

- Fire Safety
- Building compliance,
- CCTV,
- Ventilation,
- Heating and light,
- Wi-Fi
- and general building condition.

Onsite Facilities

- Housekeeping service
- Laundry
- Sanitising Service

Operational Systems

- Agreed availability of beds
- House guidelines in place
- Complaints and feedback system

Staff

- Staff Training
- Identifiable of staff
- Availability of suitably rostered Supervision

Health & Safety

- Fire Wardens on Duty
- First Aid resources in place

Food Service

- Inspection of Cooking Facilities
 - Assessing Quality of meals both from portion size and meeting expected dietary standards
 - Feedback System in place to facilitate capture of the views of the Residents in terms of portion sizes, quality of food and the variety of menu choices available. Getting up to date sample feedback from residents during the inspection.
 - HACCP Standards in place in available kitchens on-site
 - HACCP Standards in place where food is prepared / cooked off-site and delivered in.
-

1.2 Inspection Details

Inspector: B

Date: 21st February 2023

Property Description: Property 230214D03 houses 13 units for women. There are 4 single, 8 double and one triple occupancy rooms which are all ensuite. This an old building which is being well maintained by DCC. High ceilings allow for good ventilation within the building.

Please see photos in section 3

1.3 EOBA'S Approach

The EOBA approach will operate as a unit which will identify the properties to be inspected in conjunction with the Contracting Authority. The service will be delivered by the conduct of inspections, liaison with the Contracting Authority, review of previous reports. Our service will be guided throughout by adherence with published codes and engineering analysis to ensure properties are compatible with the requirements of the Contracting Authority.

EOBA understands the objectives of the Framework ensures the following

- Provision of inspection regime that provides an assurance to the Contracting Authority and the residents of compliance with standards
- Provision of timely reports that identify good practice and deficiencies with actions to ensure timely remedy

1.4 EOBA's Methodology

Inspections are undertaken by a multi-disciplined team.

This is to ensure:

- Ensure consistency of reports
 - standardisation of the inspection regime
 - enable comparisons between consecutive reports
 - provides transparency to assure impartiality for property owners
-

2 Site Inspection Checklist

Inspection Checklist

Property: 230214D03

Date: 21st February 2023

Inspector: B

THEME 1 – BUILDING STANDARDS				
Number	Item		Comments/Remarks	Actions
1	Overall condition of the premises	Very Good	No Issues	
2	Overall atmosphere	Very Good	No Issues	
3	Thermostatically controlled heating	✓	No Issues	
4	CCTV in common areas	✓	No Issues	
5	Pest control policy in place	✓	No Issues	

THEME 1 – EXTERIOR OF BUILDING				
Number	Item		Comments/Remarks	Actions
6	Condition of exterior of building	Excellent	An old building that is being well kept and minded.	
7	Streetscape clean and free from rubbish	✓	No Issues	
8	Regular outside checks	✓	No Issues	
9	External CCTV in place	✓	No Issues	
10	External items for repair	x	No Issues	

THEME 1 – COMMON AREAS – Reception, Corridors, Stairwells				
Number	Item		Comments/Remarks	Actions
11	Condition of communal areas	✓	No Issues	
12	Condition of floor and wall finishes	✓	No Issues	
13	Internal CCTV available	✓	No Issues	
14	Appropriate lighting and fixtures	✓	No Issues	
15	Passive ventilation in bedrooms	✓	No Issues	
16	Any internal repairs required	x	No Issues	
17	All egress exits free from obstacles	✓	No Issues	

THEME 1 – BEDROOMS				
Number	Item		Comments/Remarks	Actions
18	Appropriate number of people assigned to each room	✓	13 Units: 4 singles, 8 double occupancy and 1 triple	
19	No. of rooms decommissioned because of maintenance issues, why and for how long	0	No Issues	
20	Furnishings (including beds) fit for purpose and in good repair	✓	No Issues	
21	Mattresses must be washable and breathable type i.e. hospital type mattress	✓	No Issues	
22	Televisions provided in rooms with reasonable choice channels available for the client base being accommodated.	0	No Issues	
23	Free Wi-Fi available	No	No Issues	

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24	Automatically locking Window restrictors and passive ventilation in all bedrooms	✓	No Issues	
25	Number of DAC bedrooms per facility	1	No Issues	
26	Any breakages noted generally	✓	Damp area/stain in one of the bedrooms. No smell or feeling of damp in room.	

THEME 1 – BATHROOMS				
Number	Item		Comments/Remarks	Actions
27	Number of bathrooms shared	0	No Issues	
28	Number of DAC bathrooms per facility	1	No Issues	
29	Wall finishing's and floors clean and in good repair with no sign of mould	✓	No Issues	
30	Shower, toilet and sink in good repair and in working order (hot and cold water)	✓	No Issues	
31	Openable window and/or mechanical ventilation in place	✓	No Issues	
32	Heat source present in the bathroom i.e radiator, heated towel rail or Bathroom Fan Heater.	✓	No Issues	
33	Any breakages	0	No Issues	

THEME 1 – LAUNDRY				
Number	Item		Comments/Remarks	Actions
34	Suitable Laundry facilities available on site and all equipment confirmed in working order	✓	No Issues	

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35	Roster or straightforward system for access in place for all residents	✓	No Issues	
36	CCTV in place in the laundry area	✓	No Issues	
37	Sufficient numbers of washers and dryers available.	✓	5 washers and 5 Dryers	
38	Any repair issues	X	No Issues	

THEME 1 - SMOKING AREA				
Number	Item		Comments/Remarks	Actions
39	Smoking area available within the building or area assigned close to the building	✓	No Issues	
40	CCTV in place to cover the area/area monitored	✓	No Issues	

THEME 1 - COMMERCIAL KITCHEN/FOOD SERVICE AREA				
Number	Item		Comments/Remarks	Actions
41	Kitchen and storage areas clean and in good repair	N/A	No Issues	
42	Furniture and floor/wall finishing's suitable and in good repair	N/A	No Issues	
43	Lighting bright and fittings in good repair	N/A	No Issues	
44	CCTV in place to cover the area/area monitored	N/A	No Issues	
45	Cleaning schedule in place in compliance with HACCP guidelines	N/A	No Issues	
46	Most recent EHO inspection report available if applicable	N/A	No Issues	

