



Comhairle Cathrach  
Bhaile Átha Cliath  
**Dublin City Council**

## **SITE INSPECTION REPORT**

**Property 221108D06**

**18<sup>th</sup> November 2022**

<b>Prepared by</b>	<b>Eamon O'Boyle and Associates</b>
<b>Date</b>	<b>29<sup>th</sup> November 2022</b>
<b>Reference</b>	<b>22512 – 221108D06 - Final</b>

- 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.
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## 1.2 Inspection Details

**Inspector:** B

**Date:** 18<sup>th</sup> November 2022

**Property Description:** Property 221108D06 is quite an old building but there appears to be no outstanding repair issues and there was an assurance given that all maintenance issues are dealt with in a very timely manner through good communication with DCC.

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: 221108D06

Date: 18<sup>th</sup> November 2022

Inspector: B

THEME 1 – BUILDING STANDARDS				
Number	Item		Comments/Remarks	Actions
1	Overall condition of the premises	Excellent	This is an old building that is maintained well and with service users in mind.	
2	Overall atmosphere	Excellent	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	The garden and parking area are well kept and utilised by the residents.	
7	Streetscape clean and free from rubbish	✓	No Issues	
8	Regular outside checks	✓	9am, 3pm and 10pm	
9	External CCTV in place	✓	No Issues	
10	External items for repair	Nil	Salesforce maintenance log in place	

22512 PROPERTY 221108D06

THEME 1 – COMMON AREAS – Reception, Corridors, Stairwells				
Number	Item		Comments/Remarks	Actions
11	Condition of communal areas	Excellent	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	✓	All single rooms 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	x	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.	✓	Some residents choose not to have a TV in their bedrooms.	
23	Free Wi-Fi available	✓	No Issues	
24	Automatically locking Window restrictors and passive ventilation in all bedrooms	✓	No Issues	

22512 PROPERTY 221108D06

25	Number of DAC bedrooms per facility	1	This allows access through a separate entrance and use of a chairlift.	
26	Any breakages noted generally	No	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	1	Ensuite for DAC bedroom	
29	Wall finishing's and floors clean and in good repair with no sign of mould	X	No Issues	
30	Shower, toilet and sink in good repair and in working order (hot and cold water)	x	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.	Nil	No Issues	
33	Any breakages	Nil	No Issues	

THEME 1 – LAUNDRY				
Number	Item		Comments/Remarks	Actions
34	Suitable Laundry facilities available on site and all equipment confirmed in working order	✓	3 washers and 3 driers	
35	Roster or straightforward system for access in place for all residents	Nil	Not a requirement at the moment	
36	CCTV in place in the laundry area	✓	No Issues	

22512 PROPERTY 221108D06

<b>37</b>	Sufficient numbers of washers and dryers available.	✓	No Issues	
<b>38</b>	Any repair issues	Nil	No Issues	

<b>THEME 1 - SMOKING AREA</b>				
<b>Number</b>	<b>Item</b>		<b>Comments/Remarks</b>	<b>Actions</b>
<b>39</b>	Smoking area available within the building or area assigned close to the building	✓	This is to the rear of the building in a garden area that has been developed for service users.	
<b>40</b>	CCTV in place to cover the area/area monitored	✓	No Issues	

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



22512 PROPERTY 221108D06

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

22512 PROPERTY 221108D06

	certs up to date (Annually) and recorded in the Fire Register			
60	Fire drill done in the last Quarter and date	✓ 16/10/22	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	✓	No Issues	
63	Electrical certificates up to date	Nil	Service Provider to Supply	

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	Nil	Service Provider to Supply	

THEME 1 – MAINTENANCE				
Number	Item		Comments/Remarks	Actions
65	Weekly log of maintenance check of full building completed and DCC notified of any issues	✓	Recorded and submitted to DCC on Salesforce	

22512 PROPERTY 221108D06

THEME 1 - GOOD NEIGHBOURHOOD POLICY				
Number	Item		Comments/Remarks	Actions
66	Staff aware of responsibilities and Policy document available for review	✓	Communicated to staff and service users.	
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	

THEME 2 – OPERATIONAL SYSTEMS				
Number	Item		Comments/Remarks	Actions
6	No. of available beds as per agreement with DCC	14	No Issues	
7	No. of available beds today	0	No Issues	
8	No. of service users booked in today	14	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	

22512 PROPERTY 221108D06

<b>11</b>	No. of official complaints received on file and verified with DRHE	0	No Issues	
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<b>THEME 2 – OPERATIONAL SYSTEMS</b>				
<b>Number</b>	<b>Item</b>		<b>Comments/Remarks</b>	<b>Actions</b>
<b>12</b>	Child Safeguarding Statement completed and displayed, where applicable.	✓	No Issues	
<b>13</b>	Facility Guidelines in place and appropriate for safe and reasonable running of the service	✓	Communicated during client and staff induction	
<b>14</b>	Register of occupants in place and residents entry/exit tracked in an electronic record	✓	This is done manually	
<b>15</b>	Complaints and feedback system in place	✓	On salesforce. Service users fill out form manually and submit	
<b>16</b>	Record available of bookings, no shows, final headcount and returns for previous day	✓	System on Pass	
<b>17</b>	Vacancies returned within 24 hours at correct times	✓	No Issues	

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

22512 PROPERTY 221108D06

THEME 2 – STAFF				
Number	Item		Comments/Remarks	Actions
20	All staff trained in: <ul style="list-style-type: none"> <li>• fire safety</li> <li>• Children first, where applicable (only required for Family PEA's at present)</li> </ul>	✓  ✓	No Issues	
21	Key staff trained in: <ul style="list-style-type: none"> <li>• Managing Challenging Behaviour Training (Eg: TCI, CPI, MAPA training)</li> <li>• Fire Warden, as a minimum a fire warden must be on the premises at all times</li> <li>• Suicide Awareness</li> <li>• Intercultural awareness</li> <li>• Equality &amp; Diversity</li> <li>• Safeguarding Vulnerable Adults</li> <li>• Administering Naloxone/overdose treatment</li> <li>• first aid</li> <li>• 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</li> </ul>	✓  ✓  ✓ ✓  ✓	Ongoing training in some of these areas.	

22512 PROPERTY 221108D06

THEME 2 – STAFF				
Number	Item		Comments/Remarks	Actions
22	Staff easily identifiable with name badges in use	Nil	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	✓	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 16/11/22	No Issues	

22512 PROPERTY 221108D06

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

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

<b>THEME 3 – H&amp;S, Food Service and Infection Control</b>				
<b>Number</b>	<b>Item</b>		<b>Comments/Remarks</b>	<b>Actions</b>
<b>4</b>	Correct procedure followed for critical incidents	✓	No Issues	
<b>5</b>	First aid box on site and fully stocked	✓	2 onsite	
<b>6</b>	Naloxone on site and record of any administration of this intervention	✓	No Issues	
<b>7</b>	Defibrillator on site	✓	2 onsite	
<b>8</b>	PPE in use by all staff	✓	No Issues	
<b>9</b>	Service users complying with any public health requirement or guidelines regarding any public health	N/A	No Issues	

22512 PROPERTY 221108D06

	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	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	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	



22512 PROPERTY 221108D06

3 Photos of Premises

Bedroom



Sitting Room



Laundry Area



Fire Extinguishers



22512 PROPERTY 221108D06

Bathroom



Fire Alarm Panel





## 4 Conclusions

### 4.1.1 Inspector Comments

Property 221108D06 is a beautifully maintained property with the needs of the service users very much at the centre of how the service is run. There are 14 single bedrooms ensuite for female service users. The property allows a number of communal areas for residents.

The service users are provided with 3 meals a day which would normally be prepared on site. At the time of this visit there a staff vacancy in the catering area. Until this vacancy is filled some meals are being transported in line with HACCP guidelines from a central kitchen under the responsibility of the service providers.

The atmosphere in this property is welcoming and warm and appears to be extremely client based.

### 4.1.2 Actions of the Property Management

- No further actions required of the property management.
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Comhairle Cathrach  
Bhaile Átha Cliath  
**Dublin City Council**

## **SITE INSPECTION REPORT**

**Property 221109D24**

**07<sup>th</sup> November 2022**

<b>Prepared by</b>	<b>Eamon O'Boyle and Associates</b>
<b>Date</b>	<b>22<sup>nd</sup> March 2023</b>

- 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**
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## 1 Introduction

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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.
-

22512 PROPERTY 221109D24

## 1.2 Inspection Details

**Inspector:** B

**Date:** 07<sup>th</sup> November 2022

**Property Description:** Property 221109D24 is a service run for males only and has a 21 bed capacity. The service is run on a two-building site with the second building being a mews that is adjacent to the main building. The mews offers more independence to the service users with support nearby.

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: 221109D24

Date: 07<sup>th</sup> November 2022

Inspector: B

THEME 1 – BUILDING STANDARDS				
Number	Item		Comments/Remarks	Actions
1	Overall condition of the premises	Excellent	This is a premises with 2 separate buildings catering for 21 service users, all males. The buildings are quite mature however, the rolling maintenance has both buildings in good modern condition.	
2	Overall atmosphere	✓	Excellent	
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	This property is on quite a large site which includes a large garden and a small orchard.	

22512 PROPERTY 221109D24

7	Streetscape clean and free from rubbish	✓	No Issues	
8	Regular outside checks	✓	Environmental checks every hour during the day.	
9	External CCTV in place	✓	No Issues	
10	External items for repair	1	Bench in smoking area of mews building is to be replaces.	

THEME 1 – COMMON AREAS – Reception, Corridors, Stairwells				
Number	Item		Comments/Remarks	Actions
11	Condition of communal areas	✓	Warm, comfortable, and well furnished.	
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	✓	The main building has 2 single rooms, 5 doubles and 1 triple The mews building has 3 triple 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	✓	There is a plan in place to replace bunks in triple rooms in mews bedrooms.	

22512 PROPERTY 221109D24

<b>21</b>	Mattresses must be washable and breathable type i.e. hospital type mattress	✓	No Issues	
<b>22</b>	Televisions provided in rooms with reasonable choice channels available for the client base being accommodated.	X	There is a large communal sitting room in each building with a TV and a variety of channels.	
<b>23</b>	Free Wi-Fi available	✓	This is available via IT hubs in each building. Feedback from service users have requested it throughout the building and this is being acted on.	
<b>24</b>	Automatically locking Window restrictors and passive ventilation in all bedrooms	✓	No Issues	
<b>25</b>	Number of DAC bedrooms per facility	0	None	
<b>26</b>	Any breakages noted generally	x	No Issues	

<b>THEME 1 – BATHROOMS</b>				
<b>Number</b>	<b>Item</b>		<b>Comments/Remarks</b>	<b>Actions</b>
<b>27</b>	Number of bathrooms shared	6	4 bathrooms and 1 shower room in the main building and 2 bathrooms in the mews building.	
<b>28</b>	Number of DAC bathrooms per facility	0	None	
<b>29</b>	Wall finishing's and floors clean and in good repair with no sign of mould	X	No Issues	
<b>30</b>	Shower, toilet and sink in good repair and in working order (hot and cold water)	x	No Issues	
<b>31</b>	Openable window and/or mechanical ventilation in place	✓	No Issues	



22512 PROPERTY 221109D24

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	✓	There is a laundry facility in both buildings.	
35	Roster or straightforward system for access in place for all residents	✓	There is also signage in bedrooms to remind service users of roster	
36	CCTV in place in the laundry area	✓	No Issues	
37	Sufficient numbers of washers and dryers available.	✓	No Issues	
38	Any repair issues	✓	1 washing machine for repair	

THEME 1 - SMOKING AREA				
Number	Item		Comments/Remarks	Actions
39	Smoking area available within the building or area assigned close to the building	✓	For both buildings	
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	x	No Issues	
42	Furniture and floor/wall finishing's suitable and in good repair	x	No Issues	

22512 PROPERTY 221109D24

43	Lighting bright and fittings in good repair	x	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	X	None	

THEME 1 - DOMESTIC KITCHENS/TRAINING KITCHENS				
Number	Item		Comments/Remarks	Actions
47	Kitchen and storage areas clean and in good repair	X	No issues	
48	Furniture and floor/wall finishing's suitable and in good repair	X	No issues	
49	Lighting bright and fittings in good repair	x	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	None	
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	✓	In addition to regular bin storage facilities there is also a biohazard storage are.	

22512 PROPERTY 221109D24

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	25/10/2022	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	To be provided	
63	Electrical certificates up to date	X	To be provided	

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 provided	

22512 PROPERTY 221109D24

THEME 1 – MAINTENANCE				
Number	Item		Comments/Remarks	Actions
65	Weekly log of maintenance check of full building completed and DCC notified of any issues	✓	Maintenance issues are forwarded to facility management	

THEME 1 - GOOD NEIGHBOURHOOD POLICY				
Number	Item		Comments/Remarks	Actions
66	Staff aware of responsibilities and Policy document available for review	✓	Detailed knowledge of this policy and up to date relationship with local businesses	
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	

THEME 2 – OPERATIONAL SYSTEMS				
Number	Item		Comments/Remarks	Actions
6	No. of available beds as per agreement with DCC	21	No Issues	

22512 PROPERTY 221109D24

<b>7</b>	No. of available beds today	21	No Issues	
<b>8</b>	No. of service users booked in today	20	No Issues	
<b>9</b>	No. of beds unavailable, have these been reported to the DRHE	0	No Issues	
<b>10</b>	No. of no shows/vacancies today	0	No Issues	
<b>11</b>	No. of official complaints received on file and verified with DRHE	0	No Issues	

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





22512 PROPERTY 221109D24

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"><li>• fire safety</li><li>• Children first, where applicable (only required for Family PEA's at present)</li></ul>	✓	No Issues	

22512 PROPERTY 221109D24

<b>21</b>	Key staff trained in: <ul style="list-style-type: none"> <li>• Managing Challenging Behaviour Training (Eg: TCI, CPI, MAPA training)</li> <li>• Fire Warden, as a minimum a fire warden must be on the premises at all times</li> <li>• Suicide Awareness</li> <li>• Intercultural awareness</li> <li>• Equality &amp; Diversity</li> <li>• Safeguarding Vulnerable Adults</li> <li>• Administering Naloxone/overdose treatment</li> <li>• first aid</li> <li>• 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</li> </ul>	✓	No Issues	
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<b>THEME 2 – STAFF</b>				
Number	Item		Comments/Remarks	Actions
<b>22</b>	Staff easily identifiable with name badges in use	✓	No Issues	
<b>23</b>	Staff well presented, informed and helpful	✓	No Issues	
<b>24</b>	Staff interaction with residents professional and friendly	✓	No Issues	
<b>25</b>	Facility has a documented complaints policy and log	✓	No Issues	

22512 PROPERTY 221109D24

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	✓	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	✓ 25/10/2022	Shift Plan in place that designates fire and first aid responsibilities to each member of staff on duty.	
31	How often are fire drill conducted on site?	Quarterly	Bell test weekly	
32	Are there adequate fire escape route finder plans in the property?	✓	On the inside of each bedroom door and throughout the buildings.	
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	

22512 PROPERTY 221109D24

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	✓	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	All meals are prepared and cooked on site by staff. The kitchen hygiene	

22512 PROPERTY 221109D24

	In compliance with Food Hygiene Legislation		is to a high standard. The dining area is bright and comfortable.	
<b>11</b>	Drinking water available	✓	No Issues	
<b>12</b>	Dietary requirements catered for, allergens on display	✓	No Issues	
<b>13</b>	HACCP system in use and up to date	✓	No Issues	
<b>14</b>	Weekly and monthly menus available and in use	Weekly	No Issues	
<b>15</b>	Last EHO report available if applicable	N/A	No Issues	

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

22512 PROPERTY 221109D24

3 Photos of Premises

Communal Area



2 Bedroom



22512 PROPERTY 221109D24

Shower



Bin Storage Area



22512 PROPERTY 221109D24

Bio Biohazard



Bio Biohazard

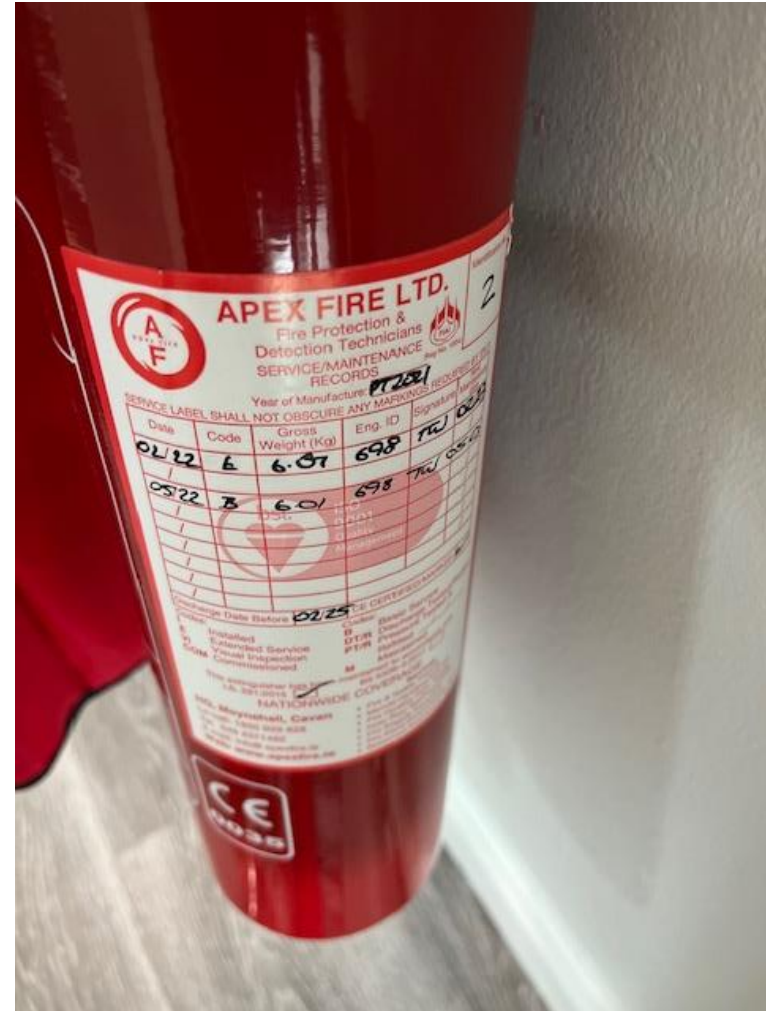




Fire Alarm System



Fire Extinguishers





## 4 Conclusions

### 4.1.1 Inspector Comments

The buildings of property 221109D24 are quite mature and offer some maintenance challenges which are addressed on an ongoing basis by a maintenance team and an efficient reporting procedure.

The provider runs a friendly, safe, and efficient space for their service users and are very knowledgeable about all policy, procedures and in particular the needs of the users.

### 4.1.2 Actions of Property

Actions from the site inspection that need to be addressed:

- Gas service certs not available during inspection
- Electrical certs not available during inspection
- Water service cert not available during inspection

### 4.1.3 Actions Concluded

The landlord is currently working on providing the above certs this will be provided by the end of quarter 1 2023.

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Comhairle Cathrach  
Bhaile Átha Cliath  
**Dublin City Council**

## SITE INSPECTION REPORT

**221110D08**

**14<sup>th</sup> November 2022**

Prepared by	Eamon O'Boyle and Associates
Date	22 <sup>nd</sup> February 2023
Reference	22512 – 221110D08 - 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 ..... 4**
- 3 Photos of Premises ..... 13**
- 4 Conclusions..... 18**

## 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:** 14<sup>th</sup> November 2022

**Property Description:** Property 221110D08 in a very good condition, building is approx. 20 years old.

Building is owned by DCC, a mixture of male and female 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:** 221110D08

**Date:** 14<sup>th</sup> November 2022

**Inspector:** A

THEME 1 – BUILDING STANDARDS				
Number	Item		Comments/Remarks	Actions
1	Overall condition of the premises	√	Building is approx. 20 years old. Premises 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	√	Checks conducted every hour. No issues	
7	Streetscape clean and free from rubbish	√	No issues	
8	Regular outside checks	√	No issues	
9	External CCTV in place	√	No issues	



22512 – 221110D08

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

<b>THEME 1 – BEDROOMS</b>				
<b>Number</b>	<b>Item</b>		<b>Comments/Remarks</b>	<b>Actions</b>
<b>18</b>	Appropriate number of people assigned to each room	√	Numbers agreed with DCC in advance. All are single rooms. No issues	
<b>19</b>	No. of rooms decommissioned because of maintenance issues, why and for how long	Nil	No issues	
<b>20</b>	Furnishings (including beds) fit for purpose and in good repair	x	No issues	
<b>21</b>	Mattresses must be washable and breathable type i.e. hospital type mattress	√	No issues	





22512 – 221110D08

<b>22</b>	Televisions provided in rooms with reasonable choice channels available for the client base being accommodated.	√	No issues	
<b>23</b>	Free Wi-Fi available	√	Access if required in office. No issues	
<b>24</b>	Automatically locking Window restrictors and passive ventilation in all bedrooms	√	No issues	
<b>25</b>	Number of DAC bedrooms per facility	Nil	No issues	
<b>26</b>	Any breakages noted generally	x	No issues	

<b>THEME 1 – BATHROOMS</b>				
<b>Number</b>	<b>Item</b>		<b>Comments/Remarks</b>	<b>Actions</b>
<b>27</b>	Number of bathrooms shared	Nil	All rooms are ensuite No issues	
<b>28</b>	Number of DAC bathrooms per facility	Nil	No issues	
<b>29</b>	Wall finishing's and floors clean and in good repair with no sign of mould	X	No issues	
<b>30</b>	Shower, toilet and sink in good repair and in working order (hot and cold water)	x	No issues	
<b>31</b>	Openable window and/or mechanical ventilation in place	√	No issues	
<b>32</b>	Heat source present in the bathroom i.e. radiator, heated towel rail or Bathroom Fan Heater.	√	No issues	
<b>33</b>	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.	√	17 washers and 17 dryers 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 Smoking not allowed inside No issues	
40	CCTV in place to cover the area/area monitored	√	Door to laundry room covered from outside No issues	

THEME 1 - COMMERCIAL KITCHEN/FOOD SERVICE AREA				
Number	Item		Comments/Remarks	Actions
41	Kitchen and storage areas clean and in good repair	X	No issues	
42	Furniture and floor/wall finishing's suitable and in good repair	X	No issues	
43	Lighting bright and fittings in good repair	x	No issues	

22512 – 221110D08

<b>44</b>	CCTV in place to cover the area/area monitored	√	No issues	
<b>45</b>	Cleaning schedule in place in compliance with HACCP guidelines	√	In-house and contractor cleaning. No issues	
<b>46</b>	Most recent EHO inspection report available if applicable	√	No inspection to date	

<b>THEME 1 - DOMESTIC KITCHENS/TRAINING KITCHENS</b>				
<b>Number</b>	<b>Item</b>		<b>Comments/Remarks</b>	<b>Actions</b>
<b>47</b>	Kitchen and storage areas clean and in good repair	x	No issues	
<b>48</b>	Furniture and floor/wall finishing's suitable and in good repair	X	No issues	
<b>49</b>	Lighting bright and fittings in good repair	x	No issues	
<b>50</b>	CCTV in place to cover the area/area monitored	√	No issues	
<b>51</b>	Cleaning schedule in place in compliance with HACCP guidelines	√	No issues	
<b>52</b>	Most recent EHO inspection report available if applicable	√	No inspection to date	
<b>53</b>	Suitable utensils and cookware available	√	No issues	
<b>54</b>	Dishwasher/s available	√	No issues	
<b>55</b>	Any breakages noted generally	x	No issues	
<b>56</b>	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	√	Bell test weekly. 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 05/05/2022. No issues	
60	Fire drill done in the last Quarter and date	√	Conducted quarterly Last fire drill held on 12/09/2022 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	√	Certificate was not available on site on day of inspection	Facility Management to follow up on this issue
63	Electrical certificates up to date	√	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	√	Annual Certificate of disinfection for the buildings water storage system not available 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	√	Shift planner in use. No issues	
67	Evidence of managing issues arising available for review	√	Regular meetings with service users. 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	35	No issues	

22512 – 221110D08

<b>7</b>	No. of available beds today	Nil	No issues	
<b>8</b>	No. of service users booked in today	35	No issues	
<b>9</b>	No. of beds unavailable, have these been reported to the DRHE	Nil	No issues	
<b>10</b>	No. of no shows/vacancies today	Nil	No issues	
<b>11</b>	No. of official complaints received on file and verified with DRHE	Nil	No issues	

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

<b>THEME 2 – SUPPORT SERVICES</b>				
<b>Number</b>	<b>Item</b>		<b>Comments/Remarks</b>	<b>Actions</b>
<b>18</b>	Room available for one-on-one appointments (nurse, housing officer, key workers etc.) where applicable.	√	Key workers room or round room 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	
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	1	No issue	
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  12/09/2022	
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	



<b>33</b>	Are all Fire Safety checks being conducted, as required by staff members, as required?	√	Fire Register in place No issues	
<b>34</b>	Are all fire extinguishers present and serviced up to date?	√	No issues Last serviced: 05/05/2022	
<b>35</b>	Are all Life Safety Systems fully operational and functioning and service records up to date?	√	No issues	

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

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

22512 – 221110D08

	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	10	Breakfast and lunch are self-service. 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	√	Monthly 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	

### 3 Photos of Premises

Escape Plan

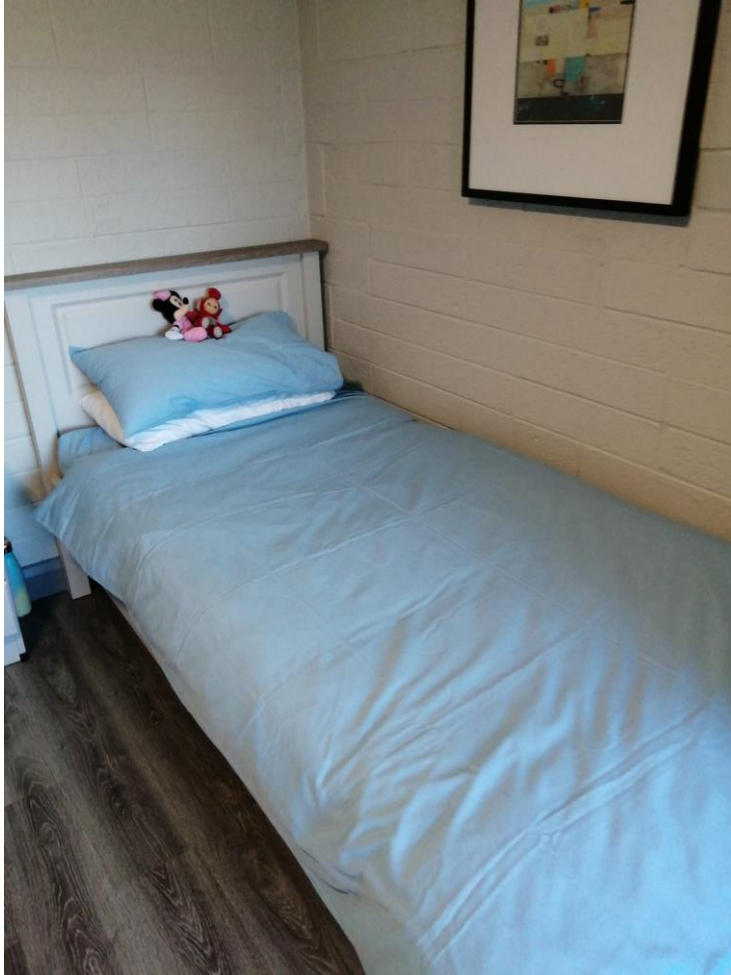


Shower



22512 – 221110D08

Bedroom



Bedroom



22512 – 221110D08

Kitchen



DAC Bathroom



22512 – 221110D08

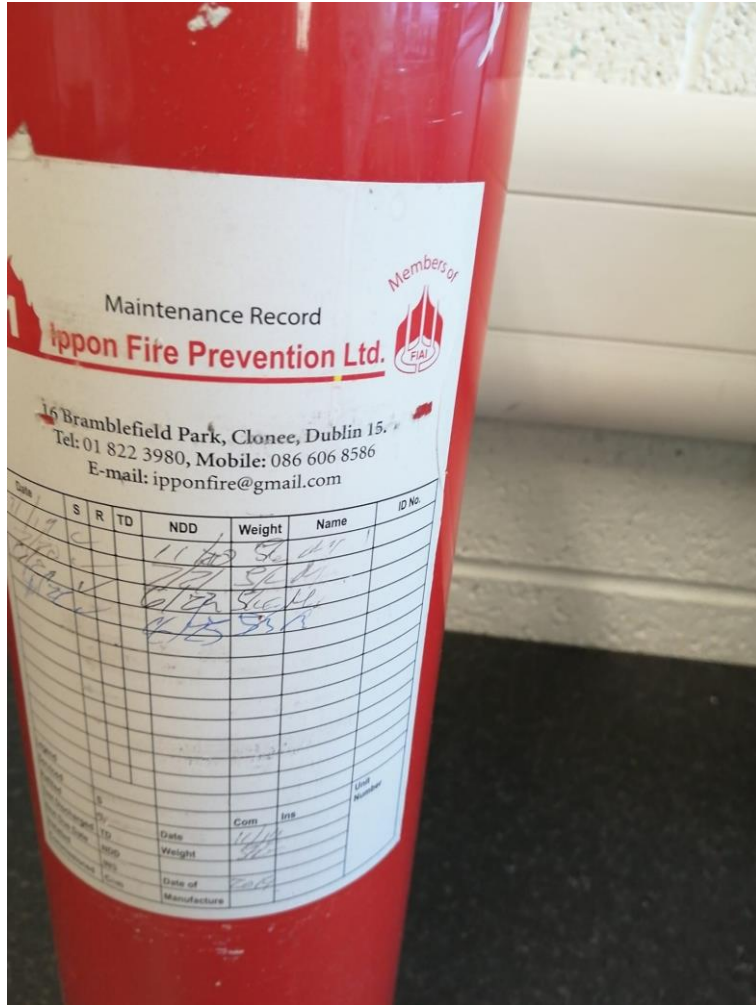
Laundry Facilities



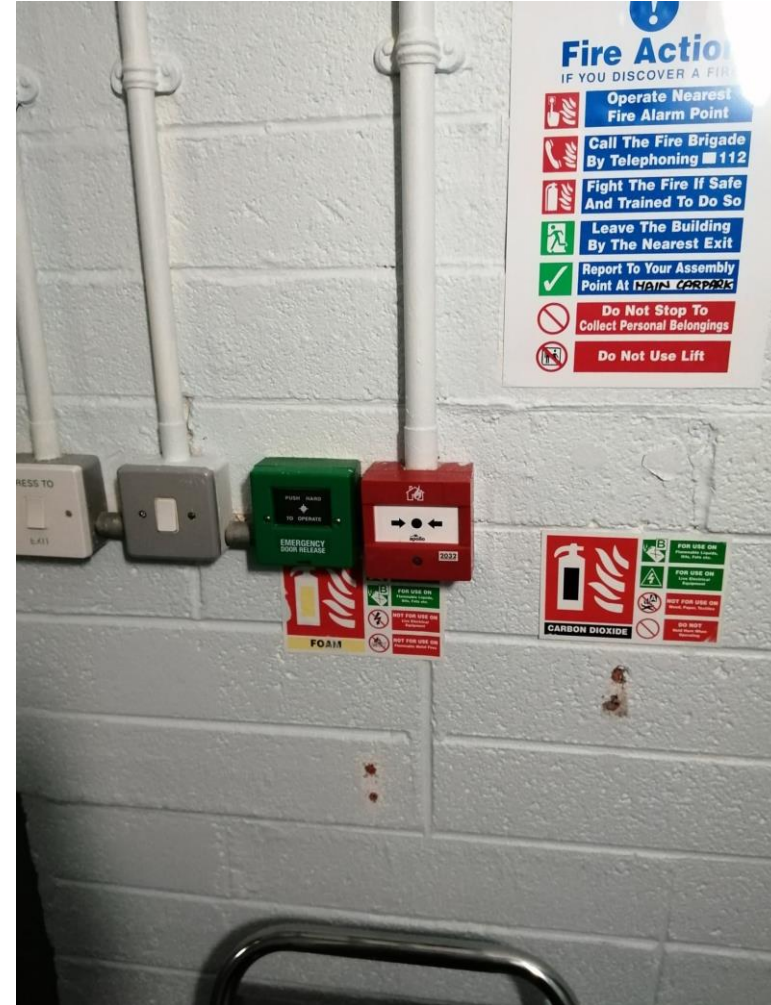
Communal Area



### Fire Extinguishers



### Fire Alarm





22512 – 221110D08

## 4 Conclusions

### 4.1.1 Inspector Comments

Property 221110D08 is in a very good condition, there are 35 single rooms with ensembles. A mixture of male and female service users.

### 4.1.2 Actions of the property

Actions from the site inspection that need to be addressed:

- Gas, Electrical, Water certificates are outstanding.

### 4.1.3 Actions Concluded

- Landlord has to provide the above outstanding certs to DCC by the end of the quarter 01 in 2023.
-





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## SITE INSPECTION REPORT

**221112D09**

**07<sup>th</sup> November 2022**

Prepared by	Eamon O'Boyle and Associates
Date	22 <sup>nd</sup> February 2023
Reference	22512 – 221112D09 - 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 ..... 4**
- 3 Photos of Premises ..... 13**
- 4 Conclusions..... 18**

## 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:** 07<sup>th</sup> November 2022

**Property Description:** Property 221112D09 premises is a well maintained and in good condition, Building consisting of 15 bedrooms divided into 2, 3, and 4 beds, occupied by male adults.

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
-

22512 - 221112D09

## 2 Site Inspection Checklist

# Inspection Checklist

**Location:** 221112D09

**Date:** 07<sup>th</sup> November 2022

**Inspector:** C

THEME 1 – BUILDING STANDARDS				
Number	Item		Comments/Remarks	Actions
1	Overall condition of the premises	✓	maintained and 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	
10	External items for repair	x	No Issues	

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

<b>THEME 1 – BEDROOMS</b>				
<b>Number</b>	<b>Item</b>		<b>Comments/Remarks</b>	<b>Actions</b>
<b>18</b>	Appropriate number of people assigned to each room	✓	No Issues	
<b>19</b>	No. of rooms decommissioned because of maintenance issues, why and for how long	None	No Issues	
<b>20</b>	Furnishings (including beds) fit for purpose and in good repair	x	No Issues	
<b>21</b>	Mattresses must be washable and breathable type i.e. hospital type mattress	✓	No Issues	
<b>22</b>	Televisions provided in rooms with reasonable choice channels available for the client base being accommodated.	✓	No Issues	
<b>23</b>	Free Wi-Fi available	No	None available	
<b>24</b>	Automatically locking Window restrictors and passive ventilation in all bedrooms	✓	No Issues	



22512 - 221112D09

<b>25</b>	Number of DAC bedrooms per facility	1	No Issues	
<b>26</b>	Any breakages noted generally	None	No Issues	

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

<b>THEME 1 – LAUNDRY</b>				
<b>Number</b>	<b>Item</b>		<b>Comments/Remarks</b>	<b>Actions</b>
<b>34</b>	Suitable Laundry facilities available on site and all equipment confirmed in working order	✓	No Issues	
<b>35</b>	Roster or straightforward system for access in place for all residents	✓	No Issues	
<b>36</b>	CCTV in place in the laundry area	✓	No Issues	
<b>37</b>	Sufficient numbers of washers and dryers available.	✓	No Issues	
<b>38</b>	Any repair issues	None	No Issues	

22512 - 221112D09

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	X	No Issues	
42	Furniture and floor/wall finishing's suitable and in good repair	X	No Issues	
43	Lighting bright and fittings in good repair	x	No Issues	
44	CCTV in place to cover the area/area monitored	✓	No Issues	
45	Cleaning schedule in place in compliance with HACCP guidelines	✓	Staff Cleaning Roster HACCP N/A	
46	Most recent EHO inspection report available if applicable	None	None available	

THEME 1 - DOMESTIC KITCHENS/TRAINING KITCHENS				
Number	Item		Comments/Remarks	Actions
47	Kitchen and storage areas clean and in good repair	X	No Issues	
48	Furniture and floor/wall finishing's suitable and in good repair	x	No Issues	



22512 - 221112D09

49	Lighting bright and fittings in good repair	x	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	None available	
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	
59	Fire equipment serviced and in working order and periodic inspection certs up to date (Annually) and recorded in the Fire Register	✓	1 bulb required for exit sign	Reported
60	Fire drill done in the last Quarter and date	✓	30/9/22	
61	Personal Emergency Evacuation Plan in place and all staff aware of the procedure	✓	5 PEEPS in place, all residents on ground floor	

22512 - 221112D09

<b>62</b>	Gas service records ex. RGI Cert	✓	No Issues	
<b>63</b>	Electrical certificates up to date	X	Awaiting Electrical Certs	Verify

<b>THEME 1 - WATER TANKS</b>				
<b>Number</b>	<b>Item</b>		<b>Comments/Remarks</b>	<b>Actions</b>
<b>64</b>	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	Working on Process	Verify

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

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

<b>THEME 2 – Onsite Facilities, Operational Systems, Support Services, Staff</b>				
<b>Number</b>	<b>Item</b>		<b>Comments/Remarks</b>	<b>Actions</b>
<b>1</b>	Housekeeping service in place	✓	Staff responsible for same	
<b>2</b>	Names of all staff on site, and their roles.	✓	No Issues	

22512 - 221112D09

<b>3</b>	Cleaning products available to service users	✓	No Issues	
<b>4</b>	Laundry facility available to service users	✓	No Issues	
<b>5</b>	Sanitising schedule in place and records available	✓	Staff provide regular deep clean of rooms	

<b>THEME 2 – OPERATIONAL SYSTEMS</b>				
<b>Number</b>	<b>Item</b>		<b>Comments/Remarks</b>	<b>Actions</b>
<b>6</b>	No. of available beds as per agreement with DCC	40	No Issues	
<b>7</b>	No. of available beds today	40	No Issues	
<b>8</b>	No. of service users booked in today	39	No Issues	
<b>9</b>	No. of beds unavailable, have these been reported to the DRHE	0	No Issues	
<b>10</b>	No. of no shows/vacancies today	0	No Issues	
<b>11</b>	No. of official complaints received on file and verified with DRHE	1	Maintenance Issue. resolved	

<b>THEME 2 – OPERATIONAL SYSTEMS</b>				
<b>Number</b>	<b>Item</b>		<b>Comments/Remarks</b>	<b>Actions</b>
<b>12</b>	Child Safeguarding Statement completed and displayed, where applicable.	N/A	No Issues	
<b>13</b>	Facility Guidelines in place and appropriate for safe and reasonable running of the service	✓	No Issues	
<b>14</b>	Register of occupants in place and residents entry/exit tracked in an electronic record	✓	Sign in/ Sign out	
<b>15</b>	Complaints and feedback system in place	✓	No Issues	



22512 - 221112D09

<b>16</b>	Record available of bookings, no shows, final headcount and returns for previous day	✓	No Issues	
<b>17</b>	Vacancies returned within 24 hours at correct times	✓	Before 10am	

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

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



22512 - 221112D09

<b>21</b>	<p>Key staff trained in:</p> <ul style="list-style-type: none"><li>● Managing Challenging Behaviour Training (Eg: TCI, CPI, MAPA training) ✓</li><li>● Fire Warden, as a minimum a fire warden must be on the premises at all times ✓</li><li>● Suicide Awareness ✓</li><li>● Intercultural awareness ✓</li><li>● Equality &amp; Diversity ✓</li><li>● Safeguarding Vulnerable Adults ✓</li><li>● Administering Naloxone/overdose treatment ✓</li><li>● first aid ✓</li><li>● 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 ✓</li></ul>		<p>No Issues</p> <p>Carried by staff</p>	
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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	✓	On server, none to date	

22512 - 221112D09

<b>26</b>	Appropriate staff structure in place with a clearly identifiable person in charge (manager/supervisor) on site	✓	No Issues	
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<b>THEME 2 – FIRE SAFETY ON SITE AT TIME OF INSPECTION</b>				
Number	Item		Comments/Remarks	Actions
<b>27</b>	Fire Alarm showing any faults	✓	No Issues	
<b>28</b>	Appropriate number of carbon monoxide alarms on site and operational	✓	No Issues	
<b>29</b>	Sufficient levels of trained staff on site as required	✓	No Issues	
<b>30</b>	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	
<b>31</b>	How often are fire drill conducted on site?	Quarterly	No Issues	
<b>32</b>	Are there adequate fire escape route finder plans in the property?	✓	No Issues	
<b>33</b>	Are all Fire Safety checks being conducted, as required by staff members, as required?	✓	No Issues	
<b>34</b>	Are all fire extinguishers present and serviced up to date?	✓	No Issues	
<b>35</b>	Are all Life Safety Systems fully operational and functioning and service records up to date?	✓	No Issues	

22512 - 221112D09

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	2	Minor Incidents, dealt with internally	
2	No. of service user fatalities on site since last inspection	None	No Issues	
3	No. of incidents of domestic violence on site since last inspection	None	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 In compliance with Food Hygiene Legislation	1	1 Meal provided daily, delivered. Breakfast supplied and soup and sandwiches	
11	Drinking water available	✓	No Issues	



22512 - 221112D09

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 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	



22512 - 221112D09

3 Photos of Premises

Communal Area



3 Bed Bedroom



4 Bed Bedroom



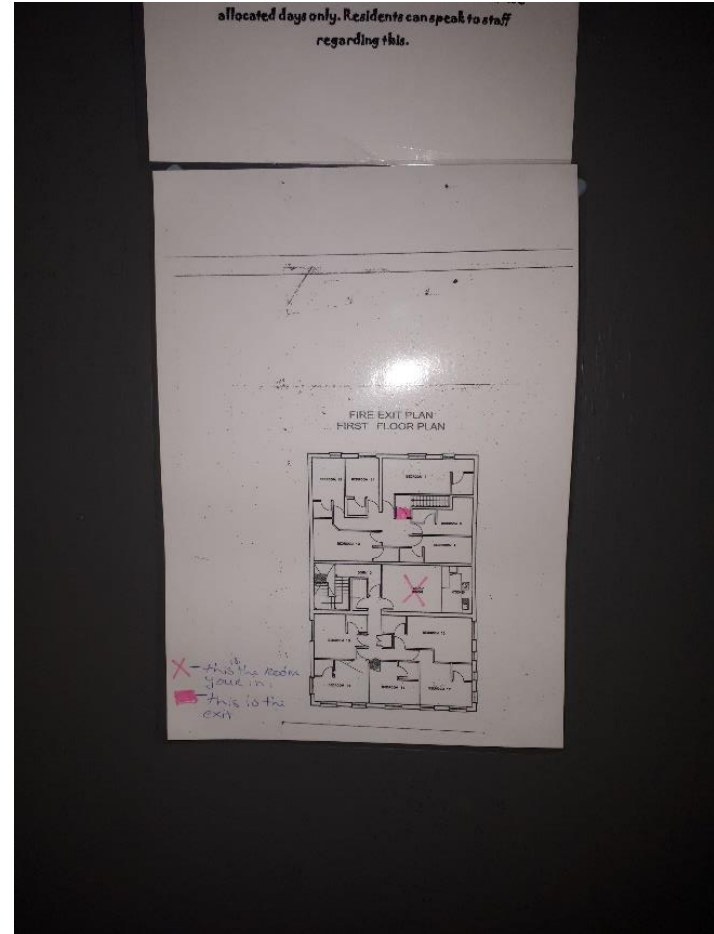
Fire Panel



### Fire Extinguisher Renewal



### Evacuation Plan





## 4 Conclusions

### 4.1.1 Inspector Comments

Property 221112D09 consisting of 15 bedrooms divided into 2, 3, and 4 beds, occupied by male adults. Premises well maintained and in good condition. A friendly and relaxed atmosphere. Some minor issues highlighted in report, easily rectified with some certs to be verified. An excellent document control system covering all issues.

### 4.1.2 Actions of Property

Actions from the site inspection that need to be addressed:

- There is no Wi-Fi available
- No heat sources in the bathroom
- Extractor fan out of order
- Bulb required for exit sign
- Electrical cert not available on-site inspection
- Water system storage cert not available on-site inspection

### 4.1.3 Actions Concluded

- There is no WI-FI but there is computer and internet access,
  - Extractor fan and bulb have been fixed.
  - The above outstanding certs have been provided to DCC.
  - Landlord is looking into the heat source for the bathrooms.
-



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**Dublin City Council**

## **SITE INSPECTION REPORT**

**221113K32**

**05<sup>th</sup> November 2022**

<b>Prepared by</b>	<b>Eamon O'Boyle and Associates</b>
<b>Date</b>	<b>22<sup>nd</sup> February 2023</b>
<b>Reference</b>	<b>22512 – 221113K32- Final</b>

- 1 Introduction..... 1**
  - 1.1 Overview..... 1**
  - 1.2 Inspection Details..... 2**
  - 1.3 EOBA’S APPROACH ..... 2**
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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:** C

**Date:** 05<sup>th</sup> November 2022

**Property Description:** Property 221113K32 is a modern single storey building in very good condition interior and exterior. Occupied by adults or couples, a quiet and very friendly atmosphere.

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

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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:** 221113K32

**Date:** 05<sup>th</sup> November 2022

**Inspector:** C

THEME 1 – BUILDING STANDARDS				
Number	Item		Comments/Remarks	Actions
1	Overall condition of the premises	✓	very good condition interior and exterior	
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	

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

<b>THEME 1 – BEDROOMS</b>				
<b>Number</b>	<b>Item</b>		<b>Comments/Remarks</b>	<b>Actions</b>
<b>18</b>	Appropriate number of people assigned to each room	✓	No Issues	
<b>19</b>	No. of rooms decommissioned because of maintenance issues, why and for how long	None	No Issues	
<b>20</b>	Furnishings (including beds) fit for purpose and in good repair	x	No Issues	
<b>21</b>	Mattresses must be washable and breathable type i.e. hospital type mattress	✓	No Issues	
<b>22</b>	Televisions provided in rooms with reasonable choice channels available for the client base being accommodated.	✓	No Issues	
<b>23</b>	Free Wi-Fi available	✓	Access to the internet available	
<b>24</b>	Automatically locking Window restrictors and passive ventilation in all bedrooms	✓	No Issues	



22512 – 221113K32

<b>25</b>	Number of DAC bedrooms per facility	1	No Issues	
<b>26</b>	Any breakages noted generally	None	No Issues	

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

<b>THEME 1 – LAUNDRY</b>				
<b>Number</b>	<b>Item</b>		<b>Comments/Remarks</b>	<b>Actions</b>
<b>34</b>	Suitable Laundry facilities available on site and all equipment confirmed in working order	✓	No Issues	
<b>35</b>	Roster or straightforward system for access in place for all residents	✓	No Issues	
<b>36</b>	CCTV in place in the laundry area	✓	No Issues	
<b>37</b>	Sufficient numbers of washers and dryers available.	✓	No Issues	
<b>38</b>	Any repair issues	None	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	X	No Issues	
42	Furniture and floor/wall finishing's suitable and in good repair	X	No Issues	
43	Lighting bright and fittings in good repair	x	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 Issues	

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

22512 – 221113K32

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	✓	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	✓	30/9/22 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 in office	To be emailed to DCC
63	Electrical certificates up to date	x	Not available in office	To be emailed 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	Flushing of system done in house Awaiting Certification	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	✓	Log witnessed on server.	