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THEME 1 - DOMESTIC KITCHENS/TRAINING KITCHENS				
Number	Item		Comments/Remarks	Actions
47	Kitchen and storage areas clean and in good repair	✓	No Issues	
48	Furniture and floor/wall finishing's suitable and in good repair	✓	No Issues	
49	Lighting bright and fittings in good repair	✓	No Issues	
50	CCTV in place to cover the area/area monitored	✓	No Issues	
51	Cleaning schedule in place in compliance with HACCP guidelines	✓	No Issues	
52	Most recent EHO inspection report available if applicable	✓	No Issues	
53	Suitable utensils and cookware available	✓	No Issues	
54	Dishwasher/s available	✓	No Issues	
55	Any breakages noted generally	x	No Issues	
56	Bin storage facilities - is it safe and appropriate	✓	No Issues	

THEME 1 - FIRE COMPLIANCE				
Number	Item		Comments/Remarks	Actions
57	Fire log in place and all relevant information is recorded.	✓	There is a requirement for all information to be entered in the fire log.	
58	Fire alarm, emergency lighting serviced and in working order and periodic inspection certs up to date (Quarterly) and recorded in the Fire Register	X	Certification to be forwarded	
59	Fire equipment serviced and in working order and periodic inspection	X	Certification to be forwarded	

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	certs up to date (Annually) and recorded in the Fire Register			
60	Fire drill done in the last Quarter and date	10/12/23	No Issues	
61	Personal Emergency Evacuation Plan in place and all staff aware of the procedure	✓	No Issues	
62	Gas service records ex. RGI Cert	X	Certification to be forwarded	
63	Electrical certificates up to date	X	Certification to be forwarded	

THEME 1 - WATER TANKS				
Number	Item		Comments/Remarks	Actions
64	Cleaning and service schedule for water tanks in place and up to date Annual Certificate of disinfection for the buildings water storage system inclusive of any storage tanks and pipework	X	Certification to be forwarded	

THEME 1 - MAINTENANCE				
Number	Item		Comments/Remarks	Actions
65	Weekly log of maintenance check of full building completed and DCC notified of any issues	✓	No Issues	

THEME 1 - GOOD NEIGHBOURHOOD POLICY				
Number	Item		Comments/Remarks	Actions
66	Staff aware of responsibilities and Policy document available for review	✓	No Issues	

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67	Evidence of managing issues arising available for review	✓	No Issues	
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THEME 2 – Onsite Facilities, Operational Systems, Support Services, Staff				
Number	Item		Comments/Remarks	Actions
1	Housekeeping service in place	✓	This is done internally	
2	Names of all staff on site, and their roles.	✓	No Issues	
3	Cleaning products available to service users	✓	No Issues	
4	Laundry facility available to service users	✓	No Issues	
5	Sanitising schedule in place and records available	✓	No Issues	

THEME 2 – OPERATIONAL SYSTEMS				
Number	Item		Comments/Remarks	Actions
6	No. of available beds as per agreement with DCC	84	No Issues	
7	No. of available beds today	84	No Issues	
8	No. of service users booked in today	84	No Issues	
9	No. of beds unavailable, have these been reported to the DRHE	0	No Issues	
10	No. of no shows/vacancies today	0	No Issues	
11	No. of official complaints received on file and verified with DRHE	0	No Issues	

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THEME 2 – OPERATIONAL SYSTEMS				
Number	Item		Comments/Remarks	Actions
12	Child Safeguarding Statement completed and displayed, where applicable.	✓	No Issues	
13	Facility Guidelines in place and appropriate for safe and reasonable running of the service	✓	No Issues	
14	Register of occupants in place and residents entry/exit tracked in an electronic record	✓	Manual	
15	Complaints and feedback system in place	✓	No Issues	
16	Record available of bookings, no shows, final headcount and returns for previous day	✓	No Issues	
17	Vacancies returned within 24 hours at correct times	✓	No Issues	

THEME 2 – SUPPORT SERVICES				
Number	Item		Comments/Remarks	Actions
18	Room available for one-on-one appointments (nurse, housing officer, key workers etc.) where applicable.	✓	No Issues	
19	Information on available times for all support services clearly displayed	✓	No Issues	

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THEME 2 – STAFF				
Number	Item		Comments/Remarks	Actions
20	All staff trained in: <ul style="list-style-type: none"> • fire safety • Children first, where applicable (only required for Family PEA's at present) 	✓ ✓	No Issues	
21	Key staff trained in: <ul style="list-style-type: none"> • Managing Challenging Behaviour Training (Eg: TCI, CPI, MAPA training) • Fire Warden, as a minimum a fire warden must be on the premises at all times • Suicide Awareness • Intercultural awareness • Equality & Diversity • Safeguarding Vulnerable Adults • Administering Naloxone/overdose treatment • first aid • A minimum of one staff member is available or are planning to undertake NFQ/QQI Level 5/6 in social care or equivalent discipline on duty 	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	No Issues	

THEME 2 – STAFF				
Number	Item		Comments/Remarks	Actions
22	Staff easily identifiable with name badges in use	✓	No Name tags	

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23	Staff well presented, informed and helpful	✓	No Issues	
24	Staff interaction with residents professional and friendly	✓	No Issues	
25	Facility has a documented complaints policy and log	✓	No Issues	
26	Appropriate staff structure in place with a clearly identifiable person in charge (manager/supervisor) on site	✓	No Issues	

THEME 2 – FIRE SAFETY ON SITE AT TIME OF INSPECTION				
Number	Item		Comments/Remarks	Actions
27	Fire Alarm showing any faults	✓	No Issues	
28	Appropriate number of carbon monoxide alarms on site and operational	✓	No Issues	
29	Sufficient levels of trained staff on site as required	✓	No Issues	
30	Emergency evacuation plan in place and staff are fully aware of their roles and responsibilities in the event of an emergency. Last time a fire drill was conducted	✓ 10/12/22	No Issues	
31	How often are fire drill conducted on site?	Quarterly	No Issues	
32	Are there adequate fire escape route finder plans in the property?	✓	No Issues	
33	Are all Fire Safety checks being conducted, as required by staff members, as required?	✓	No Issues	