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	✓	Staff responsible	
2	Names of all staff on site, and their roles.	✓	No Issues	
3	Cleaning products available to service users	✓	No Issues	

22512 – 221113K32

<b>4</b>	Laundry facility available to service users	✓	No Issues	
<b>5</b>	Sanitising schedule in place and records available	✓	No Issues	

<b>THEME 2 – OPERATIONAL SYSTEMS</b>				
<b>Number</b>	<b>Item</b>		<b>Comments/Remarks</b>	<b>Actions</b>
<b>6</b>	No. of available beds as per agreement with DCC	24	No Issues	
<b>7</b>	No. of available beds today	24	No Issues	
<b>8</b>	No. of service users booked in today	22	No Issues	
<b>9</b>	No. of beds unavailable, have these been reported to the DRHE	None	No Issues	
<b>10</b>	No. of no shows/vacancies today	None	No Issues	
<b>11</b>	No. of official complaints received on file and verified with DRHE	None	No Issues	

<b>THEME 2 – OPERATIONAL SYSTEMS</b>				
<b>Number</b>	<b>Item</b>		<b>Comments/Remarks</b>	<b>Actions</b>
<b>12</b>	Child Safeguarding Statement completed and displayed, where applicable.	N/A	No Issues	
<b>13</b>	Facility Guidelines in place and appropriate for safe and reasonable running of the service	✓	No Issues	
<b>14</b>	Register of occupants in place and residents entry/exit tracked in an electronic record	✓	Sign In/ Sign Out	
<b>15</b>	Complaints and feedback system in place	✓	No Issues	



22512 – 221113K32

<b>16</b>	Record available of bookings, no shows, final headcount and returns for previous day	✓	List available on server	
<b>17</b>	Vacancies returned within 24 hours at correct times	✓	No Issues	

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

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



<b>21</b>	Key staff trained in: <ul style="list-style-type: none"> <li>• Managing Challenging Behaviour Training (Eg: TCI, CPI, MAPA training)</li> <li>• Fire Warden, as a minimum a fire warden must be on the premises at all times</li> <li>• Suicide Awareness</li> <li>• Intercultural awareness</li> <li>• Equality &amp; Diversity</li> <li>• Safeguarding Vulnerable Adults</li> <li>• Administering Naloxone/overdose treatment</li> <li>• first aid</li> <li>• 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</li> </ul>	✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓	No Issues          Carried by all staff in kits	
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THEME 2 – STAFF				
Number	Item		Comments/Remarks	Actions
<b>22</b>	Staff easily identifiable with name badges in use	✓	No Issues	
<b>23</b>	Staff well presented, informed and helpful	✓	No Issues	
<b>24</b>	Staff interaction with residents professional and friendly	✓	No Issues	
<b>25</b>	Facility has a documented complaints policy and log	✓	On server...No complaints this year	

22512 – 221113K32

<b>26</b>	Appropriate staff structure in place with a clearly identifiable person in charge (manager/supervisor) on site	✓	No Issues	
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<b>THEME 2 – FIRE SAFETY ON SITE AT TIME OF INSPECTION</b>				
<b>Number</b>	<b>Item</b>		<b>Comments/Remarks</b>	<b>Actions</b>
<b>27</b>	Fire Alarm showing any faults	✓	No Issues	
<b>28</b>	Appropriate number of carbon monoxide alarms on site and operational	✓	No Issues	
<b>29</b>	Sufficient levels of trained staff on site as required	✓	No Issues	
<b>30</b>	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	
<b>31</b>	How often are fire drill conducted on site?	✓	Quarterly	
<b>32</b>	Are there adequate fire escape route finder plans in the property?	✓	No Issues	
<b>33</b>	Are all Fire Safety checks being conducted, as required by staff members, as required?	✓	No Issues	
<b>34</b>	Are all fire extinguishers present and serviced up to date?	✓	No Issues	
<b>35</b>	Are all Life Safety Systems fully operational and functioning and service records up to date?	✓	No Issues	

22512 – 221113K32

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	None	No Issues	
2	No. of service user fatalities on site since last inspection	None	No Issues	
3	No. of incidents of domestic violence on site since last inspection	None	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 In compliance with Food Hygiene Legislation	1	No Issues	
11	Drinking water available	✓	No Issues	



22512 – 221113K32

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 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	

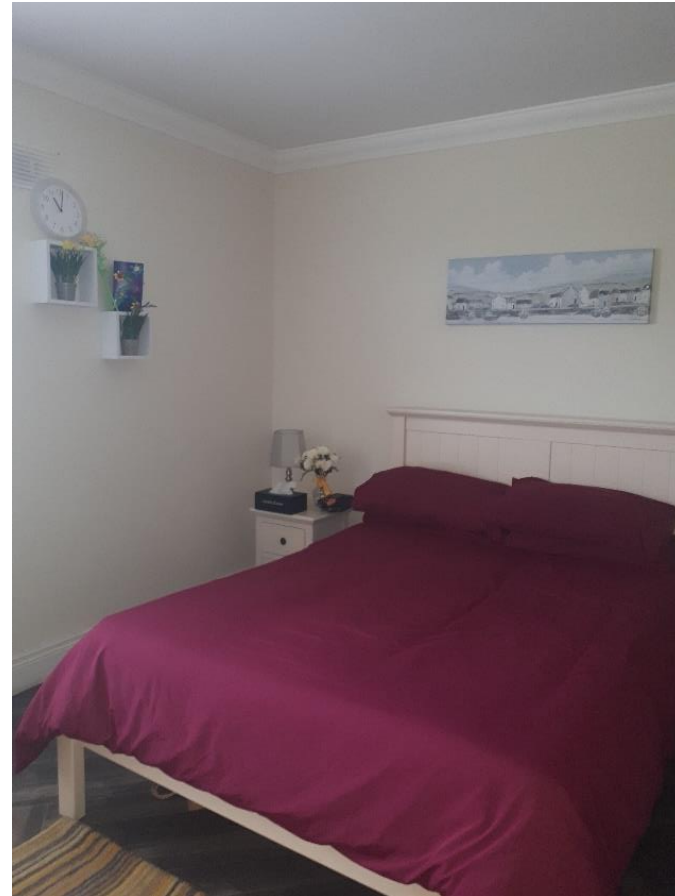
22512 – 221113K32

3 Photos of Premises

Communal Area



Typical Bedroom



22512 – 221113K32

Typical Bathroom



Fire Panel



### Fire Extinguishers



### Evacuation Plans





## 4 Conclusions

### 4.1.1 Inspector Comments

Property 221113K32 is a modern single storey building in very good condition interior and exterior. Occupied by adults or couples, a quiet and very friendly atmosphere. Staff professional and competent and very aware of all the items on the checklist. A high compliance in all areas.

### 4.1.2 Actions of Property

Actions from the site inspection that need to be addressed:

- Gas service certs not available during inspection
- Electrical certs not available during inspection
- Water service cert not available during inspection

### 4.1.3 Actions Concluded

- All outstanding certs have been provided.
-





Comhairle Cathrach  
Bhaile Átha Cliath  
**Dublin City Council**

## **SITE INSPECTION REPORT**

**221114D08**

**14<sup>TH</sup> November 2022**

<b>Prepared by</b>	<b>Eamon O'Boyle and Associates</b>
<b>Date</b>	<b>22<sup>nd</sup> February 2023</b>
<b>Reference</b>	<b>22512 – 221114D08 - Final</b>

- 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 ..... 4**
- 3 Photos of Premises ..... 14**
- 4 Conclusions..... 18**

## 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:** 14<sup>th</sup> November 2022

**Property Description:** Property 221114D08 is an old building but in very good condition inside.

Building consists of 3 floors with 14 rooms.

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:** 221114D08

**Date:** 14th November 2022

**Inspector:** A

THEME 1 – BUILDING STANDARDS				
Number	Item		Comments/Remarks	Actions
1	Overall condition of the premises	√	An old property with internal renovations. Premises 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	√	Checks conducted every hour. No issues	
7	Streetscape clean and free from rubbish	√	No issues	
8	Regular outside checks	√	No issues	
9	External CCTV in place	√	No issues	

22512 – 221114D08

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

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

22512 –221114D08

	rooms with reasonable choice channels available for the client base being accommodated.			
<b>23</b>	Free Wi-Fi available	√	Access if required in office. No issues	
<b>24</b>	Automatically locking Window restrictors and passive ventilation in all bedrooms	√	No issues	
<b>25</b>	Number of DAC bedrooms per facility	Nil	No issues	
<b>26</b>	Any breakages noted generally	x	No issues	

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

22512 – 221114D08

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.	√	3 washers and 3 dryers in house number 3. 2 washers and 2 dryers in house number 4. 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	√	Smoking area outside Smoking not allowed inside No issues	
40	CCTV in place to cover the area/area monitored	√	Door to laundry room covered in house number 4. No issues	

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



22512 –221114D08

<b>43</b>	Lighting bright and fittings in good repair	x	No issues	
<b>44</b>	CCTV in place to cover the area/area monitored	√	No issues	
<b>45</b>	Cleaning schedule in place in compliance with HACCP guidelines	√	In-house cleaning. No issues	
<b>46</b>	Most recent EHO inspection report available if applicable	√	No inspection to date	

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

22512 – 221114D08

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 warden training on 02/11/2022. Bell test weekly. 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 22/02/2022. No issues	
60	Fire drill done in the last Quarter and date	√	Conducted quarterly Last fire drill held on 30/09/2022 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	√	Certificate dated 11/11/2022. No issues	
63	Electrical certificates up to date	√	Certificates dated 11/11/2022. 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	√	Annual Certificate of disinfection for the buildings water storage system dated 13/11/2022. 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	√	Shift planner in use. No issues	
67	Evidence of managing issues arising available for review	√	Weekly meetings with service users. No issues	

THEME 2 – Onsite Facilities, Operational Systems, Support Services, Staff				
Number	Item		Comments/Remarks	Actions
1	Housekeeping service in place	√	In-house. 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	

22512 –221114D08

THEME 2 – OPERATIONAL SYSTEMS				
Number	Item		Comments/Remarks	Actions
6	No. of available beds as per agreement with DCC	40	No issues	
7	No. of available beds today	7	No issues	
8	No. of service users booked in today	33	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	√	House rules. No issues	
14	Register of occupants in place and residents entry/exit tracked in an electronic record	√	Sign in and sign out sheet. 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.	√	Common room or 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"><li>• fire safety</li><li>• Children first, where applicable (only required for Family PEA's at present)</li></ul>	√	No issues	
		√	No issues	

22512 –221114D08

<b>21</b>	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		

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

22512 – 221114D08

<b>26</b>	Appropriate staff structure in place with a clearly identifiable person in charge (manager/supervisor) on site	√	No issues	
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<b>THEME 2 – FIRE SAFETY ON SITE AT TIME OF INSPECTION</b>				
Number	Item		Comments/Remarks	Actions
<b>27</b>	Fire Alarm showing any faults	√	No issues	
<b>28</b>	Appropriate number of carbon monoxide alarms on site and operational	2	No issue	
<b>29</b>	Sufficient levels of trained staff on site as required	√	No issues	
<b>30</b>	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  30/09/2022	
<b>31</b>	How often are fire drill conducted on site?	√	Quarterly No issues	
<b>32</b>	Are there adequate fire escape route finder plans in the property?	√	No issues	
<b>33</b>	Are all Fire Safety checks being conducted, as required by staff members, as required?	√	Fire Register in place No issues	
<b>34</b>	Are all fire extinguishers present and serviced up to date?	√	No issues Last serviced: 22/02/2022	
<b>35</b>	Are all Life Safety Systems fully operational and functioning and service records up to date?	√	No issues	

22512 –221114D08

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	3	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	40	Breakfast and lunch are self-service. No issues	
11	Drinking water available	√	No issues	





22512 –221114D08

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

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

3 Photos of Premises

Laundry Facilities



Kitchen



Communal Area



Kitchen



Bedroom



Bathroom



Fire Extinguishers



Fire Alarm Panel





22512-221114D08

## 4 Conclusions

### 4.1.1 Inspector Comments

Property 221114D08 is an old building but in very good condition inside, building consists of 3 floors with 14 rooms. There are 40 beds available in the premises, there are single, double and triple bedrooms.

### 4.1.2 Actions Concluded

There are no further actions from the property.

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Comhairle Cathrach  
Bhaile Átha Cliath  
**Dublin City Council**

## **SITE INSPECTION REPORT**

**221114D08**

**14<sup>TH</sup> November 2022**

<b>Prepared by</b>	<b>Eamon O'Boyle and Associates</b>
<b>Date</b>	<b>22<sup>nd</sup> February 2023</b>
<b>Reference</b>	<b>22512 – 221114D08 - Final</b>

- 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 ..... 4**
- 3 Photos of Premises ..... 14**
- 4 Conclusions..... 18**



## 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:** 14<sup>th</sup> November 2022

**Property Description:** Property 221114D08 is an old building but in very good condition inside. Building consists of 3 floors with 14 rooms.

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:** 221114D08

**Date:** 14th November 2022

**Inspector:** A

THEME 1 – BUILDING STANDARDS				
Number	Item		Comments/Remarks	Actions
1	Overall condition of the premises	√	An old property with internal renovations. Premises 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	√	Checks conducted every hour. No issues	
7	Streetscape clean and free from rubbish	√	No issues	
8	Regular outside checks	√	No issues	
9	External CCTV in place	√	No issues	

22512 – 221114D08

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

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

22512 –221114D08

	rooms with reasonable choice channels available for the client base being accommodated.			
<b>23</b>	Free Wi-Fi available	√	Access if required in office. No issues	
<b>24</b>	Automatically locking Window restrictors and passive ventilation in all bedrooms	√	No issues	
<b>25</b>	Number of DAC bedrooms per facility	Nil	No issues	
<b>26</b>	Any breakages noted generally	x	No issues	

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

22512 – 221114D08

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.	√	3 washers and 3 dryers in house number 3. 2 washers and 2 dryers in house number 4. 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	√	Smoking area outside Smoking not allowed inside No issues	
40	CCTV in place to cover the area/area monitored	√	Door to laundry room covered in house number 4. No issues	

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

22512 –221114D08

<b>43</b>	Lighting bright and fittings in good repair	x	No issues	
<b>44</b>	CCTV in place to cover the area/area monitored	√	No issues	
<b>45</b>	Cleaning schedule in place in compliance with HACCP guidelines	√	In-house cleaning. No issues	
<b>46</b>	Most recent EHO inspection report available if applicable	√	No inspection to date	

<b>THEME 1 - DOMESTIC KITCHENS/TRAINING KITCHENS</b>				
<b>Number</b>	<b>Item</b>		<b>Comments/Remarks</b>	<b>Actions</b>
<b>47</b>	Kitchen and storage areas clean and in good repair	√	No issues	
<b>48</b>	Furniture and floor/wall finishing's suitable and in good repair	√	No issues	
<b>49</b>	Lighting bright and fittings in good repair	√	No issues	
<b>50</b>	CCTV in place to cover the area/area monitored	√	No issues	
<b>51</b>	Cleaning schedule in place in compliance with HACCP guidelines	√	No issues	
<b>52</b>	Most recent EHO inspection report available if applicable	√	No inspection to date	
<b>53</b>	Suitable utensils and cookware available	√	No issues	
<b>54</b>	Dishwasher/s available	√	No issues	
<b>55</b>	Any breakages noted generally	x	No issues	
<b>56</b>	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 warden training on 02/11/2022. Bell test weekly. 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 22/02/2022. No issues	
60	Fire drill done in the last Quarter and date	√	Conducted quarterly Last fire drill held on 30/09/2022 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	√	Certificate dated 11/11/2022. No issues	
63	Electrical certificates up to date	√	Certificates dated 11/11/2022. 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	√	Annual Certificate of disinfection for the buildings water storage system dated 13/11/2022. 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	√	Shift planner in use. No issues	
67	Evidence of managing issues arising available for review	√	Weekly meetings with service users. No issues	

THEME 2 – Onsite Facilities, Operational Systems, Support Services, Staff				
Number	Item		Comments/Remarks	Actions
1	Housekeeping service in place	√	In-house. 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	

22512 –221114D08

THEME 2 – OPERATIONAL SYSTEMS				
Number	Item		Comments/Remarks	Actions
6	No. of available beds as per agreement with DCC	40	No issues	
7	No. of available beds today	7	No issues	
8	No. of service users booked in today	33	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	√	House rules. No issues	
14	Register of occupants in place and residents entry/exit tracked in an electronic record	√	Sign in and sign out sheet. 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.	√	Common room or 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"><li>• fire safety</li><li>• Children first, where applicable (only required for Family PEA's at present)</li></ul>	√	No issues	
		√	No issues	

22512 – 221114D08

<b>21</b>	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
<b>22</b>	Staff easily identifiable with name badges in use	√	No issues	
<b>23</b>	Staff well presented, informed and helpful	√	No issues	
<b>24</b>	Staff interaction with residents professional and friendly	√	No issues	
<b>25</b>	Facility has a documented complaints policy and log	√	No issues	

22512 – 221114D08

<b>26</b>	Appropriate staff structure in place with a clearly identifiable person in charge (manager/supervisor) on site	√	No issues	
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<b>THEME 2 – FIRE SAFETY ON SITE AT TIME OF INSPECTION</b>				
Number	Item		Comments/Remarks	Actions
<b>27</b>	Fire Alarm showing any faults	√	No issues	
<b>28</b>	Appropriate number of carbon monoxide alarms on site and operational	2	No issue	
<b>29</b>	Sufficient levels of trained staff on site as required	√	No issues	
<b>30</b>	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  30/09/2022	
<b>31</b>	How often are fire drill conducted on site?	√	Quarterly No issues	
<b>32</b>	Are there adequate fire escape route finder plans in the property?	√	No issues	
<b>33</b>	Are all Fire Safety checks being conducted, as required by staff members, as required?	√	Fire Register in place No issues	
<b>34</b>	Are all fire extinguishers present and serviced up to date?	√	No issues Last serviced: 22/02/2022	
<b>35</b>	Are all Life Safety Systems fully operational and functioning and service records up to date?	√	No issues	

22512 – 221114D08

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	3	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	40	Breakfast and lunch are self-service. No issues	
11	Drinking water available	√	No issues	



22512 –221114D08

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

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

3 Photos of Premises

Laundry Facilities



Kitchen

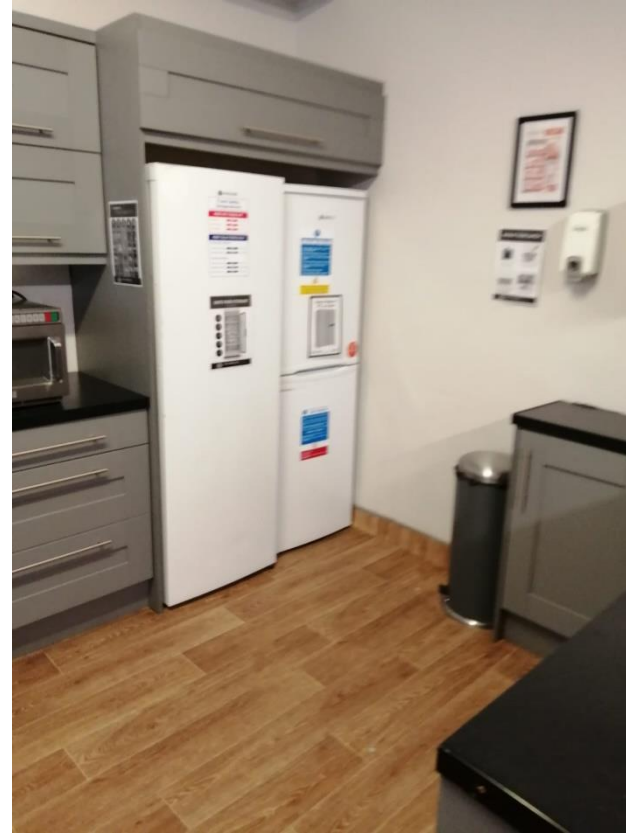




Communal Area



Kitchen



Bedroom



Bathroom



Fire Extinguishers



Fire Alarm Panel





22512-221114D08

## 4 Conclusions

### 4.1.1 Inspector Comments

Property 221114D08 is an old building but in very good condition inside, building consists of 3 floors with 14 rooms. There are 40 beds available in the premises, there are single, double and triple bedrooms.

### 4.1.2 Actions Concluded

There are no further actions from the property.

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Comhairle Cathrach  
Bhaile Átha Cliath  
**Dublin City Council**

## **SITE INSPECTION REPORT**

**221203D10**

**29<sup>th</sup> November 2022**

<b>Prepared by</b>	<b>Eamon O'Boyle and Associates</b>
<b>Date</b>	<b>23<sup>rd</sup> February 2023</b>
<b>Reference</b>	<b>22512 – 221203D10 - Final</b>

- 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 ..... 4**
- 3 Photos of Premises ..... 13**
- 4 Conclusions..... 18**

## 1 Introduction

### 1.1 Overview

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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:** 29<sup>th</sup> November 2022

**Property Description:** Property 221203D10 Informed that the property was constructed in the 1970's. Property was refurbished over 2017 / 2018, consists of 2 floors with 12 rooms and all rooms are ensuite. There are 36 beds consisting of single and double beds. Property is designated as a family hub and is in very good condition.

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:** 221203D10

**Date:** 29<sup>th</sup> November 2022

**Inspector:** A

THEME 1 – BUILDING STANDARDS				
Number	Item		Comments/Remarks	Actions
1	Overall condition of the premises	√	Property is in 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	

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

<b>THEME 1 – BEDROOMS</b>				
<b>Number</b>	<b>Item</b>		<b>Comments/Remarks</b>	<b>Actions</b>
<b>18</b>	Appropriate number of people assigned to each room	√	Numbers agreed with DCC in advance No issues	
<b>19</b>	No. of rooms decommissioned because of maintenance issues, why and for how long	Nil	No issues	
<b>20</b>	Furnishings (including beds) fit for purpose and in good repair	x	No issues	
<b>21</b>	Mattresses must be washable and breathable type i.e. hospital type mattress	X	Mattresses are not of the hospital type. Informed that the original mattresses were supplied by DCC in 2018.	These mattresses need replacing
<b>22</b>	Televisions provided in rooms with reasonable choice channels available for the client base being accommodated.	√	No issues	
<b>23</b>	Free Wi-Fi available	√	No issues	

22512 – 221203D10

<b>24</b>	Automatically locking Window restrictors and passive ventilation in all bedrooms	√	No issues	
<b>25</b>	Number of DAC bedrooms per facility	1	No issues	
<b>26</b>	Any breakages noted generally	x	No issues	

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

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

22512 – 221203D10

<b>37</b>	Sufficient numbers of washers and dryers available.	√	4 washers and 4 dryers on premises. Token system in use. No issues	
<b>38</b>	Any repair issues	No	No issues	

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

<b>THEME 1 - COMMERCIAL KITCHEN/FOOD SERVICE AREA</b>				
<b>Number</b>	<b>Item</b>		<b>Comments/Remarks</b>	<b>Actions</b>
<b>41</b>	Kitchen and storage areas clean and in good repair	X	No issues	
<b>42</b>	Furniture and floor/wall finishing's suitable and in good repair	X	No issues	
<b>43</b>	Lighting bright and fittings in good repair	x	No issues	
<b>44</b>	CCTV in place to cover the area/area monitored	√	No issues	
<b>45</b>	Cleaning schedule in place in compliance with HACCP guidelines	√	No issues	
<b>46</b>	Most recent EHO inspection report available if applicable	√	25 July 2022.	

22512 – 221203D10

<b>THEME 1 - DOMESTIC KITCHENS/TRAINING KITCHENS</b>				
<b>Number</b>	<b>Item</b>		<b>Comments/Remarks</b>	<b>Actions</b>
47	Kitchen and storage areas clean and in good repair	X	No issues	
48	Furniture and floor/wall finishing's suitable and in good repair	X	No issues	
49	Lighting bright and fittings in good repair	x	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 of domestic kitchens.	
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	

<b>THEME 1 - FIRE COMPLIANCE</b>				
<b>Number</b>	<b>Item</b>		<b>Comments/Remarks</b>	<b>Actions</b>
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 06/01/2022. Emergency lighting serviced on 01/06/2022.	Services should be performed quarterly – property to action and conduct quarterly services
59	Fire equipment serviced and in working order and periodic inspection	√	Fire extinguishers last serviced 02/2022.	

22512 – 221203D10

	certs up to date (Annually) and recorded in the Fire Register		No issues	
60	Fire drill done in the last Quarter and date	√	Conducted quarterly Last fire drill held on 16/07/2022	Fire Drill should be performed quarterly – property to action and conduct quarterly fire drills
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 dated 06/12/2021. No issues	
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	√	Monthly Health and Safety log in place. Any issues that arise are reported to DCC. No issues	

22512 – 221203D10

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. 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	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	



22512 – 221203D10

<b>11</b>	No. of official complaints received on file and verified with DRHE	Nil	No issues	
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<b>THEME 2 – OPERATIONAL SYSTEMS</b>				
<b>Number</b>	<b>Item</b>		<b>Comments/Remarks</b>	<b>Actions</b>
<b>12</b>	Child Safeguarding Statement completed and displayed, where applicable.	√	No issues	
<b>13</b>	Facility Guidelines in place and appropriate for safe and reasonable running of the service	√	No issues	
<b>14</b>	Register of occupants in place and residents entry/exit tracked in an electronic record	√	Sign in / out sheet. Key card system also used. No issues	
<b>15</b>	Complaints and feedback system in place	√	No issues	
<b>16</b>	Record available of bookings, no shows, final headcount and returns for previous day	√	On system. No issues	
<b>17</b>	Vacancies returned within 24 hours at correct times	√	No issues	

<b>THEME 2 – SUPPORT SERVICES</b>				
<b>Number</b>	<b>Item</b>		<b>Comments/Remarks</b>	<b>Actions</b>
<b>18</b>	Room available for one-on-one appointments (nurse, housing officer, key workers etc.) where applicable.	√	Allocated rooms on premises. No issues	
<b>19</b>	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"> <li>• fire safety</li> <li>• Children first, where applicable (only required for Family PEA's at present)</li> </ul>	√ √	No issues No issues	
21	Key staff trained in:			
	<ul style="list-style-type: none"> <li>• Managing Challenging Behaviour Training (Eg: TCI, CPI, MAPA training)</li> </ul>	√	No issues	
	<ul style="list-style-type: none"> <li>• Fire Warden, as a minimum a fire warden must be on the premises at all times</li> </ul>	√	No issues	
	<ul style="list-style-type: none"> <li>• Suicide Awareness</li> </ul>	√	No issues	
	<ul style="list-style-type: none"> <li>• Intercultural awareness</li> </ul>	√	No issues	
	<ul style="list-style-type: none"> <li>• Equality &amp; Diversity</li> </ul>	√	No issues	
	<ul style="list-style-type: none"> <li>• Safeguarding Vulnerable Adults</li> </ul>	√	No issues	
<ul style="list-style-type: none"> <li>• Administering Naloxone/overdose treatment</li> </ul>	√	No issues		
<ul style="list-style-type: none"> <li>• first aid</li> </ul>	√	Not required		
<ul style="list-style-type: none"> <li>• 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</li> </ul>	√	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	

22512 – 221203D10

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

<b>THEME 2 – FIRE SAFETY ON SITE AT TIME OF INSPECTION</b>				
<b>Number</b>	<b>Item</b>		<b>Comments/Remarks</b>	<b>Actions</b>
<b>27</b>	Fire Alarm showing any faults	√	No issues	
<b>28</b>	Appropriate number of carbon monoxide alarms on site and operational	2	No issues	
<b>29</b>	Sufficient levels of trained staff on site as required	√	No issues	
<b>30</b>	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  16/07/2022	
<b>31</b>	How often are fire drill conducted on site?	√	Quarterly No issues	
<b>32</b>	Are there adequate fire escape route finder plans in the property?	X	While fire escape instructions are posted on the back of bedroom doors, fire escape route finder plans are not. Informed by Facility Management that this will be rectified soonest	Facility Management to follow up on this issue

22512 – 221203D10

<b>33</b>	Are all Fire Safety checks being conducted, as required by staff members, as required?	√	Fire Register in place No issues	
<b>34</b>	Are all fire extinguishers present and serviced up to date?	√	No issues Last serviced: 02/2022	
<b>35</b>	Are all Life Safety Systems fully operational and functioning and service records up to date?	√	No issues	

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

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

22512 – 221203D10

	requirements/guidelines active at the time of inspection.			
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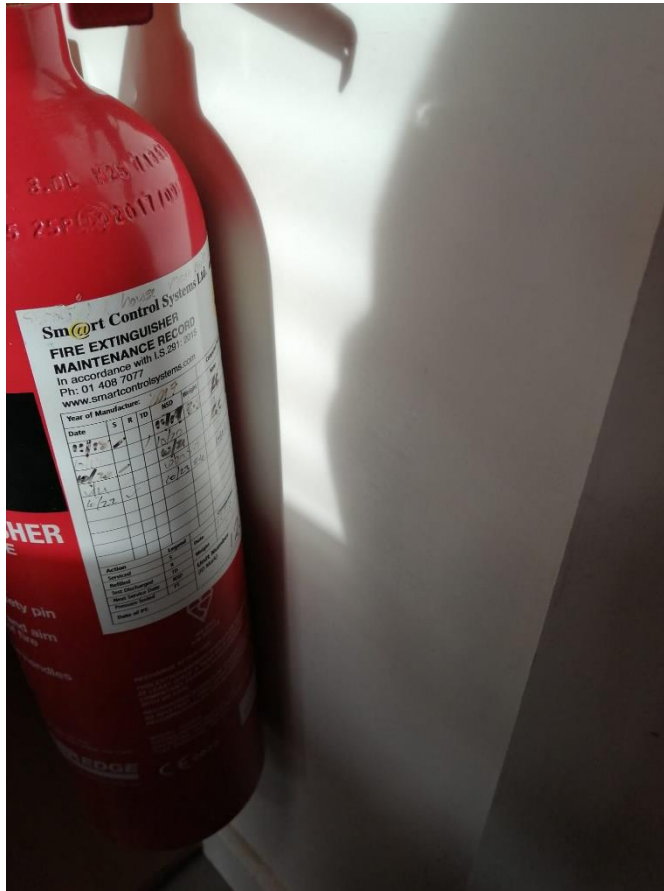
THEME 3 – FOOD				
Number	Item		Comments/Remarks	Actions
10	No. of meals provided daily, and In compliance with Food Hygiene Legislation	36	No issues	
11	Drinking water available	√	No issues	
12	Dietary requirements catered for, allergens on display	√	No issues	
13	HACCP system in use and up to date	√	No issues	
14	Weekly and monthly menus available and in use	√	Weekly menus No issues	
15	Last EHO report available if applicable	√	Inspection of commercial kitchen on 25 July 2022.	

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	

22512 – 221203D10

3 Photos of Premises

Fire Extinguishers



Emergency Lighting



Fire Panel



Kitchen Area



Bedroom



Laundry Facilities



22512 – 221203D10

Bathroom



Shower







22512 – 221203D10

## 4 Conclusions

### 4.1.1 Inspector Comments

Property 221203D10 is in very good condition. Service users are generally out / working during the day.

### 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
- Annual Certificate of disinfection for the buildings water storage system was not available on site
- While fire escape instructions are posted on the back of bedroom doors, fire escape route finder plans are not.
- Mattresses are not of the hospital type. Informed that the original mattresses were supplied by DCC in 2018. These mattresses need replacing.
- Quarterly services need to be kept up to date.

### 4.1.3 Actions Concluded

- Annual Certificate of disinfection for the buildings water storage system has been provided and issue rectified.
  - The landlord will have the electrical cert provided to DCC by the end of Q1 2023.
  - Fire escape route finder plans are now positioned on the back of bedroom doors.
  - Mattresses have been replaced.
-



Comhairle Cathrach  
Bhaile Átha Cliath  
**Dublin City Council**

## **SITE INSPECTION REPORT**

**221204D08**

**15<sup>th</sup> December 2022**

Prepared by	Eamon O'Boyle and Associates
Date	23 <sup>RD</sup> February 2023
Reference	22512 – 221204D08

- 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 ..... 4**
- 3 Photos of Premises ..... 13**
- 4 Conclusions..... 18**

## 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:** 15<sup>th</sup> December 2022

**Property Description:** Property 221204D08, informed that the property is approx. 25 years old.

Property consists of 43 apartments, There are one, two and three 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
- 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:** 221204D08

**Date:** 15<sup>th</sup> December 2022

**Inspector:** A

THEME 1 – BUILDING STANDARDS				
Number	Item		Comments/Remarks	Actions
1	Overall condition of the premises	√	Property is in good condition. Tenancy agreements in place. 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	



22512 – 221204D08

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

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

22512 – 221204D08

<b>23</b>	Free Wi-Fi available	N/A	Tenancy agreement No issues	
<b>24</b>	Automatically locking Window restrictors and passive ventilation in all bedrooms	√	No issues	
<b>25</b>	Number of DAC bedrooms per facility	4	4 apartments No issues	
<b>26</b>	Any breakages noted generally	x	No issues	

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

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



22512 – 221204D08

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

<b>THEME 1 - SMOKING AREA</b>				
<b>Number</b>	<b>Item</b>		<b>Comments/Remarks</b>	<b>Actions</b>
<b>39</b>	Smoking area available within the building or area assigned close to the building	N/A	Smoking area outside Smoking allowed in apartments No issues	
<b>40</b>	CCTV in place to cover the area/area monitored	√	No issues	

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

THEME 1 - DOMESTIC KITCHENS/TRAINING KITCHENS				
Number	Item		Comments/Remarks	Actions
47	Kitchen and storage areas clean and in good repair	X	No issues	
48	Furniture and floor/wall finishing's suitable and in good repair	X	No issues	
49	Lighting bright and fittings in good repair	x	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.	√	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 22/11/2022 Emergency lighting serviced on 22/11/2022	

22512 – 221204D08

<b>59</b>	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 06/2022 No issues	
<b>60</b>	Fire drill done in the last Quarter and date	√	Conducted quarterly Last fire drill held on 28/09/2022 No issues	
<b>61</b>	Personal Emergency Evacuation Plan in place and all staff aware of the procedure	√	Personal Emergency Evacuation Plan in place No issues	
<b>62</b>	Gas service records ex. RGI Cert	√	No issues	
<b>63</b>	Electrical certificates up to date	√	No issues	

**THEME 1 - WATER TANKS**

<b>Number</b>	<b>Item</b>		<b>Comments/Remarks</b>	<b>Actions</b>
<b>64</b>	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	N/A	Apartments	

**THEME 1 - MAINTENANCE**

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

22512 – 221204D08

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	√	Contract cleaners for common areas No issues	
2	Names of all staff on site, and their roles.	√	No issues	
3	Cleaning products available to service users	n/a	No issues	
4	Laundry facility available to service users	√	No issues	
5	Sanitising schedule in place and records available	n/a	No issues	

THEME 2 – OPERATIONAL SYSTEMS				
Number	Item		Comments/Remarks	Actions
6	No. of available beds as per agreement with DCC	N/A	44 Apartments No issues	
7	No. of available beds today	Nil	No issues	
8	No. of service users booked in today	74	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	√	No issues	
15	Complaints and feedback system in place	√	Monthly resident's meetings Complaints form in reception 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.	√	Apartments No issues	
19	Information on available times for all support services clearly displayed	√	Tenant handbook No issues	

22512 – 221204D08

THEME 2 – STAFF				
Number	Item		Comments/Remarks	Actions
20	All staff trained in:			
	<ul style="list-style-type: none"> <li>• fire safety</li> <li>• Children first, where applicable (only required for Family PEA's at present)</li> </ul>	<p>√</p> <p>√</p>	<p>No issues</p> <p>No issues</p>	
21	Key staff trained in:			
	<ul style="list-style-type: none"> <li>• Managing Challenging Behaviour Training (Eg: TCI, CPI, MAPA training)</li> </ul>	√	No issues	
	<ul style="list-style-type: none"> <li>• Fire Warden, as a minimum a fire warden must be on the premises at all times</li> </ul>	√	No issues	
	<ul style="list-style-type: none"> <li>• Suicide Awareness</li> </ul>	√	No issues	
	<ul style="list-style-type: none"> <li>• Intercultural awareness</li> </ul>	√	No issues	
	<ul style="list-style-type: none"> <li>• Equality &amp; Diversity</li> </ul>	√	No issues	
	<ul style="list-style-type: none"> <li>• Safeguarding Vulnerable Adults</li> </ul>	√	No issues	
<ul style="list-style-type: none"> <li>• Administering Naloxone/overdose treatment</li> </ul>	√	No issues		
<ul style="list-style-type: none"> <li>• first aid</li> </ul>	N/A	No issues		
<ul style="list-style-type: none"> <li>• 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</li> </ul>	√	No issues		

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

22512 – 221204D08

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

<b>THEME 2 – FIRE SAFETY ON SITE AT TIME OF INSPECTION</b>				
<b>Number</b>	<b>Item</b>		<b>Comments/Remarks</b>	<b>Actions</b>
<b>27</b>	Fire Alarm showing any faults	√	No issues	
<b>28</b>	Appropriate number of carbon monoxide alarms on site and operational	53	No issues	
<b>29</b>	Sufficient levels of trained staff on site as required	√	No issues	
<b>30</b>	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  28/09/2022	
<b>31</b>	How often are fire drill conducted on site?	√	Quarterly No issues	
<b>32</b>	Are there adequate fire escape route finder plans in the property?	√	No issues	
<b>33</b>	Are all Fire Safety checks being conducted, as required by staff members, as required?	√	Fire Register in place No issues	
<b>34</b>	Are all fire extinguishers present and serviced up to date?	√	No issues Last serviced: 06/2022	

22512 – 221204D08

<b>35</b>	Are all Life Safety Systems fully operational and functioning and service records up to date?	√	No issues	
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<b>THEME 3 – H&amp;S, Food Service and Infection Control</b>				
Number	Item		Comments/Remarks	Actions
<b>1</b>	No. of service user incidents or accidents on site in previous month	5	Logged	
<b>2</b>	No. of service user fatalities on site since last inspection	N/A	1st Inspection	
<b>3</b>	No. of incidents of domestic violence on site since last inspection	N/A	1st Inspection	

<b>THEME 3 – H&amp;S, Food Service and Infection Control</b>				
Number	Item		Comments/Remarks	Actions
<b>4</b>	Correct procedure followed for critical incidents	√	No issues	
<b>5</b>	First aid box on site and fully stocked	√	No issues	
<b>6</b>	Naloxone on site and record of any administration of this intervention	√	No issues	
<b>7</b>	Defibrillator on site	√	No issues	
<b>8</b>	PPE in use by all staff	√	No issues	
<b>9</b>	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	



22512 – 221204D08

THEME 3 – FOOD				
Number	Item		Comments/Remarks	Actions
10	No. of meals provided daily, and In compliance with Food Hygiene Legislation	N/A	Option in main meal service in cafe on site 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	√	June 2022	

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	

22512 – 221204D08

3 Photos of Premises

Fire Extinguishers



Bedroom



22512 – 221204D08

Fire Panel



Kitchen

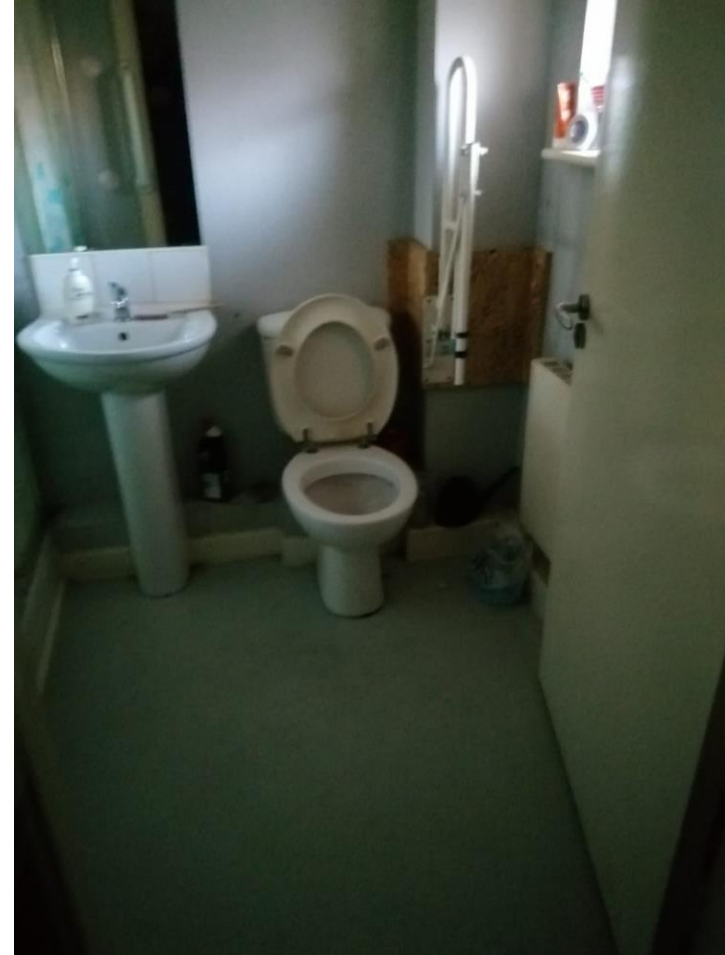




Communal Area



Bathroom





22512 – 221204D08

## 4 Conclusions

### 4.1.1 Inspector Comments

Property 221204D08 consists of 43 apartments, there are one-, two- and three-bedroom apartments. Laundry is for single service users and there is a café on site. Property is designated Long Term Support with tenancy agreements in place.

### 4.1.2 Actions of Property

Actions from the site inspection that need to be addressed:

- No further action is required.



Comhairle Cathrach  
Bhaile Átha Cliath  
**Dublin City Council**

## **SITE INSPECTION REPORT**

**221206D12**

**15<sup>th</sup> December 2022**

Prepared by	Eamon O'Boyle and Associates
Date	23 <sup>rd</sup> February 2023
Reference	22512 – 221206D12 - 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 ..... 4**
- 3 Photos of Premises ..... 13**
- 4 Conclusions..... 18**

## 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:** 15<sup>th</sup> December 2022

**Property Description:** Property 221206D12 is approx. 30 years old with an extension completed 5 years ago. Property consists of 2 floors. There are 25 rooms, all rooms are ensuite. There are 50 beds consisting of single and double beds, property is designated for couples and families.

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:** 221206D12

**Date:** 15<sup>th</sup> December 2022

**Inspector:** A

THEME 1 – BUILDING STANDARDS				
Number	Item		Comments/Remarks	Actions
1	Overall condition of the premises	√	Property was built approx. 30 years ago with an extension added 5 years ago Current capacity of 50 service users. Property is designated for families and couples. 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	√	Very good. No issues	

22512 – 221206D12

<b>7</b>	Streetscape clean and free from rubbish	√	No issues	
<b>8</b>	Regular outside checks	√	No issues	
<b>9</b>	External CCTV in place	√	No issues	
<b>10</b>	External items for repair	Nil	No issues	

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

<b>THEME 1 – BEDROOMS</b>				
<b>Number</b>	<b>Item</b>		<b>Comments/Remarks</b>	<b>Actions</b>
<b>18</b>	Appropriate number of people assigned to each room	√	Numbers agreed with DCC in advance No issues	
<b>19</b>	No. of rooms decommissioned because of maintenance issues, why and for how long	Nil	No issues	
<b>20</b>	Furnishings (including beds) fit for purpose and in good repair	x	No issues	
<b>21</b>	Mattresses must be washable and breathable type i.e. hospital type mattress	√	No issues	

22512 – 221206D12

<b>22</b>	Televisions provided in rooms with reasonable choice channels available for the client base being accommodated.	√	No issues	
<b>23</b>	Free Wi-Fi available	√	No issues	
<b>24</b>	Automatically locking Window restrictors and passive ventilation in all bedrooms	√	No issues	
<b>25</b>	Number of DAC bedrooms per facility	1	No issues	
<b>26</b>	Any breakages noted generally	x	No issues	

<b>THEME 1 – BATHROOMS</b>				
<b>Number</b>	<b>Item</b>		<b>Comments/Remarks</b>	<b>Actions</b>
<b>27</b>	Number of bathrooms shared	Nil	No issues	
<b>28</b>	Number of DAC bathrooms per facility	1	No issues	
<b>29</b>	Wall finishing's and floors clean and in good repair with no sign of mould	✓	MDF skirting on baths not in good condition	Facility Management following up with DCC on this issue
<b>30</b>	Shower, toilet and sink in good repair and in working order (hot and cold water)	x	No issues	
<b>31</b>	Openable window and/or mechanical ventilation in place	√	No issues	
<b>32</b>	Heat source present in the bathroom i.e. radiator, heated towel rail or Bathroom Fan Heater.	√	Heated towel rails. No issues	
<b>33</b>	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.	√	8 washers and 8 dryers on premises. No issues	
38	Any repair issues	1	One washer needs an element	Facility Management following up on this issue

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	X	No issues	
42	Furniture and floor/wall finishing's suitable and in good repair	X	No issues	
43	Lighting bright and fittings in good repair	x	No issues	
44	CCTV in place to cover the area/area monitored	√	No issues	

22512 – 221206D12

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	X	No issues	
48	Furniture and floor/wall finishing's suitable and in good repair	X	No issues	
49	Lighting bright and fittings in good repair	x	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	

22512 – 221206D12

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 13/10/2022 Emergency lighting serviced on 13/10/2022.	
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 13/01/2022. No issues	
60	Fire drill done in the last Quarter and date	√	Conducted quarterly Last fire drill held on 12/11/2022 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	√	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. 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	50	No issues	
7	No. of available beds today	Nil	No issues	
8	No. of service users booked in today	50	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	



22512 – 221206D12

<b>11</b>	No. of official complaints received on file and verified with DRHE	2	2 in 4th quarter to date. No issues	
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<b>THEME 2 – OPERATIONAL SYSTEMS</b>				
<b>Number</b>	<b>Item</b>		<b>Comments/Remarks</b>	<b>Actions</b>
<b>12</b>	Child Safeguarding Statement completed and displayed, where applicable.	√ N/A	No children on site No issues	
<b>13</b>	Facility Guidelines in place and appropriate for safe and reasonable running of the service	√	No issues	
<b>14</b>	Register of occupants in place and residents entry/exit tracked in an electronic record	√	No issues	
<b>15</b>	Complaints and feedback system in place	√	No issues	
<b>16</b>	Record available of bookings, no shows, final headcount and returns for previous day	√	No issues	
<b>17</b>	Vacancies returned within 24 hours at correct times	√	No issues	

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

THEME 2 – STAFF				
Number	Item		Comments/Remarks	Actions
20	All staff trained in:			
	<ul style="list-style-type: none"> <li>• fire safety</li> <li>• Children first, where applicable (only required for Family PEA's at present)</li> </ul>	<p>√</p> <p>√</p>	<p>No issues</p> <p>No issues</p>	
21	Key staff trained in:			
	<ul style="list-style-type: none"> <li>• Managing Challenging Behaviour Training (Eg: TCI, CPI, MAPA training)</li> </ul>	√	No issues	
	<ul style="list-style-type: none"> <li>• Fire Warden, as a minimum a fire warden must be on the premises at all times</li> </ul>	√	No issues	
	<ul style="list-style-type: none"> <li>• Suicide Awareness</li> </ul>	√	No issues	
	<ul style="list-style-type: none"> <li>• Intercultural awareness</li> </ul>	√	No issues	
	<ul style="list-style-type: none"> <li>• Equality &amp; Diversity</li> </ul>	√	No issues	
	<ul style="list-style-type: none"> <li>• Safeguarding Vulnerable Adults</li> </ul>	√	No issues	
<ul style="list-style-type: none"> <li>• Administering Naloxone/overdose treatment</li> </ul>	√	No issues		
<ul style="list-style-type: none"> <li>• first aid</li> </ul>	N/A	No issues		
<ul style="list-style-type: none"> <li>• 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</li> </ul>	√	No issues		

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

22512 – 221206D12

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

<b>THEME 2 – FIRE SAFETY ON SITE AT TIME OF INSPECTION</b>				
<b>Number</b>	<b>Item</b>		<b>Comments/Remarks</b>	<b>Actions</b>
<b>27</b>	Fire Alarm showing any faults	√	No issues	
<b>28</b>	Appropriate number of carbon monoxide alarms on site and operational	50	No issues	
<b>29</b>	Sufficient levels of trained staff on site as required	√	No issues	
<b>30</b>	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  12/11/2022	
<b>31</b>	How often are fire drill conducted on site?	√	Quarterly No issues	
<b>32</b>	Are there adequate fire escape route finder plans in the property?	√	No issues	
<b>33</b>	Are all Fire Safety checks being conducted, as required by staff members, as required?	√	Fire Register in place No issues	
<b>34</b>	Are all fire extinguishers present and serviced up to date?	√	No issues Last serviced: 13/01/2022	

22512 – 221206D12

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

<b>THEME 3 – H&amp;S, Food Service and Infection Control</b>				
Number	Item		Comments/Remarks	Actions
<b>4</b>	Correct procedure followed for critical incidents	√	No issues	
<b>5</b>	First aid box on site and fully stocked	√	No issues	
<b>6</b>	Naloxone on site and record of any administration of this intervention	N/A	No issues	
<b>7</b>	Defibrillator on site	√	No issues	
<b>8</b>	PPE in use by all staff	√	No issues	
<b>9</b>	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	

22512 – 221206D12

THEME 3 – FOOD				
Number	Item		Comments/Remarks	Actions
10	No. of meals provided daily, and In compliance with Food Hygiene Legislation	31	Provided as requested 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	√	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	

3 Photos of Premises

Fire Extinguisher



DAC Bathroom



Bedroom



Laundry





22512 – 221206D12

Bathroom



Kitchen







22512 – 221206D12

## 4 Conclusions

### 4.1.1 Inspector Comments

Property 221206D12 Property is in very good condition.

### 4.1.2 Actions of Property

Actions from the site inspection that need to be addressed:

- MDF skirting on baths not in good condition and needs replacing and one washer needs an element.

### 4.1.3 Actions Concluded

- Landlord looking into resolving the washer and ongoing conversations with DCC maintenance department to resolve the issue on the baths.
-



Comhairle Cathrach  
Bhaile Átha Cliath  
**Dublin City Council**

## SITE INSPECTION REPORT

**Property 221207D17**

**02<sup>nd</sup> December 2022**

Prepared by	Eamon O'Boyle and Associates
Date	23 <sup>rd</sup> February 2023
Reference	22512 – 2211207D17 - 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 ..... 14**
- 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.
-

22512 PROPERTY 221207D17

## 1.2 Inspection Details

**Inspector:** C

**Date:** 02<sup>nd</sup> December 2022

**Property Description:** Property 221207D17 is a modern building in very good condition complying with all building standards. The facilities are to a high standard. Staff very professional and well informed

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: 221207D17

Date: 02<sup>nd</sup> December 2022

Inspector: C

THEME 1 – BUILDING STANDARDS				
Number	Item		Comments/Remarks	Actions
1	Overall condition of the premises	✓	Good Condition	
2	Overall atmosphere	✓	Friendly, family orientated	
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	



22512 PROPERTY 221207D17

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	x	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	



22512 PROPERTY 221207D17

<b>24</b>	Automatically locking Window restrictors and passive ventilation in all bedrooms	✓	No issues	
<b>25</b>	Number of DAC bedrooms per facility	✓	No issues	
<b>26</b>	Any breakages noted generally	None	No issues	

<b>THEME 1 – BATHROOMS</b>				
<b>Number</b>	<b>Item</b>		<b>Comments/Remarks</b>	<b>Actions</b>
<b>27</b>	Number of bathrooms shared	None	Shared Ladies and Gents on ground floor. All rooms ensuite	
<b>28</b>	Number of DAC bathrooms per facility	2	No issues	
<b>29</b>	Wall finishing's and floors clean and in good repair with no sign of mould	X	No issues	
<b>30</b>	Shower, toilet and sink in good repair and in working order (hot and cold water)	x	No issues	
<b>31</b>	Openable window and/or mechanical ventilation in place	✓	No issues	
<b>32</b>	Heat source present in the bathroom i.e. radiator, heated towel rail or Bathroom Fan Heater.	✓	No issues	
<b>33</b>	Any breakages	x	No issues	

<b>THEME 1 – LAUNDRY</b>				
<b>Number</b>	<b>Item</b>		<b>Comments/Remarks</b>	<b>Actions</b>



22512 PROPERTY 221207D17

<b>34</b>	Suitable Laundry facilities available on site and all equipment confirmed in working order	✓	No issues	
<b>35</b>	Roster or straightforward system for access in place for all residents	✓	No issues	
<b>36</b>	CCTV in place in the laundry area	✓	No issues	
<b>37</b>	Sufficient numbers of washers and dryers available.	✓	No issues	
<b>38</b>	Any repair issues	1	Washing Machine	Being dealt with by the facility

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

<b>THEME 1 KITCHEN FOOD SERVICE AREA</b>				
<b>Number</b>	<b>Item</b>		<b>Comments/Remarks</b>	<b>Actions</b>
<b>41</b>	Kitchen and storage areas clean and in good repair	X	No issues	
<b>42</b>	Furniture and floor/wall finishing's suitable and in good repair	X	No issues	
<b>43</b>	Lighting bright and fittings in good repair	x	No issues	
<b>44</b>	CCTV in place to cover the area/area monitored	✓	No issues	
<b>45</b>	Cleaning schedule in place in compliance with HACCP guidelines	✓	No issues	