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34	Are all fire extinguishers present and serviced up to date?	✓	Certs to be forward	
35	Are all Life Safety Systems fully operational and functioning and service records up to date?	✓	No Issues	

THEME 3 – H&S, Food Service and Infection Control				
Number	Item		Comments/Remarks	Actions
1	No. of service user incidents or accidents on site in previous month	11	Medical Matters and altercations	
2	No. of service user fatalities on site since last inspection	1	1 issue	
3	No. of incidents of domestic violence on site since last inspection	0	No Issues	

THEME 3 – H&S, Food Service and Infection Control				
Number	Item		Comments/Remarks	Actions
4	Correct procedure followed for critical incidents	✓	No Issues	
5	First aid box on site and fully stocked	✓	No Issues	
6	Naloxone on site and record of any administration of this intervention	✓	No Issues	
7	Defibrillator on site	✓	No Issues	
8	PPE in use by all staff	✓	No Issues	
9	Service users complying with any public health requirement or guidelines regarding any public health issues i.e. prevailing Covid -19 requirements/guidelines active at the time of inspection.	✓	No Issues	

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THEME 3 – FOOD				
Number	Item		Comments/Remarks	Actions
10	No. of meals provided daily, and In compliance with Food Hygiene Legislation	3	No Issues	
11	Drinking water available	✓	No Issues	
12	Dietary requirements catered for, allergens on display	✓	No Issues	
13	HACCP system in use and up to date	✓	No Issues	
14	Weekly and monthly menus available and in use	✓	No Issues	
15	Last EHO report available if applicable	N/A	No Issues	

THEME 3 – COVID				
Number	Item		Comments/Remarks	Actions
16	Daily symptoms check in place for staff	N/A	No Issues	
17	Daily symptoms check in place for residents	N/A	No Issues	
18	All staff familiar with procedure for dealing with symptoms in staff or resident	✓	No Issues	
19	All staff familiar with procedure for dealing with a confirmed positive in staff or resident	✓	No Issues	



Laundry Facility



Kitchen



Bedroom



Communal Area





4 Conclusions

4.1.1 Inspector Comments

Property 230214D03 provide 3 meals for service users onsite. A continental breakfast is available with lunch and dinner being transported to the facility already prepared and cooked. Service users have a facility to reheat meals and to do some basic cooking on site. There are communal both inside and outside which are well maintained.

The facility is a well run with a very client centered approach. This property appears to be well and efficiently run with knowledgeable staff on duty.

4.1.2 Actions of Facilities

Actions from the site inspection that need to be addressed:

- Repairs to the damp area in the bedroom
- Certificates that were not available on the day of the site inspection, needs to be forwarded to DCC.

4.1.3 Actions Concluded

- Repairs to the damp area in the bedroom have been completed.
 - The service provider is currently working on providing the gas cert, this will be provided by the end of quarter 3 2023.
-



Comhairle Cathrach
Bhaile Átha Cliath
Dublin City Council

SITE INSPECTION REPORT

230203D01

07th February 2023

Prepared by	Eamon O'Boyle and Associates
Date	15th June 2023
Version	23501 – 230203D01 - Final

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1 Introduction

1.1 Overview

Dublin City Council has engaged with Eamon O’Boyle and Associates establishing a multi-party framework for the delivery of Homeless Accommodation Inspection Service at centres within the Dublin Regional Homeless Executive Administrative area.

The Homeless Accommodation Inspection Service will encompass the following elements:

Building Standards

- Fire Safety
- Building compliance,
- CCTV,
- Ventilation,
- Heating and light,
- Wi-Fi
- and general building condition.

Onsite Facilities

- Housekeeping service
- Laundry
- Sanitising Service

Operational Systems

- Agreed availability of beds
- House guidelines in place
- Complaints and feedback system

Staff

- Staff Training
- Identifiable of staff
- Availability of suitably rostered Supervision

Health & Safety

- Fire Wardens on Duty
- First Aid resources in place

Food Service

- Inspection of Cooking Facilities
 - Assessing Quality of meals both from portion size and meeting expected dietary standards
 - Feedback System in place to facilitate capture of the views of the Residents in terms of portion sizes, quality of food and the variety of menu choices available. Getting up to date sample feedback from residents during the inspection.
 - HACCP Standards in place in available kitchens on-site
 - HACCP Standards in place where food is prepared / cooked off-site and delivered in.
-

1.2 Inspection Details

Inspector: A

Date: 07th February 2023

Property Description: Property 230203D01 was renovated in 2018, consists of 4 floors, with 35 rooms. All rooms are ensuite, there are 60 beds consisting of single and double beds. Capacity for 89 service users.

Please see photos in section 3

1.3 EOBA'S Approach

The EOBA approach will operate as a unit which will identify the properties to be inspected in conjunction with the Contracting Authority. The service will be delivered by the conduct of inspections, liaison with the Contracting Authority, review of previous reports. Our service will be guided throughout by adherence with published codes and engineering analysis to ensure properties are compatible with the requirements of the Contracting Authority.

EOBA understands the objectives of the Framework ensures the following

- Provision of inspection regime that provides an assurance to the Contracting Authority and the residents of compliance with standards
- Provision of timely reports that identify good practice and deficiencies with actions to ensure timely remedy

1.4 EOBA's Methodology

Inspections are undertaken by a multi-disciplined team.