22512 PROPERTY 221207D17

<b>46</b>	Most recent EHO inspection report available if applicable	None	No report done	
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<b>THEME 1 - DOMESTIC KITCHENS/TRAINING KITCHENS</b>				
Number	Item		Comments/Remarks	Actions
<b>47</b>	Kitchen and storage areas clean and in good repair	X	No issues	
<b>48</b>	Furniture and floor/wall finishing's suitable and in good repair	X	No issues	
<b>49</b>	Lighting bright and fittings in good repair	x	No issues	
<b>50</b>	CCTV in place to cover the area/area monitored	✓	No issues	
<b>51</b>	Cleaning schedule in place in compliance with HACCP guidelines	✓	No issues	
<b>52</b>	Most recent EHO inspection report available if applicable	✓	No issues	
<b>53</b>	Suitable utensils and cookware available	✓	No issues	
<b>54</b>	Dishwasher/s available	✓	No issues	
<b>55</b>	Any breakages noted generally	x	No issues	
<b>56</b>	Bin storage facilities - is it safe and appropriate	✓	No issues	

<b>THEME 1 - FIRE COMPLIANCE</b>				
Number	Item		Comments/Remarks	Actions
<b>57</b>	Fire log in place and all relevant information is recorded.	✓	No issues	
<b>58</b>	Fire alarm, emergency lighting serviced and in working order and periodic	✓	No issues	



22512 PROPERTY 221207D17

	inspection certs up to date (Quarterly) and recorded in the Fire Register			
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	✓	28/11/22 Fire Drills every Quarter	
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
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22512 PROPERTY 221207D17

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	✓	Staff	
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	



22512 PROPERTY 221207D17

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	6	No issues	
8	No. of service users booked in today	78	No issues	
9	No. of beds unavailable, have these been reported to the DRHE	None	No issues	
10	No. of no shows/vacancies today	None	No issues	
11	No. of official complaints received on file and verified with DRHE	None	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	



22512 PROPERTY 221207D17

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"><li>• fire safety</li><li>• Children first, where applicable (only required for Family PEA's at present)</li></ul>	✓ ✓	No issues	

22512 PROPERTY 221207D17

<b>21</b>	Key staff trained in: <ul style="list-style-type: none"> <li>• Managing Challenging Behaviour Training (Eg: TCI, CPI, MAPA training)</li> <li>• Fire Warden, as a minimum a fire warden must be on the premises at all times</li> <li>• Suicide Awareness</li> <li>• Intercultural awareness</li> <li>• Equality &amp; Diversity</li> <li>• Safeguarding Vulnerable Adults</li> <li>• Administering Naloxone/overdose treatment</li> <li>• first aid</li> <li>• 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</li> </ul>	x  ✓  ✓ ✓ ✓  ✓  ✓ ✓	MAPA Training Scheduled	Verify
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THEME 2 – STAFF				
Number	Item		Comments/Remarks	Actions
<b>22</b>	Staff easily identifiable with name badges in use	✓	No issues	
<b>23</b>	Staff well presented, informed and helpful	✓	No issues	

22512 PROPERTY 221207D17

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 – STAFF				
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	N/A	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?	✓	Every Quarter	
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	



22512 PROPERTY 221207D17

<b>35</b>	Are all Life Safety Systems fully operational and functioning and service records up to date?	✓	No issues	
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<b>THEME 3 – H&amp;S, Food Service, and Infection Control</b>				
Number	Item		Comments/Remarks	Actions
<b>1</b>	No. of service user incidents or accidents on site in previous month	None	No issues	
<b>2</b>	No. of service user fatalities on site since last inspection	None	No issues	
<b>3</b>	No. of incidents of domestic violence on site since last inspection	None	No issues	

<b>THEME 3 – H&amp;S, Food Service, and Infection Control</b>				
Number	Item		Comments/Remarks	Actions
<b>4</b>	Correct procedure followed for critical incidents	✓	No issues	
<b>5</b>	First aid box on site and fully stocked	✓	No issues	
<b>6</b>	Naloxone on site and record of any administration of this intervention	N/A	Not stored on site	
<b>7</b>	Defibrillator on site	✓	No issues	
<b>8</b>	PPE in use by all staff	✓	No issues	
<b>9</b>	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	

22512 PROPERTY 221207D17

THEME 3 – FOOD				
Number	Item		Comments/Remarks	Actions
10	No. of meals provided daily, and In compliance with Food Hygiene Legislation	1	Delivered by Caterer Breakfast supplied	
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	✓	Temp checks on food delivered and recorded	
14	Weekly and monthly menus available and in use	✓	No issues	
15	Last EHO report available if applicable	✓	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	

22512 PROPERTY 221207D17

3 Photos of Premises

Fire Extinguisher



Fire Panel





Standard Bedroom



Children's Area

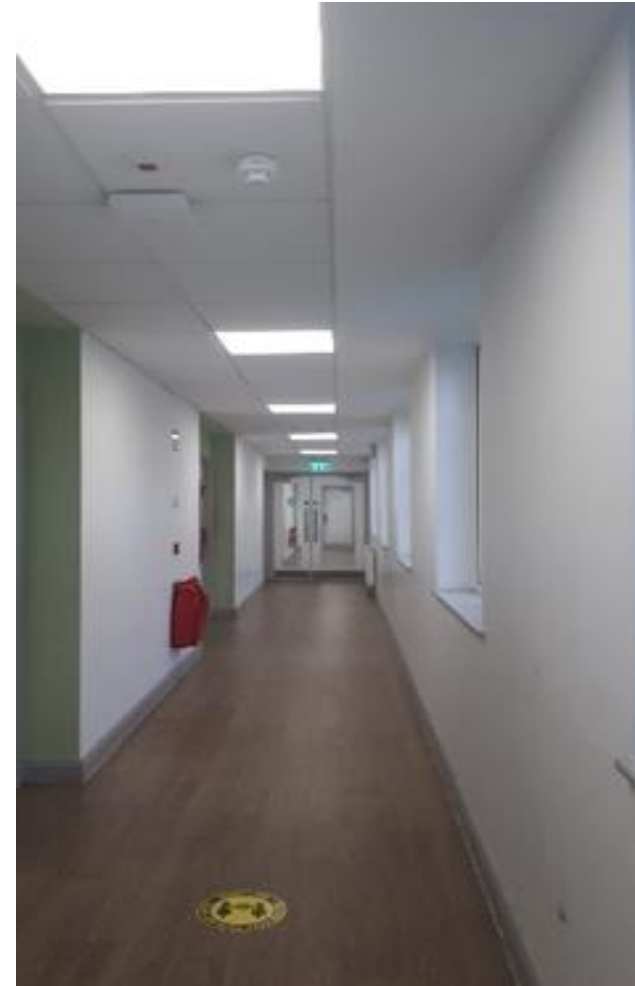


22512 PROPERTY 221207D17

Communal Area



Corridor and Emergency Lighting





## 4 Conclusions

### 4.1.1 Inspector Comments

Property 221207D17 as report demonstrates they have an excellent document control system in place with all relevant documents on hand and up to date.

The facilities are to a high standard.

### 4.1.2 Actions of Property

Actions from the site inspection that need to be addressed:

- One washing machine out of order.
- Training required for MAPA.

### 4.1.3 Actions Concluded

- Washing machine has been fixed and training has been completed, there are no more further actions.
-



Comhairle Cathrach  
Bhaile Átha Cliath  
**Dublin City Council**

## **SITE INSPECTION REPORT**

**Property 221208D06**

**14<sup>th</sup> December 2022**

<b>Prepared by</b>	<b>Eamon O'Boyle and Associates</b>
<b>Date</b>	<b>23<sup>rd</sup> February 2023</b>
<b>Reference</b>	<b>22512 – 221208D06 - Final</b>

- 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:** 14<sup>th</sup> December 2022

**Property Description:** Property 221208D06 has been operating under its current contract since 2020, catering for families. There are 62 units catering for families ranging in size from 3 to 8. At the time of the inspection there were 327 people living at the facility. Each unit comprises of two areas (sleeping and living) and an ensuite bathroom

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
-

22512 PROPERTY 221208D06

## 2 Site Inspection Checklist

# Inspection Checklist

Property: 221208D06

Date: 14<sup>th</sup> December 2022

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	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	

22512 PROPERTY 221208D06

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	✓	62 Family Units varying in size from 3 persons to 8	
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	x	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	✓	The high Ceilings in the original, building certainly assist ventilation in family units.	
25	Number of DAC bedrooms per facility	3 Units	No Issues	
26	Any breakages noted generally	X	No Issues	

THEME 1 – BATHROOMS				
Number	Item		Comments/Remarks	Actions
27	Number of bathrooms shared	0	All 62 units have ensuite bathroom for each family.	
28	Number of DAC bathrooms per facility	3	3 for each DAC unit	
29	Wall finishing's and floors clean and in good repair with no sign of mould	X	No Issues	
30	Shower, toilet and sink in good repair and in working order (hot and cold water)	x	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	✓	There is a new purpose-built laundry facility on site with 30 washers and driers	
35	Roster or straightforward system for access in place for all residents	✓	No Issues	€1 to wash and dry a load of laundry
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	

22512 PROPERTY 221208D06

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	

THEME 1 - DOMESTIC KITCHENS/TRAINING KITCHENS				
Number	Item		Comments/Remarks	Actions
47	Kitchen and storage areas clean and in good repair	✓	There are 7 training kitchens available for Service Users to prepare meals	
48	Furniture and floor/wall finishing's suitable and in good repair	X	No Issues	
49	Lighting bright and fittings in good repair	x	No Issues	

22512 PROPERTY 221208D06

50	CCTV in place to cover the area/area monitored	✓	No Issues	
51	Cleaning schedule in place in compliance with HACCP guidelines	✓	There is a deep clean schedule for the training kitchens twice weekly.	
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	
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	13/11/22	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	✓	Maintenance records are available	Service Manager to supply 3x Certs
63	Electrical certificates up to date	✓	Maintenance records are available	Service Manager to supply 3x Certs

22512 PROPERTY 221208D06

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	✓	Maintenance Inspections are carried out throughout the facility 3 times weekly. DCC are not notified as service provider is responsible for own maintenance	

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	✓	No Issues	



22512 PROPERTY 221208D06

	roles.			
<b>3</b>	Cleaning products available to service users	✓	No Issues	
<b>4</b>	Laundry facility available to service users	✓	No Issues	
<b>5</b>	Sanitising schedule in place and records available	✓	No Issues	

THEME 2 – OPERATIONAL SYSTEMS				
Number	Item		Comments/Remarks	Actions
<b>6</b>	No. of available beds as per agreement with DCC	✓	62 family units 327 persons	
<b>7</b>	No. of available beds today	0	No Issues	
<b>8</b>	No. of service users booked in today	327	No Issues	
<b>9</b>	No. of beds unavailable, have these been reported to the DRHE	0	No Issues	
<b>10</b>	No. of no shows/vacancies today	0	No Issues	
<b>11</b>	No. of official complaints received on file and verified with DRHE	0	No Issues	

THEME 2 – OPERATIONAL SYSTEMS				
Number	Item		Comments/Remarks	Actions
<b>12</b>	Child Safeguarding Statement completed and displayed, where applicable.	✓	No Issues	
<b>13</b>	Facility Guidelines in place and appropriate for safe and reasonable running of the service	✓	Residents Handbook	
<b>14</b>	Register of occupants in place and residents entry/exit tracked in an electronic record	X	Check at 9.30 pm Daily	
<b>15</b>	Complaints and feedback system in	✓	No Issues	



22512 PROPERTY 221208D06

	place			
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	✓	Every Friday	

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 Children first, where applicable (only required for Family PEA's at present)	✓ ✓	No Issues	

22512 PROPERTY 221208D06

<b>21</b>	<p>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 &amp; 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>	<p>✓  ✓  ✓ ✓ ✓ ✓  X ✓  ✓</p>	No Issues	
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THEME 2 – STAFF				
Number	Item		Comments/Remarks	Actions
<b>22</b>	Staff easily identifiable with name badges in use	✓	No Issues	
<b>23</b>	Staff well presented, informed and helpful	✓	No Issues	
<b>24</b>	Staff interaction with residents professional and friendly	✓	No Issues	
<b>25</b>	Facility has a documented complaints policy and log	✓	No Issues	
<b>26</b>	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	30/11/22	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	
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	

22512 PROPERTY 221208D06

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	2	Recorded on System	
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	1	Recorded on System	

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	✓	No Issue	
6	Naloxone on site and record of any administration of this intervention	X	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	1	A dinner is delivered to facility for each service user on each day. This meal is prepared at a central location	

22512 PROPERTY 221208D06

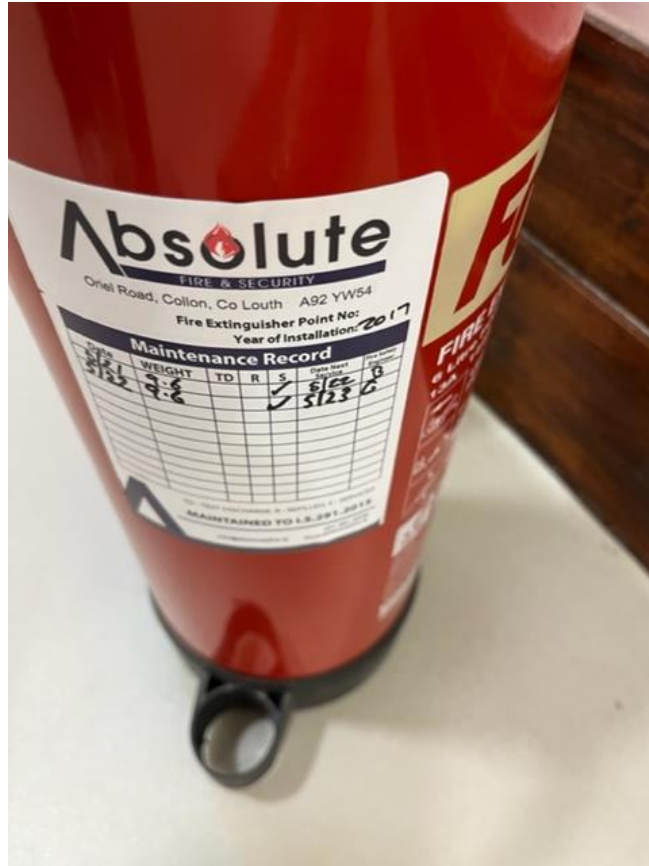
<b>11</b>	Drinking water available	✓	No Issue	
<b>12</b>	Dietary requirements catered for, allergens on display	✓	No Issue	
<b>13</b>	HACCP system in use and up to date	N/A	No Issue	
<b>14</b>	Weekly and monthly menus available and in use	✓	No Issue	
<b>15</b>	Last EHO report available if applicable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

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

22512 PROPERTY 221208D06

3 Photos of Premises

Fire Extinguishers



Fire Alarm Panel



22512 PROPERTY 221208D06

Bathroom



Bedroom





22512 PROPERTY 221208D06

Laundry



Laundry Room Allocation

Room Allocation to use the laundry.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	(Scho
G01	112	205	G01	112	205	
G02	113	206	G02	113	206	
G03	114	207	G03	114	207	
B04	115	208	B04	115	208	
B05	116	209	B05	116	209	
B06	117	210	B06	117	210	
B07	118	211	B07	118	211	
G08	119	212	G08	119	212	
G09	120	213	G09	120	213	
G10	121	214	G10	121	214	
G11	122	215	G11	122	215	
101	120	216	101	120	216	
102	123	217	102	123	217	
103	124	218	103	124	218	
105	125	219	105	125	219	
106	126	220	106	126	220	
107	127	221	107	127	221	
108	201	222	108	201	222	
109	202	223	109	202	223	
110	203	224	110	203	224	
111	204	225	111	204	225	

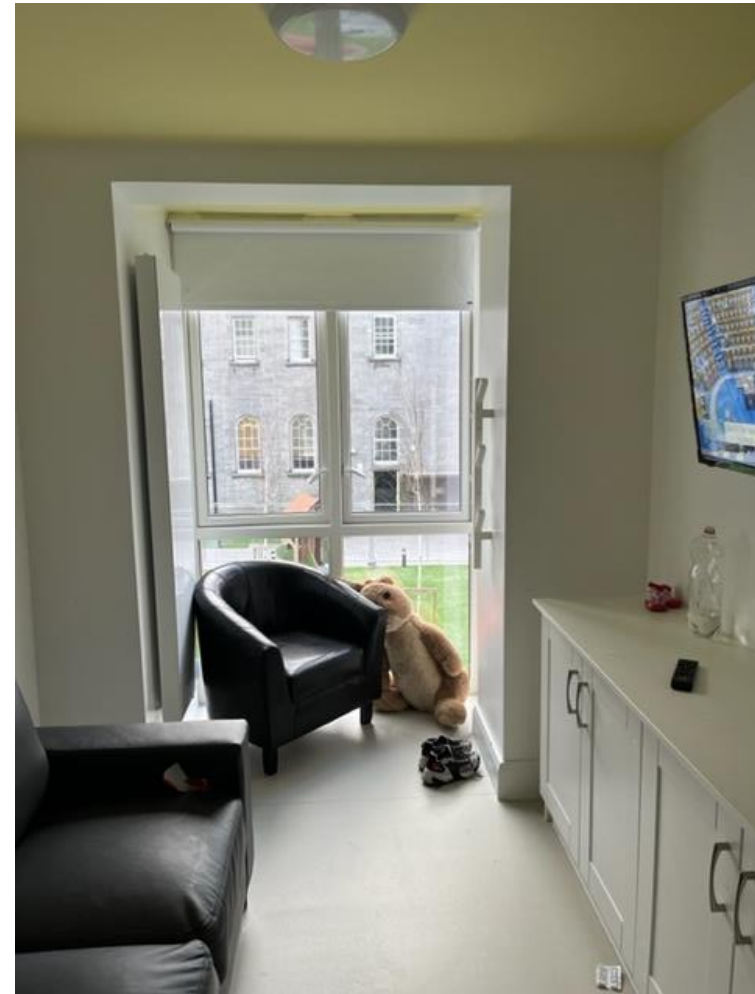
- 3 groups of 16 rooms to get access on between 08:00am and 20:00.
- Each room guaranteed two full days access to washing machine
- Saturday group should prioritise school uniforms. Sunday day to prioritise school uniforms for

22512 PROPERTY 221208D06

Fire Escape Plan



Living Area in each unit



## 4 Conclusions

### 4.1.1 Inspector Comments

Property 221208D06 is comprised of a large original building which has been modernised and refurbished and a new building to the rear which contains 15 of the units and a purpose-built laundry and accommodates a large new playground which is about to open to the service users. The capacity in the original building allows for spacious communal areas such as a large playroom, meeting rooms and a library. There is a rolling maintenance policy.

The service provides 1 dinner daily for all service users. This meal is prepared at a central location and delivered to the property. The families cook and prepare all other meals, each unit is equipped with a fridge and a kettle.

This property presents as a well-run and maintained facility for service users.

### 4.1.2 Actions of Property

Actions from the site inspection that need to be addressed:

- Gas and electrical certs were not available on the day of the inspection.

### 4.1.3 Actions Concluded

- The outstanding certs have been provided, no further actions are required.
-



Comhairle Cathrach  
Bhaile Átha Cliath  
**Dublin City Council**

## **SITE INSPECTION REPORT**

**Property 221209D07**

**15<sup>th</sup> December 2022**

<b>Prepared by</b>	<b>Eamon O'Boyle and Associates</b>
<b>Date</b>	<b>23<sup>rd</sup> February 2023</b>
<b>Reference</b>	<b>22512 – 221209D07 - Final</b>

- 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:** C

**Date:** 15<sup>th</sup> December 2022

**Property Description:** Property 221209D07 is shared by three residencies, this report is based on the family residence which has 11 rooms and 32 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

Property: 221209D07

Date: 15<sup>th</sup> December 2022

Inspector: C

THEME 1 – BUILDING STANDARDS				
Number	Item		Comments/Remarks	Actions
1	Overall condition of the premises	✓	Basement needs cleaning up	
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	None	No Issues	





22512 PROPERTY 221209D07

THEME 1 – COMMON AREAS – Reception, Corridors, Stairwells				
Number	Item		Comments/Remarks	Actions
11	Condition of communal areas	N/A	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	None	No Issues	
20	Furnishings (including beds) fit for purpose and in good repair	x	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	No TV	
23	Free Wi-Fi available	No	No Wi-Fi	
24	Automatically locking Window restrictors and passive ventilation in all bedrooms	✓	No Issues	

22512 PROPERTY 221209D07

<b>25</b>	Number of DAC bedrooms per facility	1	No Issues	
<b>26</b>	Any breakages noted generally	None	No Issues	

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

<b>THEME 1 – LAUNDRY</b>				
<b>Number</b>	<b>Item</b>		<b>Comments/Remarks</b>	<b>Actions</b>
<b>34</b>	Suitable Laundry facilities available on site and all equipment confirmed in working order	N/A	Residents look after own laundry Linen and towels cleaned by management	
<b>35</b>	Roster or straightforward system for access in place for all residents	N/A	No Issues	
<b>36</b>	CCTV in place in the laundry area	N/A	No Issues	
<b>37</b>	Sufficient numbers of washers and dryers available.	N/A	No Issues	



22512 PROPERTY 221209D07

<b>38</b>	Any repair issues	None	No Issues	
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<b>THEME 1 - SMOKING AREA</b>				
<b>Number</b>	<b>Item</b>		<b>Comments/Remarks</b>	<b>Actions</b>
<b>39</b>	Smoking area available within the building or area assigned close to the building	N/A	No Smoking	
<b>40</b>	CCTV in place to cover the area/area monitored	N/A	No Issues	

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

<b>THEME 1 - DOMESTIC KITCHENS/TRAINING KITCHENS</b>				
<b>Number</b>	<b>Item</b>		<b>Comments/Remarks</b>	<b>Actions</b>
<b>47</b>	Kitchen and storage areas clean and in good repair	N/A	No Issues	

22512 PROPERTY 221209D07

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	✓	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	✓ 7/12/22	No Issues	

22512 PROPERTY 221209D07

<b>61</b>	Personal Emergency Evacuation Plan in place and all staff aware of the procedure	N/A	No Issues	
<b>62</b>	Gas service records ex. RGI Cert	x	Not available	Verify
<b>63</b>	Electrical certificates up to date	x	Not available	Verify

<b>THEME 1 - WATER TANKS</b>				
<b>Number</b>	<b>Item</b>		<b>Comments/Remarks</b>	<b>Actions</b>
<b>64</b>	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	Verify

<b>THEME 1 - MAINTENANCE</b>				
<b>Number</b>	<b>Item</b>		<b>Comments/Remarks</b>	<b>Actions</b>
<b>65</b>	Weekly log of maintenance check of full building completed and DCC notified of any issues	✓	Diary used for log of maintenance issues	

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

22512 PROPERTY 221209D07

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

<b>THEME 2 – OPERATIONAL SYSTEMS</b>				
<b>Number</b>	<b>Item</b>		<b>Comments/Remarks</b>	<b>Actions</b>
<b>6</b>	No. of available beds as per agreement with DCC	32	No Issues	
<b>7</b>	No. of available beds today	None	No Issues	
<b>8</b>	No. of service users booked in today	32	No Issues	
<b>9</b>	No. of beds unavailable, have these been reported to the DRHE	None	No Issues	
<b>10</b>	No. of no shows/vacancies today	None	No Issues	
<b>11</b>	No. of official complaints received on file and verified with DRHE	None	No Issues	

22512 PROPERTY 221209D07

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	✓	Logged in Diary	
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	

22512 PROPERTY 221209D07

THEME 2 – STAFF				
Number	Item		Comments/Remarks	Actions
20	All staff trained in: <ul style="list-style-type: none"> <li>• fire safety</li> <li>• Children first, where applicable (only required for Family PEA's at present)</li> </ul>	✓ ✓	No Issues	
21	Key staff trained in: <ul style="list-style-type: none"> <li>• Managing Challenging Behaviour Training (Eg: TCI, CPI, MAPA training)</li> <li>• Fire Warden, as a minimum a fire warden must be on the premises at all times</li> <li>• Suicide Awareness</li> <li>• Intercultural awareness</li> <li>• Equality &amp; Diversity</li> <li>• Safeguarding Vulnerable Adults</li> <li>• Administering Naloxone/overdose treatment</li> <li>• first aid</li> <li>• 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</li> </ul>	✓ ✓ ✓ ✓ ✓ ✓ ✓ x	1 staff member to receive Training for Naloxone  1 staff member to be forwarded for training	

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



22512 PROPERTY 221209D07

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 – STAFF				
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	
31	How often are fire drill conducted on site?	✓	Quarterly	
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	

22512 PROPERTY 221209D07

<b>34</b>	Are all fire extinguishers present and serviced up to date?	✓	No Issues	
<b>35</b>	Are all Life Safety Systems fully operational and functioning and service records up to date?	x	No Defibrillator	Provide

<b>THEME 3 – H&amp;S, Food Service and Infection Control</b>				
<b>Number</b>	<b>Item</b>		<b>Comments/Remarks</b>	<b>Actions</b>
<b>1</b>	No. of service user incidents or accidents on site in previous month	None	No Issues	
<b>2</b>	No. of service user fatalities on site since last inspection	None	No Issues	
<b>3</b>	No. of incidents of domestic violence on site since last inspection	None	No Issues	

<b>THEME 3 – H&amp;S, Food Service and Infection Control</b>				
<b>Number</b>	<b>Item</b>		<b>Comments/Remarks</b>	<b>Actions</b>
<b>4</b>	Correct procedure followed for critical incidents	✓	No Issues	
<b>5</b>	First aid box on site and fully stocked	✓	No Issues	
<b>6</b>	Naloxone on site and record of any administration of this intervention	✓	No Issues	
<b>7</b>	Defibrillator on site	x	No Defibrillator	Provide
<b>8</b>	PPE in use by all staff	✓	No Issues	
<b>9</b>	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	

22512 PROPERTY 221209D07

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	
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	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	

22512 PROPERTY 221209D07

3 Photos of Premises

Fire Panel

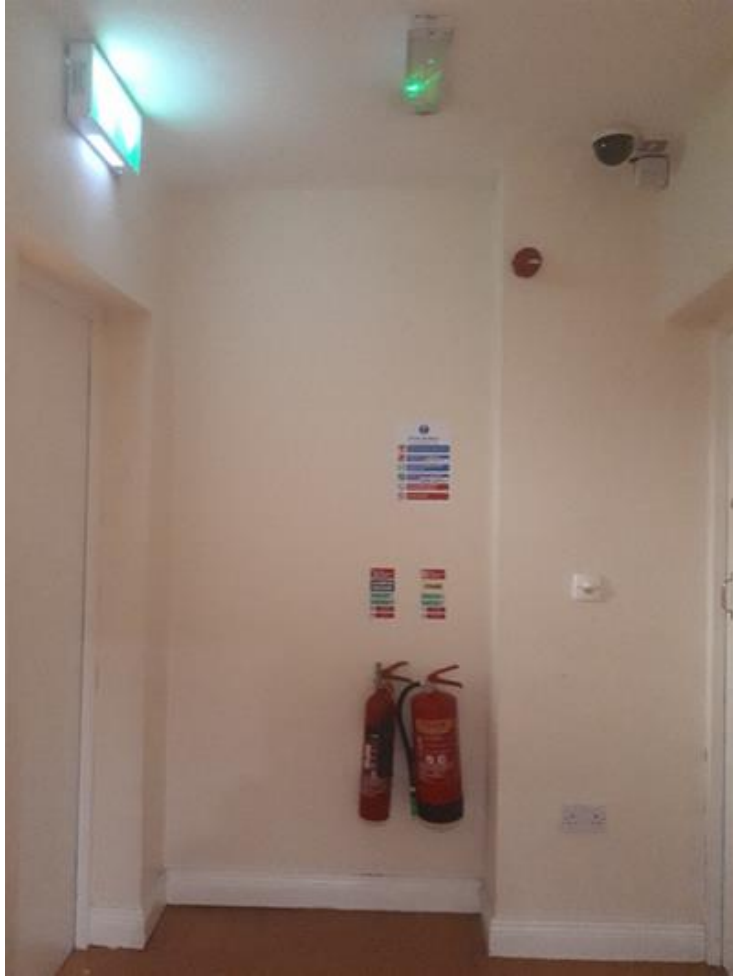


Fire Extinguisher



22512 PROPERTY 221209D07

Corridor with Emergency Lighting, CCTV and Fire Extinguishers/alarm



Escape Plan





## 4 Conclusions

### 4.1.1 Inspector Comments

Property 221209D07 As noted in the individual reports many of the issues noted are shared between the three premises. The building is well maintained and in good condition.

The maintenance manager was very professional, and he and the staff are well informed on all relevant issues.

### 4.1.2 Actions of Property

Actions from the site inspection that need to be addressed:

- A Defibrillator should be provided on the premises.
- Cert were not available on the day of inspection
- Basement needs cleaning up.
- Naloxone Training required.

### 4.1.3 Actions Concluded

- Pricing is currently being sought for WI-FI and TV's.
  - The water storage system cert and the gas cert has been provided, the landlord is currently working on providing the electrical cert and these will be provided by the end of quarter 1 2023.
  - Defibrillator has now been delivered.
  - Basement has been cleared
  - Naloxone Training has been booked for March
-



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## SITE INSPECTION REPORT

**221210D08**

**01<sup>st</sup> December 2022**

Prepared by	Eamon O'Boyle and Associates
Date	23 <sup>rd</sup> February 2023
Reference	22512 – 221210D08 - 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 ..... 4**
- 3 Photos of Premises ..... 14**
- 4 Conclusions..... 18**



## 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:** 01<sup>ST</sup> December 2022

**Property Description:** Property 221210D08 Informed that the property was 60 years old but was refurbished over 2019. Property consists of 2 floors, with 24 rooms. Capacity of 48 service users and all rooms are ensuite. There are 24 beds consisting of double beds.

Property is allocated to couples 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:** 221210D08

**Date:** 01<sup>st</sup> December 2022

**Inspector:** A

THEME 1 – BUILDING STANDARDS				
Number	Item		Comments/Remarks	Actions
1	Overall condition of the premises	√	Property is approx. 60 years old. Property was refurbished in 2019. Property is a 2-story property. 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	x	No issues	

22512 – 221210D08

<b>21</b>	Mattresses must be washable and breathable type i.e. hospital type mattress	X	50% are hospital type. Mattresses are being replaced on changeover	
<b>22</b>	Televisions provided in rooms with reasonable choice channels available for the client base being accommodated.	√	No issues	
<b>23</b>	Free Wi-Fi available	√	No issues	
<b>24</b>	Automatically locking Window restrictors and passive ventilation in all bedrooms	√	No issues	
<b>25</b>	Number of DAC bedrooms per facility	Nil	No issues	
<b>26</b>	Any breakages noted generally	x	No issues	

<b>THEME 1 – BATHROOMS</b>				
<b>Number</b>	<b>Item</b>		<b>Comments/Remarks</b>	<b>Actions</b>
<b>27</b>	Number of bathrooms shared	Nil	No issues	
<b>28</b>	Number of DAC bathrooms per facility	Nil	No issues	
<b>29</b>	Wall finishing's and floors clean and in good repair with no sign of mould	X	No issues	
<b>30</b>	Shower, toilet and sink in good repair and in working order (hot and cold water)	x	No issues	
<b>31</b>	Openable window and/or mechanical ventilation in place	√	No issues	
<b>32</b>	Heat source present in the bathroom i.e radiator, heated towel rail or Bathroom Fan Heater.	√	Radiators. No issues	
<b>33</b>	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.	√	1 washer and 1 dryer 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	X	No issues	
42	Furniture and floor/wall finishing's suitable and in good repair	x	No issues	
43	Lighting bright and fittings in good repair	x	No issues	
44	CCTV in place to cover the area/area monitored	√	No issues	

22512 – 221210D08

45	Cleaning schedule in place in compliance with HACCP guidelines	√	No issues	
46	Most recent EHO inspection report available if applicable	√	May 2022. No issues	

THEME 1 - DOMESTIC KITCHENS/TRAINING KITCHENS				
Number	Item		Comments/Remarks	Actions
47	Kitchen and storage areas clean and in good repair	X	No issues	
48	Furniture and floor/wall finishing's suitable and in good repair	X	No issues	
49	Lighting bright and fittings in good repair	x	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 of domestic kitchen to date	
53	Suitable utensils and cookware available	√	No issues	
54	Dishwasher/s available	N/A	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 / Folder in place. Relevant information recorded. No issues	

22512 – 221210D08

<b>58</b>	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 04/10/2022 Emergency lighting serviced on 04/10/2022. No issues	
<b>59</b>	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 30/11/2022 No issues	
<b>60</b>	Fire drill done in the last Quarter and date	√	Conducted monthly. Last fire drill held on 22/11/2022. No issues	
<b>61</b>	Personal Emergency Evacuation Plan in place and all staff aware of the procedure	√	Personal Emergency Evacuation Plan in place No issues	
<b>62</b>	Gas service records ex. RGI Cert	√	Certificate dated 04/05/2022. No issues	
<b>63</b>	Electrical certificates up to date	√	Certificates dated 10/09/2020. No issues	

<b>THEME 1 - WATER TANKS</b>				
<b>Number</b>	<b>Item</b>		<b>Comments/Remarks</b>	<b>Actions</b>
<b>64</b>	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	√	Annual Certificate of disinfection for the buildings water storage system dated 21/03/2022. No issues	



22512 – 221210D08

THEME 1 - MAINTENANCE				
Number	Item		Comments/Remarks	Actions
65	Weekly log of maintenance check of full building completed and DCC notified of any issues	√	Monthly Health and Safety inspections. Any items are reported by service users and dealt with. 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. 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	24	All double beds. No issues	
7	No. of available beds today	Nil	No issues	
8	No. of service users booked in today	48	Couples. 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	√	Sign in / sign out system. 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	

22512 – 221210D08

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.	√	Domestic kitchen 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"> <li>• fire safety</li> <li>• Children first, where applicable (only required for Family PEA's at present)</li> </ul>	√ √	No issues No issues	

22512 – 221210D08

<b>21</b>	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	All staff are trained in the above Training schedule in place	

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

22512 – 221210D08

<b>26</b>	Appropriate staff structure in place with a clearly identifiable person in charge (manager/supervisor) on site	√	No issues	
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<b>THEME 2 – FIRE SAFETY ON SITE AT TIME OF INSPECTION</b>				
Number	Item		Comments/Remarks	Actions
<b>27</b>	Fire Alarm showing any faults	√	No issues	
<b>28</b>	Appropriate number of carbon monoxide alarms on site and operational	8	No issues	
<b>29</b>	Sufficient levels of trained staff on site as required	√	No issues	
<b>30</b>	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  22/11/2022	
<b>31</b>	How often are fire drill conducted on site?	√	Monthly. No issues	
<b>32</b>	Are there adequate fire escape route finder plans in the property?	√	No issues	
<b>33</b>	Are all Fire Safety checks being conducted, as required by staff members, as required?	√	Fire Register / Folder in place No issues	
<b>34</b>	Are all fire extinguishers present and serviced up to date?	√	No issues Last serviced: 30/11/2022	
<b>35</b>	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	√	No issues	
7	Defibrillator on site	X	Informed DCC to provide	Facility Management to follow up with DCC
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	

22512 – 221210D08

THEME 3 – FOOD				
Number	Item		Comments/Remarks	Actions
10	No. of meals provided daily, and In compliance with Food Hygiene Legislation	48	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	√	May 2022 for commercial kitchen	

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	√	Twice daily. 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	

22512 – 221210D08

3 Photos of Premises

Kitchen



Fire Panel





Fire Extinguishers



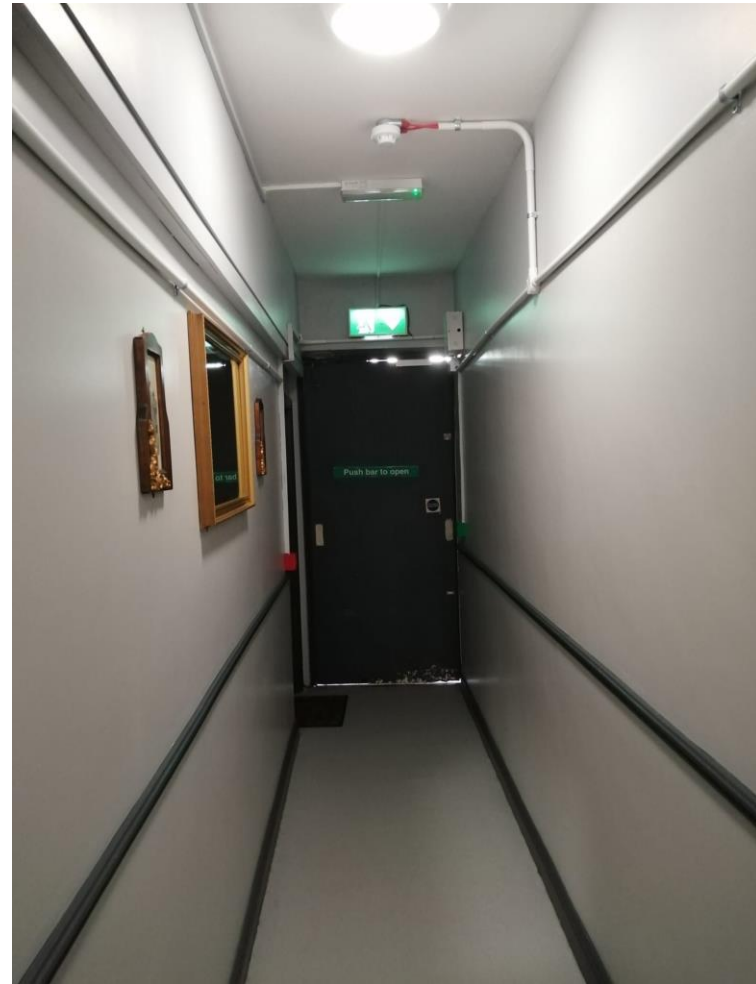
Laundry Facilities



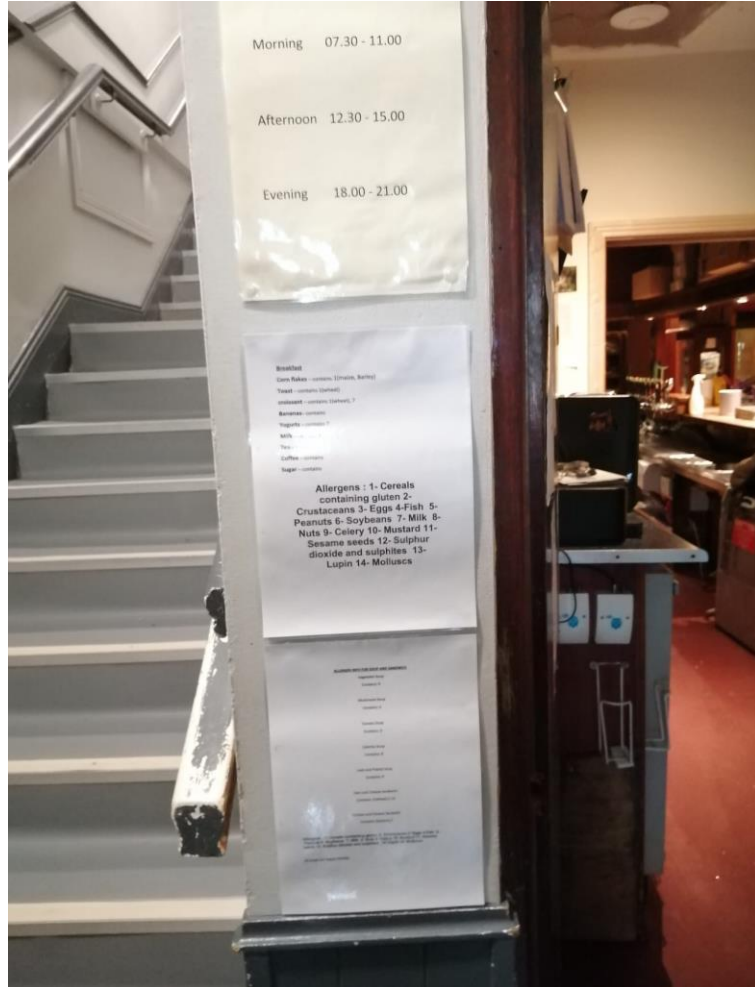
Bath Facility



Emergency Lighting



### Catering Information



### Fire Evacuation Plan





22512 – 221210D08

## 4 Conclusions

### 4.1.1 Inspector Comments

Property 221210D08 is in very good condition. Informed that 20% of service users are working.

### 4.1.2 Actions of Property

Actions from the site inspection that need to be addressed:

- Mattresses are being replaced on changeover of residents.
- Defibrillators to be followed up on.

### 4.1.3 Actions Concluded

- Defibrillator has now been delivered.
-



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**Dublin City Council**

## **SITE INSPECTION REPORT**

**Property 221211D09**

**13<sup>th</sup> December 2022**

<b>Prepared by</b>	<b>Eamon O'Boyle and Associates</b>
<b>Date</b>	<b>23<sup>rd</sup> February 2023</b>
<b>Reference</b>	<b>22512 – 221211D09 - Final</b>

- 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**

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### 1.1 Overview

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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.
-

22512 PROPERTY 221211D09

## 1.2 Inspection Details

**Inspector:** C

**Date:** 13<sup>th</sup> December 2022

**Property Description:** Property 221211D09's building in excellent condition, renovated in recent years. Good compliance in all areas.

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: 221211D09

Date: 13<sup>th</sup> December 2022

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	

22512 PROPERTY 221211D09

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

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

22512 PROPERTY 221211D09

<b>23</b>	Free Wi-Fi available	✓	No Issues	
<b>24</b>	Automatically locking Window restrictors and passive ventilation in all bedrooms	✓	No Issues	
<b>25</b>	Number of DAC bedrooms per facility	1	No Issues	
<b>26</b>	Any breakages noted generally	None	No Issues	

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

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

22512 PROPERTY 221211D09

<b>35</b>	Roster or straightforward system for access in place for all residents	✓	No Issues	
<b>36</b>	CCTV in place in the laundry area	✓	No Issues	
<b>37</b>	Sufficient numbers of washers and dryers available.	✓	No Issues	
<b>38</b>	Any repair issues	1	Washing Machine out of order	

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

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

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

22512 PROPERTY 221211D09

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	✓	29/08/22 No documentation available	Verify
61	Personal Emergency Evacuation Plan in place and all staff aware of the procedure	N/A	No Issues	
62	Gas service records ex. RGI Cert	x	No Records available.	Verify
63	Electrical certificates up to date	x	No Records Available	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	No Records Available	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	x	Logged in diary	Implement log

22512 PROPERTY 221211D09

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	

THEME 2 – OPERATIONAL SYSTEMS				
Number	Item		Comments/Remarks	Actions
6	No. of available beds as per agreement with DCC	110	No Issues	
7	No. of available beds today	4	No Issues	
8	No. of service users booked in today	106	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	

22512 PROPERTY 221211D09

<b>11</b>	No. of official complaints received on file and verified with DRHE	None	No Issues	
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<b>THEME 2 – OPERATIONAL SYSTEMS</b>				
<b>Number</b>	<b>Item</b>		<b>Comments/Remarks</b>	<b>Actions</b>
<b>12</b>	Child Safeguarding Statement completed and displayed, where applicable.	x	No Client safe guarding statement on display	Implement
<b>13</b>	Facility Guidelines in place and appropriate for safe and reasonable running of the service	✓	No Issues	
<b>14</b>	Register of occupants in place and residents entry/exit tracked in an electronic record	✓	No Issues	
<b>15</b>	Complaints and feedback system in place	✓	No Issues	
<b>16</b>	Record available of bookings, no shows, final headcount and returns for previous day	✓	No Issues	
<b>17</b>	Vacancies returned within 24 hours at correct times	✓	No Issues	

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



THEME 2 – STAFF				
Number	Item		Comments/Remarks	Actions
20	All staff trained in: <ul style="list-style-type: none"> <li>• fire safety</li> <li>• Children first, where applicable (only required for Family PEA's at present)</li> </ul>	✓ ✓	No Issues	
21	Key staff trained in: <ul style="list-style-type: none"> <li>• Managing Challenging Behaviour Training (Eg: TCI, CPI, MAPA training)</li> <li>• Fire Warden, as a minimum a fire warden must be on the premises at all times</li> <li>• Suicide Awareness</li> <li>• Intercultural awareness</li> <li>• Equality &amp; Diversity</li> <li>• Safeguarding Vulnerable Adults</li> <li>• Administering Naloxone/overdose treatment</li> <li>• first aid</li> <li>• 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</li> </ul>	x ✓ ✓ ✓ x x x ✓ ✓ ✓	Not done recently    Not Done Not Done Not Done	Provide Training    Provide Training Provide Training Provide Training

22512 PROPERTY 221211D09

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	x	No log	Implement
26	Appropriate staff structure in place with a clearly identifiable person in charge (manager/supervisor) on site	✓	No Issues	

THEME 2 – STAFF				
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	✓ 29/8/22	Due a Fire drill	Conduct
31	How often are fire drill conducted on site?	✓	Every Quarter	
32	Are there adequate fire escape route finder plans in the property?	✓	No Issues	

22512 PROPERTY 221211D09

<b>33</b>	Are all Fire Safety checks being conducted, as required by staff members, as required?	✓	Note: Buggies left on escape route	Remove same
<b>34</b>	Are all fire extinguishers present and serviced up to date?	✓	No Issues	
<b>35</b>	Are all Life Safety Systems fully operational and functioning and service records up to date?	x	No defibrillator in place	Awaiting delivery

<b>THEME 3 – H&amp;S, Food Service and Infection Control</b>				
<b>Number</b>	<b>Item</b>		<b>Comments/Remarks</b>	<b>Actions</b>
<b>1</b>	No. of service user incidents or accidents on site in previous month	2	Logged	
<b>2</b>	No. of service user fatalities on site since last inspection	None	No Issues	
<b>3</b>	No. of incidents of domestic violence on site since last inspection	None	No Issues	

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

22512 PROPERTY 221211D09

	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	No Issues	
11	Drinking water available	✓	No Issues	
12	Dietary requirements catered for, allergens on display	✓	Display Allergen Notice clearly	
13	HACCP system in use and up to date	✓	Temp checks on food delivered and recorded	
14	Weekly and monthly menus available and in use	✓	No Issues	
15	Last EHO report available if applicable	✓	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	

22512 PROPERTY 221211D09

3 Photos of Premises

Fire Panel



Fire Extinguishers



22512 PROPERTY 221211D09

Bedroom



Shower

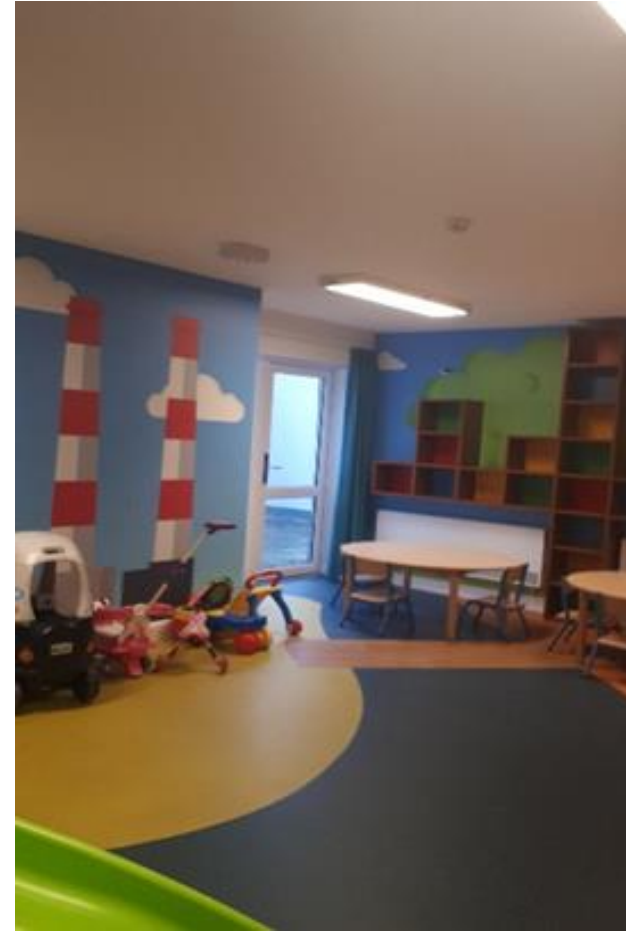


22512 PROPERTY 221211D09

Kitchen



Play Area



## 4 Conclusions

### 4.1.1 Inspector Comments

Property 221211D09, is in a god condition.