This is to ensure:

- Ensure consistency of reports
 - standardisation of the inspection regime
 - enable comparisons between consecutive reports
 - provides transparency to assure impartiality for property owners
-

2 Site Inspection Checklist

Inspection Checklist

Location: 230203D01

Date: 07th February 2023

Inspector: A

THEME 1 – BUILDING STANDARDS				
Number	Item		Comments/Remarks	Actions
1	Overall condition of the premises	√	Property is in good condition. Good	
2	Overall atmosphere	√	No issues	
3	Thermostatically controlled heating	√	No issues	
4	CCTV in common areas	√	No issues	
5	Pest control policy in place	√	No issues	

THEME 1 – EXTERIOR OF BUILDING				
Number	Item		Comments/Remarks	Actions
6	Condition of exterior of building	√	No issues	
7	Streetscape clean and free from rubbish	√	No issues	
8	Regular outside checks	√	No issues	
9	External CCTV in place	√	No issues	



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10	External items for repair	Nil	No issues	
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THEME 1 – COMMON AREAS – Reception, Corridors, Stairwells				
Number	Item		Comments/Remarks	Actions
11	Condition of communal areas	√	No issues	
12	Condition of floor and wall finishes	√	No issues	
13	Internal CCTV available	√	No issues	
14	Appropriate lighting and fixtures	√	No issues	
15	Passive ventilation in bedrooms	√	No issues	
16	Any internal repairs required	Nil	No issues	
17	All egress exits free from obstacles	√	No issues	

THEME 1 – BEDROOMS				
Number	Item		Comments/Remarks	Actions
18	Appropriate number of people assigned to each room	√	Numbers agreed with DCC in advance	
19	No. of rooms decommissioned because of maintenance issues, why and for how long	Nil	No issues	
20	Furnishings (including beds) fit for purpose and in good repair	√	No issues	
21	Mattresses must be washable and breathable type i.e. hospital type mattress	√	No issues	
22	Televisions provided in rooms with reasonable choice channels available for the client base being accommodated.	√	No issues	
23	Free Wi-Fi available	√	No issues	

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24	Automatically locking Window restrictors and passive ventilation in all bedrooms	√	No issues	
25	Number of DAC bedrooms per facility	Nil	None on the premises	
26	Any breakages noted generally	x	No issues	

THEME 1 – BATHROOMS				
Number	Item		Comments/Remarks	Actions
27	Number of bathrooms shared	Nil	No issues	
28	Number of DAC bathrooms per facility	Nil	None on the premises	
29	Wall finishing's and floors clean and in good repair with no sign of mould	√	No issues	
30	Shower, toilet and sink in good repair and in working order (hot and cold water)	√	No issues	
31	Openable window and/or mechanical ventilation in place	√	No issues	
32	Heat source present in the bathroom i.e radiator, heated towel rail or Bathroom Fan Heater.	√	No issues	
33	Any breakages	No	No issues	

THEME 1 – LAUNDRY				
Number	Item		Comments/Remarks	Actions
34	Suitable Laundry facilities available on site and all equipment confirmed in working order	√	No issues	

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35	Roster or straightforward system for access in place for all residents	√	No issues	
36	CCTV in place in the laundry area	√	No issues	
37	Sufficient numbers of washers and dryers available.	√	3 washers and 2 dryers on premises. No issues	
38	Any repair issues	No	No issues	

THEME 1 - SMOKING AREA

Number	Item		Comments/Remarks	Actions
39	Smoking area available within the building or area assigned close to the building	√	Smoking area outside Smoking not allowed inside No issues	
40	CCTV in place to cover the area/area monitored	√	No issues	

THEME 1 - COMMERCIAL KITCHEN/FOOD SERVICE AREA

Number	Item		Comments/Remarks	Actions
41	Kitchen and storage areas clean and in good repair	√	No issues	
42	Furniture and floor/wall finishing's suitable and in good repair	√	No issues	
43	Lighting bright and fittings in good repair	√	No issues	
44	CCTV in place to cover the area/area monitored	√	No issues	
45	Cleaning schedule in place in compliance with HACCP guidelines	√	No issues	
46	Most recent EHO inspection report available if applicable	√	No inspection to date	

THEME 1 - DOMESTIC KITCHENS/TRAINING KITCHENS				
Number	Item		Comments/Remarks	Actions
47	Kitchen and storage areas clean and in good repair	√	No issues	
48	Furniture and floor/wall finishing's suitable and in good repair	√	No issues	
49	Lighting bright and fittings in good repair	√	No issues	
50	CCTV in place to cover the area/area monitored	√	No issues	
51	Cleaning schedule in place in compliance with HACCP guidelines	√	No issues	
52	Most recent EHO inspection report available if applicable	√	No inspection to date	
53	Suitable utensils and cookware available	√	No issues	
54	Dishwasher/s available	N/A	Sink used. No issues	
55	Any breakages noted generally	x	No issues	
56	Bin storage facilities - is it safe and appropriate	√	No issues	

THEME 1 - FIRE COMPLIANCE				
Number	Item		Comments/Remarks	Actions
57	Fire log in place and all relevant information is recorded.	√	Fire Safety Register in place. Relevant information recorded. No issues	
58	Fire alarm, emergency lighting serviced and in working order and	√	Fire Alarm serviced on 26/09/2022.	Fire alarm to be serviced

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	periodic inspection certs up to date (Quarterly) and recorded in the Fire Register		Emergency lighting serviced on 02/12/2022. No issues	
59	Fire equipment serviced and in working order and periodic inspection certs up to date (Annually) and recorded in the Fire Register	√	Fire extinguishers last serviced 04/2022. No issues	
60	Fire drill done in the last Quarter and date	X	Conducted quarterly. Last fire drill held on 05/10/2022. Informed that the cold weather spell caused delay	Fire drill to be held
61	Personal Emergency Evacuation Plan in place and all staff aware of the procedure	√	Personal Emergency Evacuation Plan in place. No issues	
62	Gas service records ex. RGI Cert	√	Certificate was not available on site on day of inspection	Facility Management to follow up on this issue
63	Electrical certificates up to date	√	No issues	

THEME 1 - WATER TANKS				
Number	Item		Comments/Remarks	Actions
64	Cleaning and service schedule for water tanks in place and up to date Annual Certificate of disinfection for the buildings water storage system inclusive of any storage tanks and pipework	√	No issues	

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THEME 1 - MAINTENANCE				
Number	Item		Comments/Remarks	Actions
65	Weekly log of maintenance check of full building completed and DCC notified of any issues	√	Completed online. No issues	

THEME 1 - GOOD NEIGHBOURHOOD POLICY				
Number	Item		Comments/Remarks	Actions
66	Staff aware of responsibilities and Policy document available for review	√	No issues	
67	Evidence of managing issues arising available for review	√	No issues	

THEME 2 – Onsite Facilities, Operational Systems, Support Services, Staff				
Number	Item		Comments/Remarks	Actions
1	Housekeeping service in place	√	Contracted service. No issues	
2	Names of all staff on site, and their roles.	√	No issues	
3	Cleaning products available to service users	√	No issues	
4	Laundry facility available to service users	√	No issues	
5	Sanitising schedule in place and records available	√	No issues	

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THEME 2 – OPERATIONAL SYSTEMS				
Number	Item		Comments/Remarks	Actions
6	No. of available beds as per agreement with DCC	60	Some are double beds therefore a total of 89 service users. No issues	
7	No. of available beds today	Nil	No issues	
8	No. of service users booked in today	89	No issues	
9	No. of beds unavailable, have these been reported to the DRHE	Nil	No issues	
10	No. of no shows/vacancies today	Nil	No issues	
11	No. of official complaints received on file and verified with DRHE	Nil	No issues	

THEME 2 – OPERATIONAL SYSTEMS				
Number	Item		Comments/Remarks	Actions
12	Child Safeguarding Statement completed and displayed, where applicable.	√	No issues	
13	Facility Guidelines in place and appropriate for safe and reasonable running of the service	√	No issues	
14	Register of occupants in place and residents entry/exit tracked in an electronic record	√	No issues	
15	Complaints and feedback system in place	√	No issues	
16	Record available of bookings, no shows, final headcount and returns for previous day	√	No issues	



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17	Vacancies returned within 24 hours at correct times	√	No issues	
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THEME 2 – SUPPORT SERVICES

Number	Item		Comments/Remarks	Actions
18	Room available for one-on-one appointments (nurse, housing officer, key workers etc.) where applicable.	√	No issues	
19	Information on available times for all support services clearly displayed	√	No issues	

THEME 2 – STAFF

Number	Item		Comments/Remarks	Actions
20	All staff trained in: <ul style="list-style-type: none">• fire safety• Children first, where applicable (only required for Family PEA's at present)	√ √	No issues No issues	

21	Key staff trained in:			
	<ul style="list-style-type: none"> Managing Challenging Behaviour Training (Eg: TCI, CPI, MAPA training) 	√	No issues	
	<ul style="list-style-type: none"> Fire Warden, as a minimum a fire warden must be on the premises at all times 	√	No issues	
	<ul style="list-style-type: none"> Suicide Awareness 	√	No issues	
	<ul style="list-style-type: none"> Intercultural awareness 	√	No issues	
	<ul style="list-style-type: none"> Equality & Diversity 	√	No issues	
	<ul style="list-style-type: none"> Safeguarding Vulnerable Adults 	√	No issues	
<ul style="list-style-type: none"> Administering Naloxone/overdose treatment 	√	No issues		
<ul style="list-style-type: none"> first aid 	N/A	No issues		
<ul style="list-style-type: none"> A minimum of one staff member is available or are planning to undertake NFQ/QQI Level 5/6 in social care or equivalent discipline on duty 	√	No issues		

THEME 2 – STAFF				
Number	Item		Comments/Remarks	Actions
22	Staff easily identifiable with name badges in use	√	All staff known to service users. No issues	
23	Staff well presented, informed and helpful	√	No issues	
24	Staff interaction with residents professional and friendly	√	No issues	
25	Facility has a documented complaints policy and log	√	No issues	

26	Appropriate staff structure in place with a clearly identifiable person in charge (manager/supervisor) on site	√	No issues	
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THEME 2 – FIRE SAFETY ON SITE AT TIME OF INSPECTION				
Number	Item		Comments/Remarks	Actions
27	Fire Alarm showing any faults	√	No issues	
28	Appropriate number of carbon monoxide alarms on site and operational	18	No issues	
29	Sufficient levels of trained staff on site as required	√	No issues	
30	Emergency evacuation plan in place and staff are fully aware of their roles and responsibilities in the event of an emergency.	√	No issues	
	Last time a fire drill was conducted	X	05/10/2022	Fire Drill to be held
31	How often are fire drill conducted on site?	√	Quarterly See 30 above	
32	Are there adequate fire escape route finder plans in the property?	√	No issues	
33	Are all Fire Safety checks being conducted, as required by staff members, as required?	√	Fire Register in place. See 30 above	
34	Are all fire extinguishers present and serviced up to date?	√	No issues Last serviced: 04/2022	
35	Are all Life Safety Systems fully operational and functioning and service records up to date?	√	No issues	

THEME 3 – H&S, Food Service and Infection Control				
Number	Item		Comments/Remarks	Actions
1	No. of service user incidents or accidents on site in previous month	1	Infant death	
2	No. of service user fatalities on site since last inspection	N/A	1st Inspection (Infant death)	
3	No. of incidents of domestic violence on site since last inspection	N/A	1st Inspection	

THEME 3 – H&S, Food Service and Infection Control				
Number	Item		Comments/Remarks	Actions
4	Correct procedure followed for critical incidents	√	No issues	
5	First aid box on site and fully stocked	√	No issues	
6	Naloxone on site and record of any administration of this intervention	N/A	No issues	
7	Defibrillator on site	√	No issues	
8	PPE in use by all staff	√	No issues	
9	Service users complying with any public health requirement or guidelines regarding any public health issues i.e. prevailing Covid - 19 requirements/guidelines active at the time of inspection.	√	No issues	

THEME 3 – FOOD				
Number	Item		Comments/Remarks	Actions
10	No. of meals provided daily, and In compliance with Food Hygiene Legislation	3 X 89	No issues	
11	Drinking water available	√	No issues	
12	Dietary requirements catered for, allergens on display	√	No issues	
13	HACCP system in use and up to date	√	No issues	
14	Weekly and monthly menus available and in use	√	Service users informed on a daily basis.	
15	Last EHO report available if applicable	√	No inspection to date	

THEME 3 – COVID				
Number	Item		Comments/Remarks	Actions
16	Daily symptoms check in place for staff	√	Self-declaration No issues	
17	Daily symptoms check in place for residents	√	Self-declaration No issues	
18	All staff familiar with procedure for dealing with symptoms in staff or resident	√	No issues	
19	All staff familiar with procedure for dealing with a confirmed positive in staff or resident	√	No issues	

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3 Photos of Premises

Fire Extinguishers



Fire Panel



Emergency Lighting



Laundry Facility



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Communal Area



Kitchen





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4 Conclusions

4.1.1 Inspectors Comments

Property 230203D01 is designated as a family hub.