### 4.1.2 Actions of Property

Actions from the site inspection that need to be addressed:

- Some records that were not available for inspection and need to be verified.
- There are also some training issues that need to be addressed.
- There is a need for a documented maintenance log and complaints log.
- Spaces for children play and study.
- Although there is an office in the building available to residents, a noticeboard should be displayed with all support services and contacts on display for residents

### 4.1.3 Actions Concluded

- Washing machine has been fixed.
  - The water storage system cert has been provided, the landlord is currently working on providing the gas and electrical cert and these will be provided by the end of quarter 1 2023.
  - Child Safe guarding statement has now been put in place and the above logs are now been kept,
  - The notice board is now in place.
  - Fire drill took place and buggies have been removed from emergency escape route.
  - Training has been booked in for staff and defibrillator has been ordered and will be onsite by the end of quarter 1 2023.
  - Defibrillator delivered in February, now on site.
-





Comhairle Cathrach  
Bhaile Átha Cliath  
**Dublin City Council**

## **SITE INSPECTION REPORT**

**Property 221212D09**

**02<sup>nd</sup> December 2022**

<b>Prepared by</b>	<b>Eamon O'Boyle and Associates</b>
<b>Date</b>	<b>23<sup>rd</sup> February 2023</b>
<b>Reference</b>	<b>22512 – 221212D09 - Final</b>

- 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.
-

22512 PROPERTY 221212D09

## 1.2 Inspection Details

**Inspector:** C

**Date:** 02<sup>nd</sup> December 2022

**Property Description:** Property 221212D09's building in good condition for its age. Good compliance in all areas.

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: 221212D09

Date: 02<sup>nd</sup> December 2022

Inspector: C

THEME 1 – BUILDING STANDARDS				
Number	Item		Comments/Remarks	Actions
1	Overall condition of the premises	✓	Good condition for age of building	
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	

22512 PROPERTY 221212D09

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	x	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	

22512 PROPERTY 221212D09

25	Number of DAC bedrooms per facility	0	No Issues	
26	Any breakages noted generally	None	No Issues	

THEME 1 – BATHROOMS				
Number	Item		Comments/Remarks	Actions
27	Number of bathrooms shared	3	Shared toilets and showers on ground floor	
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	X	No Issues	
30	Shower, toilet and sink in good repair and in working order (hot and cold water)	x	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	
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	



22512 PROPERTY 221212D09

<b>38</b>	Any repair issues	None	No Issues	
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<b>THEME 1 - SMOKING AREA</b>				
<b>Number</b>	<b>Item</b>		<b>Comments/Remarks</b>	<b>Actions</b>
<b>39</b>	Smoking area available within the building or area assigned close to the building	✓	No Issues	
<b>40</b>	CCTV in place to cover the area/area monitored	✓	No Issues	

<b>THEME 1 KITCHEN FOOD SERVICE AREA</b>				
<b>Number</b>	<b>Item</b>		<b>Comments/Remarks</b>	<b>Actions</b>
<b>41</b>	Kitchen and storage areas clean and in good repair	X	No Issues	
<b>42</b>	Furniture and floor/wall finishing's suitable and in good repair	X	No Issues	
<b>43</b>	Lighting bright and fittings in good repair	x	No Issues	
<b>44</b>	CCTV in place to cover the area/area monitored	✓	No Issues	
<b>45</b>	Cleaning schedule in place in compliance with HACCP guidelines	✓	No Issues	
<b>46</b>	Most recent EHO inspection report available if applicable	✓	22/02/22	

<b>THEME 1 - DOMESTIC KITCHENS/TRAINING KITCHENS</b>				
<b>Number</b>	<b>Item</b>		<b>Comments/Remarks</b>	<b>Actions</b>
<b>47</b>	Kitchen and storage areas clean and in good repair	X	No Issues	



22512 PROPERTY 221212D09

48	Furniture and floor/wall finishing's suitable and in good repair	X	No Issues	
49	Lighting bright and fittings in good repair	x	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	✓	Alarm and lighting serviced Sept 22	
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	✓	22/11/22	

22512 PROPERTY 221212D09

<b>61</b>	Personal Emergency Evacuation Plan in place and all staff aware of the procedure	✓	No Issues	
<b>62</b>	Gas service records ex. RGI Cert	x	No Records available. In head office	Verify
<b>63</b>	Electrical certificates up to date	x	No Records Available	Verify

<b>THEME 1 - WATER TANKS</b>				
<b>Number</b>	<b>Item</b>		<b>Comments/Remarks</b>	<b>Actions</b>
<b>64</b>	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	No Records Available	Verify

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

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

22512 PROPERTY 221212D09

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

<b>THEME 2 – OPERATIONAL SYSTEMS</b>				
<b>Number</b>	<b>Item</b>		<b>Comments/Remarks</b>	<b>Actions</b>
<b>6</b>	No. of available beds as per agreement with DCC	39	No Issues	
<b>7</b>	No. of available beds today	0	No Issues	
<b>8</b>	No. of service users booked in today	39	No Issues	
<b>9</b>	No. of beds unavailable, have these been reported to the DRHE	0	No Issues	
<b>10</b>	No. of no shows/vacancies today	3	No Issues	
<b>11</b>	No. of official complaints received on file and verified with DRHE	None	No Issues	

22512 PROPERTY 221212D09

THEME 2 – OPERATIONAL SYSTEMS				
Number	Item		Comments/Remarks	Actions
12	Child Safeguarding Statement completed and displayed, where applicable.	✓	Client safe guarding statement on display	
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	

22512 PROPERTY 221212D09

THEME 2 – STAFF				
Number	Item		Comments/Remarks	Actions
20	All staff trained in: <ul style="list-style-type: none"> <li>• fire safety</li> <li>• Children first, where applicable (only required for Family PEA's at present)</li> </ul>	✓ ✓ ✓	No Issues	
21	Key staff trained in: <ul style="list-style-type: none"> <li>• Managing Challenging Behaviour Training (Eg: TCI, CPI, MAPA training)</li> <li>• Fire Warden, as a minimum a fire warden must be on the premises at all times</li> <li>• Suicide Awareness</li> <li>• Intercultural awareness</li> <li>• Equality &amp; Diversity</li> <li>• Safeguarding Vulnerable Adults</li> <li>• Administering Naloxone/overdose treatment</li> <li>• first aid</li> <li>• 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</li> </ul>	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	No Issues	

22512 PROPERTY 221212D09

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 – STAFF				
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?	✓	Every Month	
32	Are there adequate fire escape route finder plans in the property?	✓	No Issues	

22512 PROPERTY 221212D09

<b>33</b>	Are all Fire Safety checks being conducted, as required by staff members, as required?	✓	No Issues	
<b>34</b>	Are all fire extinguishers present and serviced up to date?	✓	No Issues	
<b>35</b>	Are all Life Safety Systems fully operational and functioning and service records up to date?	✓	No Issues	

<b>THEME 3 – H&amp;S, Food Service and Infection Control</b>				
<b>Number</b>	<b>Item</b>		<b>Comments/Remarks</b>	<b>Actions</b>
<b>1</b>	No. of service user incidents or accidents on site in previous month	None	No Issues	
<b>2</b>	No. of service user fatalities on site since last inspection	None	No Issues	
<b>3</b>	No. of incidents of domestic violence on site since last inspection	None	No Issues	

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

22512 PROPERTY 221212D09

	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	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	✓	Temp checks on food delivered and recorded	
14	Weekly and monthly menus available and in use	✓	No Issues	
15	Last EHO report available if applicable	✓	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	



22512 PROPERTY 221212D09

3 Photos of Premises

Fire Extinguisher



Fire Panel

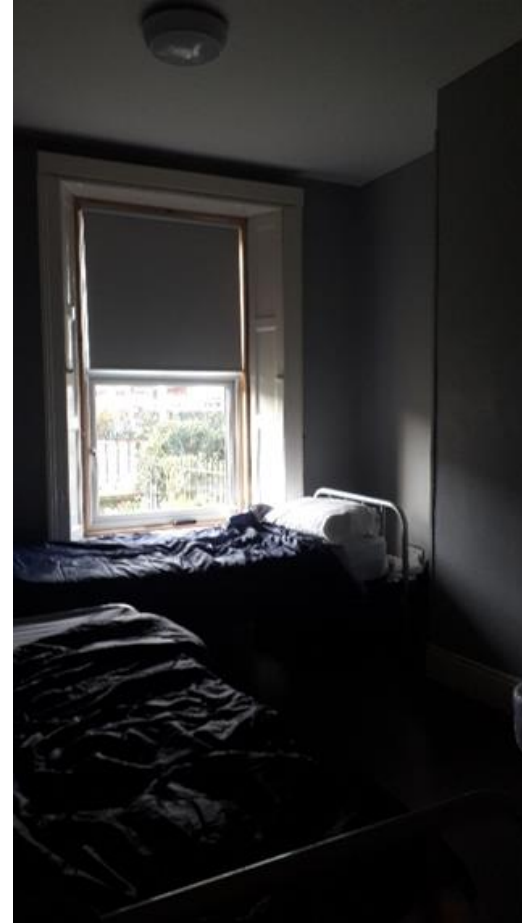


22512 PROPERTY 221212D09

Notice Board



Bedroom



22512 PROPERTY 221212D09

Communal Area



Notice





## 4 Conclusions

### 4.1.1 Inspector Comments

Property 221212D09's building is in good condition for its age. Good compliance in all areas. The three sets of records not witnessed are kept in main office, will verify with DCC. This is a repetitive issue with multiple premises managed by same group. High standards are consistently maintained with this specific group

### 4.1.2 Actions of Property

Actions from the site inspection that need to be addressed:

- Certs were not available on the day of inspection

### 4.1.3 Actions Concluded

- The water storage system cert and electrical cert has been provided.
  - The landlord is currently working on providing the gas cert and this will be provided by the end of quarter 1 2023.
-



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**Dublin City Council**

## **SITE INSPECTION REPORT**

**Property 221213D15**

**08<sup>th</sup> December 2022**

<b>Prepared by</b>	<b>Eamon O'Boyle and Associates</b>
<b>Date</b>	<b>23<sup>rd</sup> February 2023</b>
<b>Reference</b>	<b>22512 – 221213D15 - Final</b>

- 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 ..... 14**
- 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:** 08<sup>th</sup> December 2022

**Property Description:** Property 221213D15 has been operating under its current contract since November 2021, catering for families. There are 6 units catering for families ranging in size from 5 to 9. Each unit comprises of two rooms and an ensuite bathroom

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: 221213D15

Date: 08<sup>th</sup> December 2022

Inspector: B

THEME 1 – BUILDING STANDARDS				
Number	Item		Comments/Remarks	Actions
1	Overall condition of the premises	Excellent	No Issues	
2	Overall atmosphere	Excellent	No Issues	
3	Thermostatically controlled heating	✓	No Issues	
4	CCTV in common areas	✓	With the exception of the backyard laundry area	
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	The smoking area is to the front of the property. The front of the property is enclosed with electric gates and children are allowed to play in this area	
7	Streetscape clean and free from rubbish	✓	No Issues	

22512 PROPERTY 221213D15

<b>8</b>	Regular outside checks	✓	No Issues	
<b>9</b>	External CCTV in place	✓	No Issues	
<b>10</b>	External items for repair	x	No Issues	

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

<b>THEME 1 – BEDROOMS</b>				
<b>Number</b>	<b>Item</b>		<b>Comments/Remarks</b>	<b>Actions</b>
<b>18</b>	Appropriate number of people assigned to each room	✓	There are 6 units with one family in each, ranging in size from 5 to 9	
<b>19</b>	No. of rooms decommissioned because of maintenance issues, why and for how long	0	No Issues	
<b>20</b>	Furnishings (including beds) fit for purpose and in good repair	✓	No Issues	
<b>21</b>	Mattresses must be washable and breathable type i.e. hospital type mattress	✓	No Issues	
<b>22</b>	Televisions provided in	✓	No Issues	



22512 PROPERTY 221213D15

	rooms with reasonable choice channels available for the client base being accommodated.			
<b>23</b>	Free Wi-Fi available	✓	No Issues	
<b>24</b>	Automatically locking Window restrictors and passive ventilation in all bedrooms	✓	No Issues	
<b>25</b>	Number of DAC bedrooms per facility	0	No Issues	
<b>26</b>	Any breakages noted generally	x	No Issues	

<b>THEME 1 – BATHROOMS</b>				
<b>Number</b>	<b>Item</b>		<b>Comments/Remarks</b>	<b>Actions</b>
<b>27</b>	Number of bathrooms shared	0	There is an ensuite bathroom for each of the 6 units. One downstairs bathroom for communal use.	
<b>28</b>	Number of DAC bathrooms per facility	0	No DAC Bathrooms	
<b>29</b>	Wall finishing's and floors clean and in good repair with no sign of mould	✓	No Issues	
<b>30</b>	Shower, toilet and sink in good repair and in working order (hot and cold water)	✓	No Issues	
<b>31</b>	Openable window and/or mechanical ventilation in place	✓	No Issues	
<b>32</b>	Heat source present in the bathroom i.e radiator, heated towel rail or Bathroom Fan Heater.	✓	No Issues	
<b>33</b>	Any breakages	x	No Issues	



22512 PROPERTY 221213D15

THEME 1 – LAUNDRY				
Number	Item		Comments/Remarks	Actions
34	Suitable Laundry facilities available on site and all equipment confirmed in working order	✓	Laundry facilities are divided in 2 areas. Washing machines in the kitchen area and the driers in a separate outhouse.	
35	Roster or straightforward system for access in place for all residents	✓	No Issues	
36	CCTV in place in the laundry area	✓	Only in the inside area	
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	X	No Issues	
42	Furniture and floor/wall finishing's suitable and in good repair	X	No Issues	
43	Lighting bright and fittings in good repair	x	No Issues	

22512 PROPERTY 221213D15

<b>44</b>	CCTV in place to cover the area/area monitored	✓	No Issues	
<b>45</b>	Cleaning schedule in place in compliance with HACCP guidelines	✓	No Issues	
<b>46</b>	Most recent EHO inspection report available if applicable	N/A	No Issues	

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

22512 PROPERTY 221213D15

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	14/11/22	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	✓	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	

22512 PROPERTY 221213D15

THEME 1 - MAINTENANCE				
Number	Item		Comments/Remarks	Actions
65	Weekly log of maintenance check of full building completed and DCC notified of any issues	✓	The Service provider is responsible for all maintenance. Daily checks and reports are kept for maintenance team. Not passed to DCC.	

THEME 1 - GOOD NEIGHBOURHOOD POLICY				
Number	Item		Comments/Remarks	Actions
66	Staff aware of responsibilities and Policy document available for review	✓	Staff are aware of responsibilities and policy is in formulation stage.	
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	✓	Conducted by service provider	
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	✓	Linen and towels are outsourced to Premier Linen for laundry	
5	Sanitising schedule in place and records available	✓	No Issues	

22512 PROPERTY 221213D15

THEME 2 – OPERATIONAL SYSTEMS				
Number	Item		Comments/Remarks	Actions
6	No. of available beds as per agreement with DCC	38	No Issues	
7	No. of available beds today	0	No Issues	
8	No. of service users booked in today	34	Numbers within the family units fluctuate for a number of reasons.	
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	✓	Manual System operated	
15	Complaints and feedback system in place	✓	No Issues	
16	Record available of bookings, no shows, final headcount and returns for previous day	✓	Weekly return to DCC	
17	Vacancies returned within 24 hours at correct times	✓	No Issues	





22512 PROPERTY 221213D15

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	X	Families make their own arrangement	

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

22512 PROPERTY 221213D15

<b>21</b>	Key staff trained in: <ul style="list-style-type: none"> <li>• Managing Challenging Behaviour Training (Eg: TCI, CPI, MAPA training)</li> <li>• Fire Warden, as a minimum a fire warden must be on the premises at all times</li> <li>• Suicide Awareness</li> <li>• Intercultural awareness</li> <li>• Equality &amp; Diversity</li> <li>• Safeguarding Vulnerable Adults</li> <li>• Administering Naloxone/overdose treatment</li> <li>• first aid</li> <li>• 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</li> </ul>	✓  ✓  ✓ ✓ ✓  N/A  ✓ ✓	No Issues	
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THEME 2 – STAFF				
Number	Item		Comments/Remarks	Actions
<b>22</b>	Staff easily identifiable with name badges in use	✓	No Issues	
<b>23</b>	Staff well presented, informed and helpful	✓	No Issues	
<b>24</b>	Staff interaction with residents professional and friendly	✓	No Issues	
<b>25</b>	Facility has a documented complaints policy and log	✓	In a diary	

22512 PROPERTY 221213D15

<b>26</b>	Appropriate staff structure in place with a clearly identifiable person in charge (manager/supervisor) on site	✓	No Issues	
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<b>THEME 2 – FIRE SAFETY ON SITE AT TIME OF INSPECTION</b>				
<b>Number</b>	<b>Item</b>		<b>Comments/Remarks</b>	<b>Actions</b>
<b>27</b>	Fire Alarm showing any faults	✓	No Issues	
<b>28</b>	Appropriate number of carbon monoxide alarms on site and operational	✓	No Issues	
<b>29</b>	Sufficient levels of trained staff on site as required	✓	No Issues	
<b>30</b>	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	14/11/22	No Issues	
<b>31</b>	How often are fire drill conducted on site?	Monthly	No Issues	
<b>32</b>	Are there adequate fire escape route finder plans in the property?	✓	No Issues	
<b>33</b>	Are all Fire Safety checks being conducted, as required by staff members, as required?	✓	No Issues	
<b>34</b>	Are all fire extinguishers present and serviced up to date?	✓	No Issues	
<b>35</b>	Are all Life Safety Systems fully operational and functioning and service records up to date?	✓	No Issues	

22512 PROPERTY 221213D15

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	N/A	No Issues	
7	Defibrillator on site	X	DCC to Provide	
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	

THEME 3 – FOOD				
Number	Item		Comments/Remarks	Actions
10	No. of meals provided daily, and In compliance with Food Hygiene Legislation	1	Breakfast available and all other meals prepared by service users	

22512 PROPERTY 221213D15

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

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

22512 PROPERTY 221213D15

3 Photos of Premises

Fire Alarm Panel



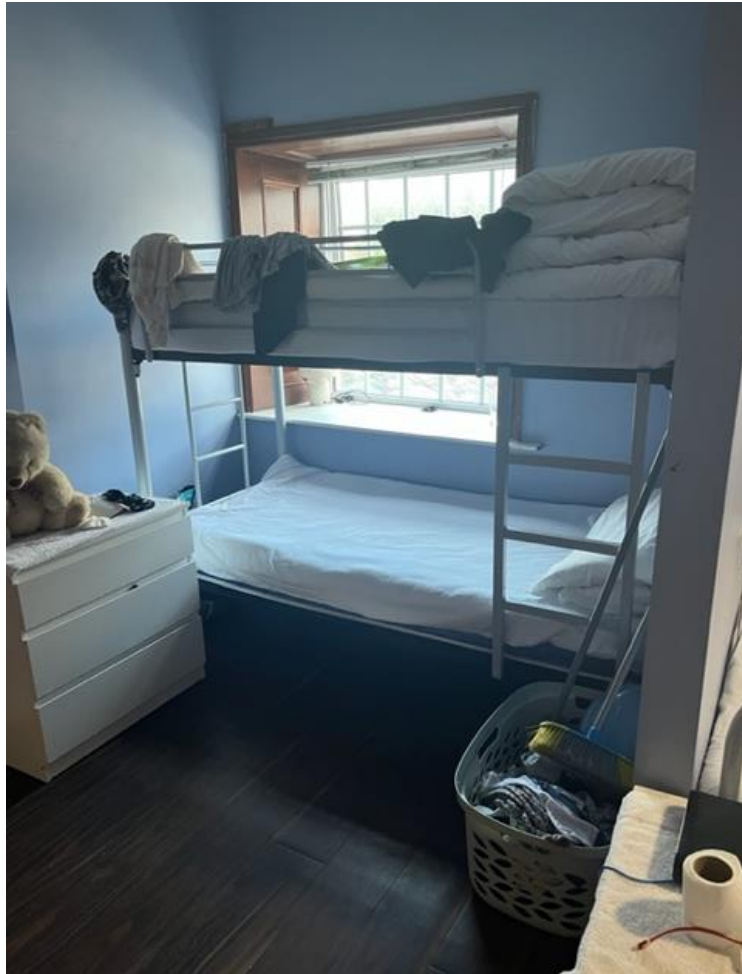
Fire Extinguishers





22512 PROPERTY 221213D15

Bedroom



Bathroom



22512 PROPERTY 221213D15

Laundry Facilities



Dining Area





22512 PROPERTY 221213D15

Kitchen Area



Safety Lock on Windows





## 4 Conclusions

### 4.1.1 Inspector Comments

Property 221213D15 is comprised of an original building which has been modernised and refurbished and has a rolling maintenance policy. There are buildings to the rear which are mostly not in use with the exception of an additional laundry site.

The service provides a breakfast, and the families cook and prepare all other meals. This property presents as a well-run and maintained facility for service users.

### 4.1.2 Actions of Property

Actions from the site inspection that need to be addressed:

- A Defibrillator should be provided on the premises.

### 4.1.3 Actions Concluded

- Defibrillator has now been delivered.
-



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**Dublin City Council**

## **SITE INSPECTION REPORT**

**Property 221214D24**

**08<sup>th</sup> December 2022**

<b>Prepared by</b>	<b>Eamon O'Boyle and Associates</b>
<b>Date</b>	<b>23<sup>rd</sup> February 2023</b>
<b>Reference</b>	<b>22512 – 221214D24 - Final</b>

- 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 ..... 14**
- 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.

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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:** C

**Date:** 08<sup>th</sup> December 2022

**Property Description:** Property 221214D24 provides a service for male and female adults and has a capacity for 20. The service is run across 2 buildings.

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: 221214D24

Date: 08<sup>th</sup> December 2022

Inspector: C

THEME 1 – BUILDING STANDARDS				
Number	Item		Comments/Remarks	Actions
1	Overall condition of the premises	Very 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	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	x	No Issues	

22512 PROPERTY 221214D24

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	✓	Max in a room is 3	
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	x	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	TV s are in communal sitting rooms with limited channels	
23	Free Wi-Fi available	X	Being sources currently	
24	Automatically locking Window restrictors and passive ventilation in all bedrooms	✓	No Issues	



22512 PROPERTY 221214D24

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

<b>THEME 1 – BATHROOMS</b>				
<b>Number</b>	<b>Item</b>		<b>Comments/Remarks</b>	<b>Actions</b>
<b>27</b>	Number of bathrooms shared	5	1 shared bathroom in women's house 4 Shared Bathrooms in men's house and an additional toilet	
<b>28</b>	Number of DAC bathrooms per facility	0	No Issues	
<b>29</b>	Wall finishing's and floors clean and in good repair with no sign of mould	X	No Issues	
<b>30</b>	Shower, toilet and sink in good repair and in working order (hot and cold water)	x	No Issues	
<b>31</b>	Openable window and/or mechanical ventilation in place	✓	No Issues	
<b>32</b>	Heat source present in the bathroom i.e radiator, heated towel rail or Bathroom Fan Heater.	✓	No Issues	
<b>33</b>	Any breakages	X	No Issues	

<b>THEME 1 – LAUNDRY</b>				
<b>Number</b>	<b>Item</b>		<b>Comments/Remarks</b>	<b>Actions</b>
<b>34</b>	Suitable Laundry facilities available on site and all equipment confirmed in working order	✓	1 washer and 1 dryer in women's house 2 washers and 1 dryer	
<b>35</b>	Roster or straightforward system for access in place for all residents	✓	No Issues	
<b>36</b>	CCTV in place in the laundry area	✓	No Issues	

22512 PROPERTY 221214D24

<b>37</b>	Sufficient numbers of washers and dryers available.	✓	No Issues	
<b>38</b>	Any repair issues	X	No Issues	

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

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

22512 PROPERTY 221214D24

THEME 1 - DOMESTIC KITCHENS/TRAINING KITCHENS				
Number	Item		Comments/Remarks	Actions
47	Kitchen and storage areas clean and in good repair	X	No Issues	
48	Furniture and floor/wall finishing's suitable and in good repair	X	No Issues	
49	Lighting bright and fittings in good repair	x	No Issues	
50	CCTV in place to cover the area/area monitored	✓	No Issues	
51	Cleaning schedule in place in compliance with HACCP guidelines	X	Service Provider operate their own cleaning schedule	
52	Most recent EHO inspection report available if applicable	NA	No Issues	
53	Suitable utensils and cookware available		No Issues	
54	Dishwasher/s available	X	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	
59	Fire equipment serviced and in working order and periodic inspection	✓	No Issues	



22512 PROPERTY 221214D24

	certs up to date (Annually) and recorded in the Fire Register			
60	Fire drill done in the last Quarter and date	03/10/22	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	✓	No Issues	
63	Electrical certificates up to date	X	Service Provider to supply	

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	Service user to supply	

THEME 1 – MAINTENANCE				
Number	Item		Comments/Remarks	Actions
65	Weekly log of maintenance check of full building completed and DCC notified of any issues	✓	Diary and record is kept of maintenance issues which is the responsibility of the Service provider and is not submitted to DCC	

22512 PROPERTY 221214D24

THEME 1 - GOOD NEIGHBOURHOOD POLICY				
Number	Item		Comments/Remarks	Actions
66	Staff aware of responsibilities and Policy document available for review	X	Staff are aware of responsibility to neighbours and there is good communication.	
67	Evidence of managing issues arising available for review	X	Issues are dealt with informally	

THEME 2 – Onsite Facilities, Operational Systems, Support Services, Staff				
Number	Item		Comments/Remarks	Actions
1	Housekeeping service in place	✓	Service Provider carries out housekeeping services	
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	✓	Linen and towels are collected to send to Carrig linen fortnightly	Linen and towels are collected to send to Carrie linen fortnightly
5	Sanitising schedule in place and records available	X	No records	

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	0	No Issues	
8	No. of service users booked in today	20	No Issues	
9	No. of beds unavailable, have these been reported to the DRHE	0	No Issues	



22512 PROPERTY 221214D24

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

<b>THEME 2 – OPERATIONAL SYSTEMS</b>				
<b>Number</b>	<b>Item</b>		<b>Comments/Remarks</b>	<b>Actions</b>
<b>12</b>	Child Safeguarding Statement completed and displayed, where applicable.	N/A	No Issues	
<b>13</b>	Facility Guidelines in place and appropriate for safe and reasonable running of the service	✓	No Issues	
<b>14</b>	Register of occupants in place and residents entry/exit tracked in an electronic record	✓	There is a nightly check of all service users by security service on site	
<b>15</b>	Complaints and feedback system in place	✓	A record is in the diary of complaints and action taken	
<b>16</b>	Record available of bookings, no shows, final headcount and returns for previous day	✓	No Issues	
<b>17</b>	Vacancies returned within 24 hours at correct times	✓	No Issues	



22512 PROPERTY 221214D24

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	X	Not Displayed	

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

22512 PROPERTY 221214D24

<b>21</b>	Key staff trained in: <ul style="list-style-type: none"> <li>• Managing Challenging Behaviour Training (Eg: TCI, CPI, MAPA training)</li> <li>• Fire Warden, as a minimum a fire warden must be on the premises at all times</li> <li>• Suicide Awareness</li> <li>• Intercultural awareness</li> <li>• Equality &amp; Diversity</li> <li>• Safeguarding Vulnerable Adults</li> <li>• Administering Naloxone/overdose treatment</li> <li>• first aid</li> <li>• 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</li> </ul>	✓  ✓  ✓ ✓ ✓ ✓ X ✓ X	No Issues	
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THEME 2 – STAFF				
Number	Item		Comments/Remarks	Actions
<b>22</b>	Staff easily identifiable with name badges in use	X	No Issues	
<b>23</b>	Staff well presented, informed and helpful	✓	No Issues	
<b>24</b>	Staff interaction with residents professional and friendly	✓	No Issues	
<b>25</b>	Facility has a documented complaints policy and log	✓	No Issues	





22512 PROPERTY 221214D24

<b>26</b>	Appropriate staff structure in place with a clearly identifiable person in charge (manager/supervisor) on site	✓	No Issues	
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<b>THEME 2 – FIRE SAFETY ON SITE AT TIME OF INSPECTION</b>				
Number	Item		Comments/Remarks	Actions
<b>27</b>	Fire Alarm showing any faults	✓	No Issues	
<b>28</b>	Appropriate number of carbon monoxide alarms on site and operational	✓	No Issues	
<b>29</b>	Sufficient levels of trained staff on site as required	✓	No Issues	
<b>30</b>	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	
<b>31</b>	How often are fire drill conducted on site?	Quarterly	No Issues	
<b>32</b>	Are there adequate fire escape route finder plans in the property?	✓	No Issues	
<b>33</b>	Are all Fire Safety checks being conducted, as required by staff members, as required?	✓	No Issues	
<b>34</b>	Are all fire extinguishers present and serviced up to date?	✓	No Issues	
<b>35</b>	Are all Life Safety Systems fully operational and functioning and service records up to date?	✓	No Issues	

22512 PROPERTY 221214D24

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	N/A	No Issues	
7	Defibrillator on site	X	DCC to supply	
8	PPE in use by all staff	X	No PPE	
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	

22512 PROPERTY 221214D24

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	Yes	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	Yes	No Issues	
19	All staff familiar with procedure for dealing with a confirmed positive in staff or resident	YES	No Issues	

3 Photos of Premises

Fire Extinguishers



Fire Detection Alarm



22512 PROPERTY 221214D24

Female Bedroom



Male Bedroom



22512 PROPERTY 221214D24

Complaints Notice



Dining Area



22512 PROPERTY 221214D24

Bathroom



Kitchen





## 4 Conclusions

### 4.1.1 Inspector Comments

Property 221214D24 runs across 2 buildings.