Gas Certificates were not available on site on day of inspection. Last Fire Drill was held on 05/10/2022. Fire alarm needs to be serviced quarterly.

Property is in a good condition.

4.1.2 Actions of the Property

Actions from the site inspection that need to be addressed:

- Gas Certificate to be provided
- Fire Drill to be completed every quarter
- Fire Alarm to be serviced and serviced every quarter

4.1.3 Actions Concluded

- Gas cert has been received
 - Fire Drill done on the 09/03/23 and will be done every 3 months
 - Fire alarm cert received
-



Comhairle Cathrach
Bhaile Átha Cliath
Dublin City Council

SITE INSPECTION REPORT

230204D01

27th February 2023

Prepared by	Eamon O'Boyle and Associates
Date	15th June 2023
Reference	23501 – 230204D01 – Final

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 - 1.1 Overview..... 1**
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- CCTV,
- Ventilation,
- Heating and light,
- Wi-Fi
- and general building condition.

Onsite Facilities

- Housekeeping service
- Laundry
- Sanitising Service

Operational Systems

- Agreed availability of beds
- House guidelines in place
- Complaints and feedback system

Staff

- Staff Training
- Identifiable of staff
- Availability of suitably rostered Supervision

Health & Safety

- Fire Wardens on Duty
- First Aid resources in place

Food Service

- Inspection of Cooking Facilities
 - Assessing Quality of meals both from portion size and meeting expected dietary standards
 - Feedback System in place to facilitate capture of the views of the Residents in terms of portion sizes, quality of food and the variety of menu choices available. Getting up to date sample feedback from residents during the inspection.
 - HACCP Standards in place in available kitchens on-site
 - HACCP Standards in place where food is prepared / cooked off-site and delivered in.
-

1.2 Inspection Details

Inspector: A

Date: 27th February 2023

Property Description: Property 230204D01 was refurbished in 2021, consists of 3 floors with 10 rooms. All rooms are ensuite. Current capacity of 64 service users, current occupancy of 58 service users.

Please see photos in section 3

1.3 EOBA'S Approach

The EOBA approach will operate as a unit which will identify the properties to be inspected in conjunction with the Contracting Authority. The service will be delivered by the conduct of inspections, liaison with the Contracting Authority, review of previous reports. Our service will be guided throughout by adherence with published codes and engineering analysis to ensure properties are compatible with the requirements of the Contracting Authority.

EOBA understands the objectives of the Framework ensures the following

- Provision of inspection regime that provides an assurance to the Contracting Authority and the residents of compliance with standards
- Provision of timely reports that identify good practice and deficiencies with actions to ensure timely remedy

1.4 EOBA's Methodology

Inspections are undertaken by a multi-disciplined team.

This is to ensure:

- Ensure consistency of reports
 - standardisation of the inspection regime
 - enable comparisons between consecutive reports
 - provides transparency to assure impartiality for property owners
-

2 Site Inspection Checklist

Inspection Checklist

Location: 230204D01

Date: 27th February 2023

Inspector: A

THEME 1 – BUILDING STANDARDS				
Number	Item		Comments/Remarks	Actions
1	Overall condition of the premises	√	Property is in good condition. No issues	
2	Overall atmosphere	√	No issues	
3	Thermostatically controlled heating	√	No issues	
4	CCTV in common areas	√	No issues	
5	Pest control policy in place	√	No issues	

THEME 1 – EXTERIOR OF BUILDING				
Number	Item		Comments/Remarks	Actions
6	Condition of exterior of building	√	No issues	
7	Streetscape clean and free from rubbish	√	No issues	
8	Regular outside checks	√	No issues	
9	External CCTV in place	√	No issues	
10	External items for repair	Nil	No issues	

THEME 1 – COMMON AREAS – Reception, Corridors, Stairwells				
Number	Item		Comments/Remarks	Actions
11	Condition of communal areas	√	No issues	
12	Condition of floor and wall finishes	√	No issues	
13	Internal CCTV available	√	No issues	
14	Appropriate lighting and fixtures	√	No issues	
15	Passive ventilation in bedrooms	√	No issues	
16	Any internal repairs required	Nil	No issues	
17	All egress exits free from obstacles	√	No issues	

THEME 1 – BEDROOMS				
Number	Item		Comments/Remarks	Actions
18	Appropriate number of people assigned to each room	√	Numbers agreed with DCC in advance. No issues	
19	No. of rooms decommissioned because of maintenance issues, why and for how long	Nil	No issues	
20	Furnishings (including beds) fit for purpose and in good repair	√	No issues	
21	Mattresses must be washable and breathable type i.e. hospital type mattress	√	No issues	
22	Televisions provided in rooms with reasonable choice channels available for the client base being accommodated.	√	No issues	
23	Free Wi-Fi available	√	No issues	



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24	Automatically locking Window restrictors and passive ventilation in all bedrooms	√	No issues	
25	Number of DAC bedrooms per facility	Nil	No issues	
26	Any breakages noted generally	x	No issues	

THEME 1 – BATHROOMS				
Number	Item		Comments/Remarks	Actions
27	Number of bathrooms shared	Nil	No issues	
28	Number of DAC bathrooms per facility	Nil	No issues	
29	Wall finishing's and floors clean and in good repair with no sign of mould	√	No issues	
30	Shower, toilet and sink in good repair and in working order (hot and cold water)	√	No issues	
31	Openable window and/or mechanical ventilation in place	√	No issues	
32	Heat source present in the bathroom i.e radiator, heated towel rail or Bathroom Fan Heater.	√	No issues	
33	Any breakages	No	No issues	

THEME 1 – LAUNDRY				
Number	Item		Comments/Remarks	Actions
34	Suitable Laundry facilities available on site and all equipment confirmed in working order	√	No issues	
35	Roster or straightforward system for access in place for all residents	√	No issues	
36	CCTV in place in the laundry area	√	No issues	

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37	Sufficient numbers of washers and dryers available.	√	3 washers and 3 dryers on premises. No issues	
38	Any repair issues	No	No issues	

THEME 1 - SMOKING AREA				
Number	Item		Comments/Remarks	Actions
39	Smoking area available within the building or area assigned close to the building	√	Smoking area outside No issues	
40	CCTV in place to cover the area/area monitored	√	No issues	

THEME 1 - COMMERCIAL KITCHEN/FOOD SERVICE AREA				
Number	Item		Comments/Remarks	Actions
41	Kitchen and storage areas clean and in good repair	√	No issues	
42	Furniture and floor/wall finishing's suitable and in good repair	√	No issues	
43	Lighting bright and fittings in good repair	√	No issues	
44	CCTV in place to cover the area/area monitored	√	No issues	
45	Cleaning schedule in place in compliance with HACCP guidelines	√	No issues	
46	Most recent EHO inspection report available if applicable	√	No inspection to date	

THEME 1 - DOMESTIC KITCHENS/TRAINING KITCHENS				
Number	Item		Comments/Remarks	Actions
47	Kitchen and storage areas clean and in good repair	√	No issues	

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48	Furniture and floor/wall finishing's suitable and in good repair	√	No issues	
49	Lighting bright and fittings in good repair	√	No issues	
50	CCTV in place to cover the area/area monitored	√	No issues	
51	Cleaning schedule in place in compliance with HACCP guidelines	√	No issues	
52	Most recent EHO inspection report available if applicable	√	No inspection to date	
53	Suitable utensils and cookware available	√	No issues	
54	Dishwasher/s available	√	2 sinks in kitchen. No issues	
55	Any breakages noted generally	x	No issues	
56	Bin storage facilities - is it safe and appropriate	√	No issues	

THEME 1 - FIRE COMPLIANCE				
Number	Item		Comments/Remarks	Actions
57	Fire log in place and all relevant information is recorded.	√	Fire Safety Register in place. Relevant information recorded. No issues	
58	Fire alarm, emergency lighting serviced and in working order and periodic inspection certs up to date (Quarterly) and recorded in the Fire Register	√	Fire Alarm serviced on 23/02/2023. Emergency lighting serviced on 23/02/23. No issues	
59	Fire equipment serviced and in working order and periodic inspection certs up to date (Annually) and recorded in the Fire Register	√	Fire extinguishers last serviced 02/11/2022. No issues	

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60	Fire drill done in the last Quarter and date	√	Conducted quarterly. Last fire drill held on 06/01/2023. No issues	
61	Personal Emergency Evacuation Plan in place and all staff aware of the procedure	√	Personal Emergency Evacuation Plan in place No issues	
62	Gas service records ex. RGI Cert	X	Certificate was not available on site on day of inspection	Facility Management to follow up on this issue
63	Electrical certificates up to date	X	Certificates were not available on site on day of inspection	Facility Management to follow up on this issue

THEME 1 - WATER TANKS				
Number	Item		Comments/Remarks	Actions
64	Cleaning and service schedule for water tanks in place and up to date Annual Certificate of disinfection for the buildings water storage system inclusive of any storage tanks and pipework	√	No issues	

THEME 1 - MAINTENANCE				
Number	Item		Comments/Remarks	Actions
65	Weekly log of maintenance check of full building completed and DCC notified of any issues	√	No issues	

THEME 1 - GOOD NEIGHBOURHOOD POLICY				
Number	Item		Comments/Remarks	Actions
66	Staff aware of responsibilities and Policy document available for review	√	No issues	
67	Evidence of managing issues arising available for review	√	No issues	

THEME 2 – Onsite Facilities, Operational Systems, Support Services, Staff				
Number	Item		Comments/Remarks	Actions
1	Housekeeping service in place	√	In house service. No issues	
2	Names of all staff on site, and their roles.	√	No issues	
3	Cleaning products available to service users	√	No issues	
4	Laundry facility available to service users	√	No issues	
5	Sanitising schedule in place and records available	√	No issues	

THEME 2 – OPERATIONAL SYSTEMS				
Number	Item		Comments/Remarks	Actions
6	No. of available beds as per agreement with DCC	64	No issues	
7	No. of available beds today	Nil	No issues	
8	No. of service users booked in today	58	Occupancy of 3 to 9 in rooms. No issues	
9	No. of beds unavailable, have these been reported to the DRHE	Nil	No issues	
10	No. of no shows/vacancies today	Nil	No issues	
11	No. of official complaints received on file and verified with DRHE	Nil	No issues	



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THEME 2 – OPERATIONAL SYSTEMS				
Number	Item		Comments/Remarks	Actions
12	Child Safeguarding Statement completed and displayed, where applicable.	N/A	No children on site No issues	
13	Facility Guidelines in place and appropriate for safe and reasonable running of the service	√	No issues	
14	Register of occupants in place and residents entry/exit tracked in an electronic record	√	No issues	
15	Complaints and feedback system in place	√	No issues	
16	Record available of bookings, no shows, final headcount and returns for previous day	√	No issues	
17	Vacancies returned within 24 hours at correct times	√	No issues	

THEME 2 – SUPPORT SERVICES				
Number	Item		Comments/Remarks	Actions
18	Room available for one-on-one appointments (nurse, housing officer, key workers etc.) where applicable.	√	Nurses room. No issues	
19	Information on available times for all support services clearly displayed	√	No issues	

THEME 2 – STAFF				
Number	Item		Comments/Remarks	Actions
20	All staff trained in: <ul style="list-style-type: none"> • fire safety 	√	No issues	

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	<ul style="list-style-type: none"> Children first, where applicable (only required for Family PEA's at present) 	√	No issues	
21	Key staff trained in: <ul style="list-style-type: none"> Managing Challenging Behaviour Training (Eg: TCI, CPI, MAPA training) Fire Warden, as a minimum a fire warden must be on the premises at all times Suicide Awareness Intercultural awareness Equality & Diversity Safeguarding Vulnerable Adults Administering Naloxone/overdose treatment first aid A minimum of one staff member is available or are planning to undertake NFQ/QQI Level 5/6 in social care or equivalent discipline on duty 	√ √ √ √ √ N/A √	No issues No issues No issues No issues No issues No issues	