#### Building 1 Females

- Kitchen, sitting room
- 1 single bedroom and 2 double bedrooms
- 1 bathroom

#### Building 2 Males

- Kitchen, kitchen sitting room
- 8 Bedrooms
- 4 bathrooms and an additional toilet

The facility is comprised of 2 houses and has a rolling maintenance policy. The service does not provide any meals, service users cook and prepare all meals. This property presents as a well run and maintained facility for service users.

### 4.1.2 Actions of Property

Actions from the site inspection that need to be addressed:

- A Defibrillator should be provided on the premises.
- Certs were not available on the day of inspection
- Sanitising schedule to be put in place
- Wi-fi to be installed
- Support services to be clearly displayed
- Naloxone training required.

### 4.1.3 Actions Concluded

- The electrical cert has been provided, the landlord is currently working on providing the water storage system cert this will be provided by the end of quarter 1 2023.
  - Defibrillator has now been delivered.
  - Sanitising schedule has been put in place.
  - Awaiting Wi-Fi installation
  - Signposting now in place for support services
  - Naloxone Training complete, Naloxone on site
-





Comhairle Cathrach  
Bhaile Átha Cliath  
**Dublin City Council**

## **SITE INSPECTION REPORT**

**Property 221215D08**

**15<sup>th</sup> December 2022**

<b>Prepared by</b>	<b>Eamon O'Boyle and Associates</b>
<b>Date</b>	<b>23<sup>rd</sup> February 2023</b>
<b>Reference</b>	<b>22512 -221215D08 - Final</b>

- 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.
-

22512 PROPERTY 221215D08

## 1.2 Inspection Details

**Inspector:** C

**Date:** 15<sup>th</sup> December 2022

**Property Description:** Property 221215D08 is shared by three residencies, this report is based on the women's residence which has 22 rooms and 48 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

Property: 221215D08

Date: 15<sup>th</sup> December 2022

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	

22512 PROPERTY 221215D08

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	None	No Issues	
20	Furnishings (including beds) fit for purpose and in good repair	x	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	No TV	
23	Free Wi-Fi available	✓	No Issues	



22512 PROPERTY 221215D08

<b>24</b>	Automatically locking Window restrictors and passive ventilation in all bedrooms	✓	No Issues	
<b>25</b>	Number of DAC bedrooms per facility	1	No Issues	
<b>26</b>	Any breakages noted generally	None	No Issues	

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

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

22512 PROPERTY 221215D08

<b>36</b>	CCTV in place in the laundry area	✓	No Issues	
<b>37</b>	Sufficient numbers of washers and dryers available.	✓	No Issues	
<b>38</b>	Any repair issues	None	No Issues	

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

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



22512 PROPERTY 221215D08

THEME 1 - DOMESTIC KITCHENS/TRAINING KITCHENS				
Number	Item		Comments/Remarks	Actions
47	Kitchen and storage areas clean and in good repair	X	No Issues	
48	Furniture and floor/wall finishing's suitable and in good repair	X	No Issues	
49	Lighting bright and fittings in good repair	x	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	Handwashing	
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	
59	Fire equipment serviced and in working order and periodic inspection	✓	No Issues	

22512 PROPERTY 221215D08

	certs up to date (Annually) and recorded in the Fire Register			
60	Fire drill done in the last Quarter and date	✓ 7/12/22	No Issues	
61	Personal Emergency Evacuation Plan in place and all staff aware of the procedure	N/A	No Issues	
62	Gas service records ex. RGI Cert	x	Not Available	Verify
63	Electrical certificates up to date	x	Not Available	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	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	✓	Logged in Diary	

22512 PROPERTY 221215D08

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	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	48	No Issues	
7	No. of available beds today	4	No Issues	
8	No. of service users booked in today	44	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	

22512 PROPERTY 221215D08

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

<b>THEME 2 – SUPPORT SERVICES</b>				
<b>Number</b>	<b>Item</b>		<b>Comments/Remarks</b>	<b>Actions</b>
<b>18</b>	Room available for one-on-one appointments (nurse, housing officer, key workers etc.) where applicable.	✓	No Issues	
<b>19</b>	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"> <li>• fire safety</li> <li>• Children first, where applicable (only required for Family PEA's at present)</li> </ul>	✓ ✓ ✓	No Issues	
21	Key staff trained in: <ul style="list-style-type: none"> <li>• Managing Challenging Behaviour Training (Eg: TCI, CPI, MAPA training)</li> <li>• Fire Warden, as a minimum a fire warden must be on the premises at all times</li> <li>• Suicide Awareness</li> <li>• Intercultural awareness</li> <li>• Equality &amp; Diversity</li> <li>• Safeguarding Vulnerable Adults</li> <li>• Administering Naloxone/overdose treatment</li> <li>• first aid</li> <li>• 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</li> </ul>	✓ ✓ ✓ ✓ ✓ ✓ ✓ x	No Issues	

22512 PROPERTY 221215D08

THEME 2 – STAFF				
Number	Item		Comments/Remarks	Actions
22	Staff easily identifiable with name badges in use	✓	No badges	
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 – STAFF				
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	
31	How often are fire drill conducted on site?	✓ 7/12/22	Quarterly	
32	Are there adequate fire escape route finder plans in the property?	✓	No Issues	

22512 PROPERTY 221215D08

<b>33</b>	Are all Fire Safety checks being conducted, as required by staff members, as required?	✓	No Issues	
<b>34</b>	Are all fire extinguishers present and serviced up to date?	✓	No Issues	
<b>35</b>	Are all Life Safety Systems fully operational and functioning and service records up to date?	x	No Defibrillator	Provide same

<b>THEME 3 – H&amp;S, Food Service and Infection Control</b>				
<b>Number</b>	<b>Item</b>		<b>Comments/Remarks</b>	<b>Actions</b>
<b>1</b>	No. of service user incidents or accidents on site in previous month	None	No Issues	
<b>2</b>	No. of service user fatalities on site since last inspection	None	No Issues	
<b>3</b>	No. of incidents of domestic violence on site since last inspection	None	No Issues	

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

22512 PROPERTY 221215D08

	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	0	Residents cook for themselves	
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	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	



22512 PROPERTY 221215D08

3 Photos of Premises

Fire Alarm and CCTV



Communal Area



22512 PROPERTY 221215D08

Noticeboard



Fire Extinguishers





22512 PROPERTY 221215D08

## 4 Conclusions

### 4.1.1 Inspector Comments

Property 221215D08 as noted in the individual reports many of the issues noted are shared between the three premises. The building is well maintained and in good condition.

The maintenance manager was very professional, and he and the staff are well informed on all relevant issues.

A Defibrillator should be provided on the premises.

### 4.1.2 Actions of Property

Actions from the site inspection that need to be addressed:

- A Defibrillator should be provided on the premises.
- Cert were not available on the day of inspection

### 4.1.3 Actions Concluded

- Pricing is currently being sought.
  - The water storage system cert and gas cert has been provided
  - The landlord is currently working on providing the electrical cert and these will be provided by the end of quarter 1 2023.
  - Defibrillator has now been delivered.
-



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**Dublin City Council**

## **SITE INSPECTION REPORT**

**Property 221216D08**

**15<sup>th</sup> December 2022**

<b>Prepared by</b>	<b>Eamon O'Boyle and Associates</b>
<b>Date</b>	<b>23<sup>rd</sup> February 2023</b>
<b>Reference</b>	<b>22512 – 221216D08 - Final</b>

- 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.
-

22512 PROPERTY 221216D08

## 1.2 Inspection Details

**Inspector:** C

**Date:** 15<sup>th</sup> December 2022

**Property Description:** Property 221216D08 is shared by three residencies, this report is based on the men's residence which has 14 rooms and 14 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

Property: 221216D08

Date: 15<sup>th</sup> December 2022

Inspector: C

THEME 1 – BUILDING STANDARDS				
Number	Item		Comments/Remarks	Actions
1	Overall condition of the premises	✓	Ground floor renovated to shelter in pod layout	
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	



22512 PROPERTY 221216D08

THEME 1 – COMMON AREAS – Reception, Corridors, Stairwells				
Number	Item		Comments/Remarks	Actions
11	Condition of communal areas	✓	Small but sufficient area	
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	N/A	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	✓	14 men in pods of one or two	
19	No. of rooms decommissioned because of maintenance issues, why and for how long	None	No Issues	
20	Furnishings (including beds) fit for purpose and in good repair	x	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	No Issues	
24	Automatically locking Window restrictors and passive ventilation in all bedrooms	N/A	3 Escape routes available	

22512 PROPERTY 221216D08

25	Number of DAC bedrooms per facility	✓	No Issues	
26	Any breakages noted generally	None	No Issues	

THEME 1 – BATHROOMS				
Number	Item		Comments/Remarks	Actions
27	Number of bathrooms shared	1	3 Toilets 3 showers shared, all clean and in good condition	
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	X	No Issues	
30	Shower, toilet and sink in good repair and in working order (hot and cold water)	x	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	N/A	Linen and towels supplied and cleaned by management	
35	Roster or straightforward system for access in place for all residents	N/A	No Issues	
36	CCTV in place in the laundry area	N/A	No Issues	
37	Sufficient numbers of washers and dryers available.	N/A	No Issues	



22512 PROPERTY 221216D08

<b>38</b>	Any repair issues	None	No Issues	
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<b>THEME 1 - SMOKING AREA</b>				
<b>Number</b>	<b>Item</b>		<b>Comments/Remarks</b>	<b>Actions</b>
<b>39</b>	Smoking area available within the building or area assigned close to the building	x	Outside	
<b>40</b>	CCTV in place to cover the area/area monitored	✓	No Issues	

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

<b>THEME 1 - DOMESTIC KITCHENS/TRAINING KITCHENS</b>				
<b>Number</b>	<b>Item</b>		<b>Comments/Remarks</b>	<b>Actions</b>
<b>47</b>	Kitchen and storage areas clean and in good repair	N/A	One cold meal delivered daily and heated by residents in microwave	

22512 PROPERTY 221216D08

48	Furniture and floor/wall finishing's suitable and in good repair	N/A	No Issues	
49	Lighting bright and fittings in good repair	x	No Issues	
50	CCTV in place to cover the area/area monitored	✓	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	✓	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	✓ 7/12/22	No Issues	

22512 PROPERTY 221216D08

<b>61</b>	Personal Emergency Evacuation Plan in place and all staff aware of the procedure	N/A	No Issues	
<b>62</b>	Gas service records ex. RGI Cert	x	Not Available	Verify
<b>63</b>	Electrical certificates up to date	x	Not Available	Verify

<b>THEME 1 - WATER TANKS</b>				
<b>Number</b>	<b>Item</b>		<b>Comments/Remarks</b>	<b>Actions</b>
<b>64</b>	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	Verify

<b>THEME 1 - MAINTENANCE</b>				
<b>Number</b>	<b>Item</b>		<b>Comments/Remarks</b>	<b>Actions</b>
<b>65</b>	Weekly log of maintenance check of full building completed and DCC notified of any issues	✓	Diary used for log of maintenance issues	

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

22512 PROPERTY 221216D08

<b>67</b>	Evidence of managing issues arising available for review	✓	No Issues	
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<b>THEME 2 – Onsite Facilities, Operational Systems, Support Services, Staff</b>				
<b>Number</b>	<b>Item</b>		<b>Comments/Remarks</b>	<b>Actions</b>
<b>1</b>	Housekeeping service in place	✓	No Issues	
<b>2</b>	Names of all staff on site, and their roles.	✓	No Issues	
<b>3</b>	Cleaning products available to service users	No	None available	
<b>4</b>	Laundry facility available to service users	No	No Laundry Facilities	
<b>5</b>	Sanitising schedule in place and records available	✓	No Issues	

<b>THEME 2 – OPERATIONAL SYSTEMS</b>				
<b>Number</b>	<b>Item</b>		<b>Comments/Remarks</b>	<b>Actions</b>
<b>6</b>	No. of available beds as per agreement with DCC	14	No Issues	
<b>7</b>	No. of available beds today	0	No Issues	
<b>8</b>	No. of service users booked in today	14	No Issues	
<b>9</b>	No. of beds unavailable, have these been reported to the DRHE	0	No Issues	
<b>10</b>	No. of no shows/vacancies today	0	No Issues	
<b>11</b>	No. of official complaints received on file and verified with DRHE	0	No Issues	

22512 PROPERTY 221216D08

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	✓	No Issues	
15	Complaints and feedback system in place	✓	Logged in Diary and Pass System	
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	





22512 PROPERTY 221216D08

THEME 2 – STAFF				
Number	Item		Comments/Remarks	Actions
22	Staff easily identifiable with name badges in use	✓	No badges	
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	✓	Logged in Diary	
26	Appropriate staff structure in place with a clearly identifiable person in charge (manager/supervisor) on site	✓	No Issues	

THEME 2 – STAFF				
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?	Quarterly	No Issues	
32	Are there adequate fire escape route finder plans in the property?	✓	No Issues	

22512 PROPERTY 221216D08

<b>33</b>	Are all Fire Safety checks being conducted, as required by staff members, as required?	✓	No Issues	
<b>34</b>	Are all fire extinguishers present and serviced up to date?	✓	No Issues	
<b>35</b>	Are all Life Safety Systems fully operational and functioning and service records up to date?	x	No Defibrillator	Provide

<b>THEME 3 – H&amp;S, Food Service and Infection Control</b>				
<b>Number</b>	<b>Item</b>		<b>Comments/Remarks</b>	<b>Actions</b>
<b>1</b>	No. of service user incidents or accidents on site in previous month	None	No Issues	
<b>2</b>	No. of service user fatalities on site since last inspection	None	No Issues	
<b>3</b>	No. of incidents of domestic violence on site since last inspection	None	No Issues	

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

22512 PROPERTY 221216D08

	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	1	No Issues	
11	Drinking water available	✓	No Issues	
12	Dietary requirements catered for, allergens on display	No	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	No menus	
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	

22512 PROPERTY 221216D08

### 3 Photos of Premises

**Communal Area**



**Showers**



22512 PROPERTY 221216D08

Pods



Pods



## 4 Conclusions

### 4.1.1 Inspector Comments

Property 221216D08 as noted in the individual reports many of the issues noted are shared between the three premises. The building is well maintained and in good condition.

The Men's shelter is unusual in that the fourteen men share the one large room in pods of one or two. There are sufficient escape routes if needed and other facilities are up to standard. There are no cooking facilities, cold food is delivered and heated by residents.

The basement could be tidied up to remove any flammable material. A Defibrillator should be provided on the premises.

The maintenance manager was very professional, and he and the staff are well informed on all relevant issues.

### 4.1.2 Actions of Property

**Actions from the site inspection that need to be addressed:**

- A Defibrillator should be provided on the premises.
- Cert were not available on the day of inspection.
- Basement needs cleaning up.
- Naloxone Training required.

### 4.1.3 Actions Concluded

- Pricing is currently being sought.
  - The water storage system cert and gas cert has been provided
  - The landlord is currently working on providing the electrical cert and these will be provided by the end of quarter 1 2023.
  - Defibrillator has now been delivered.
  - Basement has now been cleared
  - Naloxone training booked for March
-



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**Dublin City Council**

## **SITE INSPECTION REPORT**

**Property 221205D01**

**14<sup>th</sup> December 2022**

<b>Prepared by</b>	<b>Eamon O'Boyle and Associates</b>
<b>Date</b>	<b>23<sup>rd</sup> February 2023</b>
<b>Reference</b>	<b>22512 – 221205D01 - Final</b>

- 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.
-

22512 PROPERTY 221205D01

## 1.2 Inspection Details

**Inspector:** B

**Date:** 14<sup>th</sup> December 2022

**Property Description:** Property 221205D01 provides long term housing tenancy arrangements for couples with Mental health and/or Drug addiction issues. Tenants live in apartments independently with support available on site.

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
-

22512 PROPERTY 221205D01

## 2 Site Inspection Checklist

# Inspection Checklist

Property: 221205D01

Date: 14<sup>th</sup> December 2022

Inspector: B

THEME 1 – BUILDING STANDARDS				
Number	Item		Comments/Remarks	Actions
1	Overall condition of the premises	Excellent	No Issue	
2	Overall atmosphere	Excellent	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	Very 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	x	No Issue	

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

<b>THEME 1 – BEDROOMS</b>				
<b>Number</b>	<b>Item</b>		<b>Comments/Remarks</b>	<b>Actions</b>
<b>18</b>	Appropriate number of people assigned to each room	✓	Each apartment has a double bedroom.	
<b>19</b>	No. of rooms decommissioned because of maintenance issues, why and for how long	2	2 apartments are being turned over for new tenants.	
<b>20</b>	Furnishings (including beds) fit for purpose and in good repair	N/A	Tenants Responsibility	
<b>21</b>	Mattresses must be washable and breathable type i.e. hospital type mattress	N/A	Tenants Responsibility	
<b>22</b>	Televisions provided in rooms with reasonable choice channels available for the client base being accommodated.	N/A	Tenants Responsibility	
<b>23</b>	Free Wi-Fi available	N/A	Tenants Responsibility	

22512 PROPERTY 221205D01

<b>24</b>	Automatically locking Window restrictors and passive ventilation in all bedrooms	✓	No Issue	
<b>25</b>	Number of DAC bedrooms per facility	3	3 Apartments are DAC	
<b>26</b>	Any breakages noted generally	No	No Issue	

<b>THEME 1 – BATHROOMS</b>				
<b>Number</b>	<b>Item</b>		<b>Comments/Remarks</b>	<b>Actions</b>
<b>27</b>	Number of bathrooms shared	0	Each apartment has its own bathroom	
<b>28</b>	Number of DAC bathrooms per facility	3	In the 3 DAC apartments	
<b>29</b>	Wall finishing's and floors clean and in good repair with no sign of mould	X	No Issue	
<b>30</b>	Shower, toilet and sink in good repair and in working order (hot and cold water)	x	No Issue	
<b>31</b>	Openable window and/or mechanical ventilation in place	✓	No Issue	
<b>32</b>	Heat source present in the bathroom i.e radiator, heated towel rail or Bathroom Fan Heater.	✓	No Issue	
<b>33</b>	Any breakages	X	No Issue	

<b>THEME 1 – LAUNDRY</b>				
<b>Number</b>	<b>Item</b>		<b>Comments/Remarks</b>	<b>Actions</b>
<b>34</b>	Suitable Laundry facilities available on site and all equipment confirmed in working order	N/A	Each apartment is self-contained. There is a drier available if required.	
<b>35</b>	Roster or straightforward system for access in place for all residents	N/A	No Issue	

22512 PROPERTY 221205D01

<b>36</b>	CCTV in place in the laundry area	N/A	No Issue	
<b>37</b>	Sufficient numbers of washers and dryers available.	N/A	No Issue	
<b>38</b>	Any repair issues	N/A	No Issue	

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

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

22512 PROPERTY 221205D01

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	YES	No Issue	

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

22512 PROPERTY 221205D01

	certs up to date (Annually) and recorded in the Fire Register			
60	Fire drill done in the last Quarter and date	17/11/22	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	Cert to be supplied	
63	Electrical certificates up to date	X	Cert to be supplied	

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	Cert to be supplied	

THEME 1 – MAINTENANCE				
Number	Item		Comments/Remarks	Actions
65	Weekly log of maintenance check of full building completed and DCC notified of any issues	✓	Daily check of maintenance. Property is responsible for their own maintenance and are not forwarded to DCC.	



22512 PROPERTY 221205D01

THEME 1 - GOOD NEIGHBOURHOOD POLICY				
Number	Item		Comments/Remarks	Actions
66	Staff aware of responsibilities and Policy document available for review	✓	Use internally within the property for good relations between tenants.	
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	✓	Tenants Responsibility	
4	Laundry facility available to service users	✓	Tenants Responsibility	
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	36	No Issues	
7	No. of available beds today	0	No Issues	
8	No. of service users booked in today	30	No Issues	
9	No. of beds unavailable, have these been reported to the DRHE	✓	No Issues	
10	No. of no shows/vacancies today	0	No Issues	

22512 PROPERTY 221205D01

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

<b>THEME 2 – SUPPORT SERVICES</b>				
<b>Number</b>	<b>Item</b>		<b>Comments/Remarks</b>	<b>Actions</b>
<b>18</b>	Room available for one-on-one appointments (nurse, housing officer, key workers etc.) where applicable.	✓	No Issues	
<b>19</b>	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:		No Issues	
	<ul style="list-style-type: none"> <li>• fire safety</li> <li>• Children first, where applicable (only required for Family PEA's at present)</li> </ul>	✓  ✓		
21	Key staff trained in:		No Issues	
	<ul style="list-style-type: none"> <li>• Managing Challenging Behaviour Training (Eg: TCI, CPI, MAPA training)</li> </ul>	✓		
	<ul style="list-style-type: none"> <li>• Fire Warden, as a minimum a fire warden must be on the premises at all times</li> </ul>	✓		
	<ul style="list-style-type: none"> <li>• Suicide Awareness</li> </ul>	✓		
	<ul style="list-style-type: none"> <li>• Intercultural awareness</li> </ul>	✓		
	<ul style="list-style-type: none"> <li>• Equality &amp; Diversity</li> </ul>	✓		
	<ul style="list-style-type: none"> <li>• Safeguarding Vulnerable Adults</li> </ul>	✓		
	<ul style="list-style-type: none"> <li>• Administering Naloxone/overdose treatment</li> </ul>	NA		
<ul style="list-style-type: none"> <li>• first aid</li> </ul>	✓			
<ul style="list-style-type: none"> <li>• 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</li> </ul>	✓	There is a minimum of Level 7 in social care or equivalent required.		

22512 PROPERTY 221205D01

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	✓	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	17/11/22	No Issues	
31	How often are fire drill conducted on site?	Monthly	No Issues	

22512 PROPERTY 221205D01

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

<b>THEME 3 – H&amp;S, Food Service and Infection Control</b>				
<b>Number</b>	<b>Item</b>		<b>Comments/Remarks</b>	<b>Actions</b>
<b>1</b>	No. of service user incidents or accidents on site in previous month	7	Logged on file	
<b>2</b>	No. of service user fatalities on site since last inspection	1	Logged on file	
<b>3</b>	No. of incidents of domestic violence on site since last inspection	7	Logged on file	

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

22512 PROPERTY 221205D01

<b>9</b>	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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<b>THEME 3 – FOOD</b>				
Number	Item		Comments/Remarks	Actions
<b>10</b>	No. of meals provided daily, and In compliance with Food Hygiene Legislation	N/A	No Issues	
<b>11</b>	Drinking water available	N/A	No Issues	
<b>12</b>	Dietary requirements catered for, allergens on display	N/A	No Issues	
<b>13</b>	HACCP system in use and up to date	N/A	No Issues	
<b>14</b>	Weekly and monthly menus available and in use	N/A	No Issues	
<b>15</b>	Last EHO report available if applicable	N/A	No Issues	

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

22512 PROPERTY 221205D01

3 Photos of Premises

Bedroom



Bathroom



22512 PROPERTY 221205D01

Kitchen



Defibrillator









## 4 Conclusions

### 4.1.1 Inspector Comments

Property 221205D01 has 18 separate apartments comprising of a foyer, kitchen, living area, bathroom, and double bedroom. On arrangement of the tenancy the service user is assisted in sourcing their own kitchen white goods, furniture, and bedding though grants etc and also the management of utilities.

The property is responsible for its own maintenance and use personnel from the community employment scheme which appears to be working well.

This is a modern, spacious building which is very well maintained by staff with an excellent knowledge of the facility and its service users.

### 4.1.2 Actions of Property

Actions from the site inspection that need to be addressed:

- Certs were not available to view on day of the inspection.

### 4.1.3 Actions Concluded

- All outstanding certs have been provided.
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