THEME 2 – STAFF				
Number	Item		Comments/Remarks	Actions
22	Staff easily identifiable with name badges in use	√	No issues	
23	Staff well presented, informed and helpful	√	No issues	
24	Staff interaction with residents professional and friendly	√	No issues	

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25	Facility has a documented complaints policy and log	√	No issues	
26	Appropriate staff structure in place with a clearly identifiable person in charge (manager/supervisor) on site	√	No issues	

THEME 2 – FIRE SAFETY ON SITE AT TIME OF INSPECTION				
Number	Item		Comments/Remarks	Actions
27	Fire Alarm showing any faults	√	No issues	
28	Appropriate number of carbon monoxide alarms on site and operational	10	No issues	
29	Sufficient levels of trained staff on site as required	√	No issues	
30	Emergency evacuation plan in place and staff are fully aware of their roles and responsibilities in the event of an emergency. Last time a fire drill was conducted	√	No issues	
31	How often are fire drill conducted on site?	√	Quarterly No issues	
32	Are there adequate fire escape route finder plans in the property?	√	No issues	
33	Are all Fire Safety checks being conducted, as required by staff members, as required?	√	Fire Register in place No issues	
34	Are all fire extinguishers present and serviced up to date?	√	No issues	
35	Are all Life Safety Systems fully operational and functioning and service records up to date?	√	No issues	

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THEME 3 – H&S, Food Service and Infection Control				
Number	Item		Comments/Remarks	Actions
1	No. of service user incidents or accidents on site in previous month	1	No issues	
2	No. of service user fatalities on site since last inspection	N/A	1st Inspection	
3	No. of incidents of domestic violence on site since last inspection	N/A	1st Inspection	

THEME 3 – H&S, Food Service and Infection Control				
Number	Item		Comments/Remarks	Actions
4	Correct procedure followed for critical incidents	√	No issues	
5	First aid box on site and fully stocked	√	No issues	
6	Naloxone on site and record of any administration of this intervention	√	No issues	
7	Defibrillator on site	√	Informed that DCC were in the process of supplying.	
8	PPE in use by all staff	√	No issues	
9	Service users complying with any public health requirement or guidelines regarding any public health issues i.e. prevailing Covid -19 requirements/guidelines active at the time of inspection.	√	No issues	

THEME 3 – FOOD				
Number	Item		Comments/Remarks	Actions
10	No. of meals provided daily, and In compliance with Food Hygiene Legislation	2 X 58	Dinners available No issues	



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11	Drinking water available	√	No issues	
12	Dietary requirements catered for, allergens on display	√	No issues	
13	HACCP system in use and up to date	√	No issues	
14	Weekly and monthly menus available and in use	√	No issues	
15	Last EHO report available if applicable	√	No inspection to date	

THEME 3 – COVID				
Number	Item		Comments/Remarks	Actions
16	Daily symptoms check in place for staff	√	Self-declaration No issues	
17	Daily symptoms check in place for residents	√	Self-declaration No issues	
18	All staff familiar with procedure for dealing with symptoms in staff or resident	√	No issues	
19	All staff familiar with procedure for dealing with a confirmed positive in staff or resident	√	No issues	

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3 Photos of Premises

Fire Extinguishers



Fire Panel



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Emergency Lighting

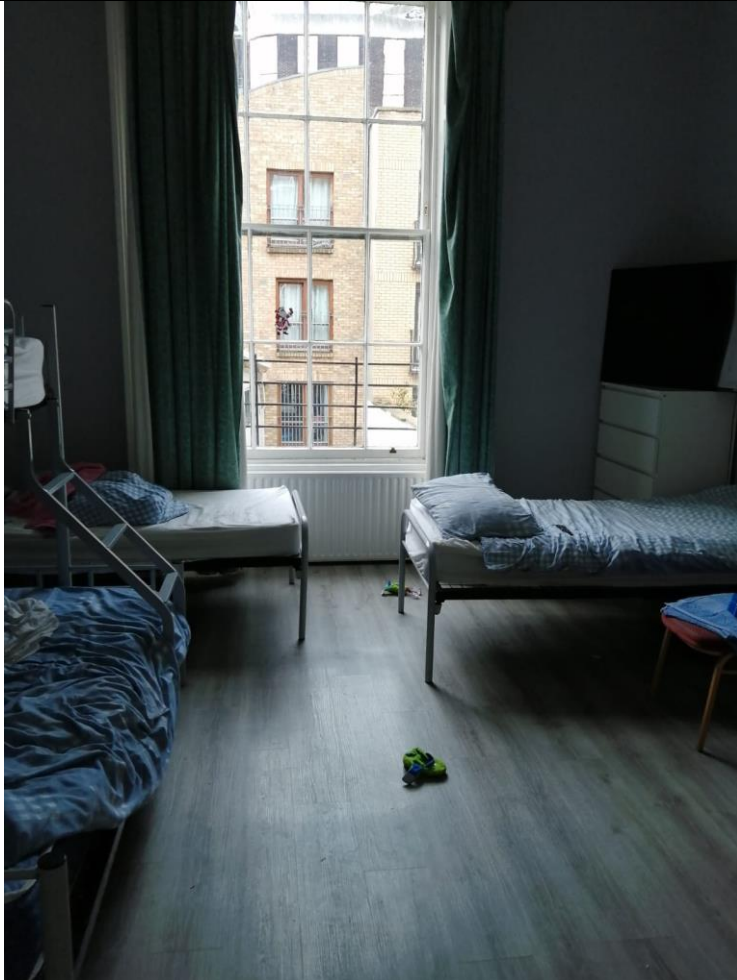


Laundry Facility



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Bedroom



Kitchen





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4 Conclusions

4.1.1 Inspectors Comments

Property 230204D01 is designated as a family hub. Property is in a good condition.

4.1.2 Actions of the Property

Actions from the site inspection that need to be addressed:

- Gas service Certificate was not available on site on day of inspection.
- Electrical Certificates were not available on site on day of inspection.

4.1.3 Actions Concluded

- The outstanding certs have now been provided.
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