



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

## SITE INSPECTION REPORT

**230705D24**

**10<sup>th</sup> July 2023**

Prepared by	Eamon O'Boyle and Associates
Date	09 <sup>th</sup> January 2024
Reference	23501 - 230705D24 – Final

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## 1 Introduction

### 1.1 Overview

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

The Homeless Accommodation Inspection Service will encompass the following elements:

#### Building Standards

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

#### Onsite Facilities

- Housekeeping service
- Laundry
- Sanitising Service

#### Operational Systems

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

#### Staff

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

#### Health & Safety

- Fire Wardens on Duty
- First Aid resources in place

#### Food Service

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

**Inspector:** C

**Date:** 10<sup>th</sup> July 2023

**Property Description:** Property 230705D24 is an independent living family hub consisting of 18 Apartments in six blocks and four houses spread across the community. Each apartment block has its own fire panel, the houses are domestic.

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:** 230705D24

**Date:** 10<sup>th</sup> July 2023

**Inspector:** C

THEME 1 – BUILDING STANDARDS				
Number	Item		Comments/Remarks	Actions
1	Overall condition of the premises	✓	No Issues	
2	Overall atmosphere	✓	No Issues	
3	Thermostatically controlled heating	✓	No Issues	
4	CCTV in common areas	N/A	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	N/A	No Issues	
10	External items for repair	X	No Issues	

THEME 1 – COMMON AREAS – Reception, Corridors, Stairwells				
Number	Item		Comments/Remarks	Actions
11	Condition of communal areas	✓	No Issues	
12	Condition of floor and wall finishes	✓	No Issues	
13	Internal CCTV available	N/A	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	X	1 unit decommissioned due to fire in June	
20	Furnishings (including beds) fit for purpose and in good repair	✓	Residents own	
21	Mattresses must be washable and breathable type i.e. hospital type mattress	✓	Residents own	
22	Televisions provided in rooms with reasonable choice channels available for the client base being accommodated.	✓	Residents own	
23	Free Wi-Fi available	✓	Residents own	
24	Automatically locking Window restrictors and passive ventilation in all bedrooms	✓	No Issues	
25	Number of DAC bedrooms per facility	2	No Issues	



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26	Any breakages noted generally	X	No Issues	
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THEME 1 – BATHROOMS				
Number	Item		Comments/Remarks	Actions
27	Number of bathrooms shared	0	No Issues	
28	Number of DAC bathrooms per facility	✓	No Issues	
29	Wall finishing's and floors clean and in good repair with no sign of mould	✓	No Issues	
30	Shower, toilet and sink in good repair and in working order (hot and cold water)	✓	No Issues	
31	Openable window and/or mechanical ventilation in place	✓	No Issues	
32	Heat source present in the bathroom i.e radiator, heated towel rail or Bathroom Fan Heater.	✓	No Issues	
33	Any breakages	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	No Issues	
35	Roster or straightforward system for access in place for all residents	N/A	No Issues	
36	CCTV in place in the laundry area	N/A	No Issues	
37	Sufficient numbers of washers and dryers available.	N/A	No Issues	
38	Any repair issues	N/A	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	N/A	No Issues	
40	CCTV in place to cover the area/area monitored	N/A	No Issues	

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

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

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50	CCTV in place to cover the area/area monitored	✓	No Issues	
51	Cleaning schedule in place in compliance with HACCP guidelines	✓	No Issues	
52	Most recent EHO inspection report available if applicable	✓	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	✓	Schedule of fire drills twice yearly	
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	X	No schedule in place currently. To be followed up by manager	

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

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

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



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<b>4</b>	Laundry facility available to service users	✓	Users responsibility	
<b>5</b>	Sanitising schedule in place and records available	✓	Users responsibility	

THEME 2 – OPERATIONAL SYSTEMS				
Number	Item		Comments/Remarks	Actions
<b>6</b>	No. of available beds as per agreement with DCC	✓	No Issues	
<b>7</b>	No. of available beds today	0	No Issues	
<b>8</b>	No. of service users booked in today	45	No Issues 33 adults 12 children	
<b>9</b>	No. of beds unavailable, have these been reported to the DRHE	1 unit	Due to fire	
<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	✓	No Issues	
<b>14</b>	Register of occupants in place and residents entry/exit tracked in an electronic record	N/A	No Issues	
<b>15</b>	Complaints and feedback system in place	✓	No Issues	



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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 Every tenant issued handbook with all relevant information	

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



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



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	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	No	Local AEDs available if required	Provide
8	PPE in use by all staff	✓	No Issues	
9	Service users complying with any public health requirement or guidelines regarding any public health issues i.e. prevailing Covid -19 requirements/guidelines active at the time of inspection.	✓	No Issues	



THEME 3 – FOOD				
Number	Item		Comments/Remarks	Actions
10	No. of meals provided daily, and In compliance with Food Hygiene Legislation	N/A	No Issues	
11	Drinking water available	N/A	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	✓	No Issues	
17	Daily symptoms check in place for residents	✓	No Issues	
18	All staff familiar with procedure for dealing with symptoms in staff or resident	✓	No Issues	
19	All staff familiar with procedure for dealing with a confirmed positive in staff or resident	✓	No Issues	

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### 3 Photos of Premises

Fire Extinguishers



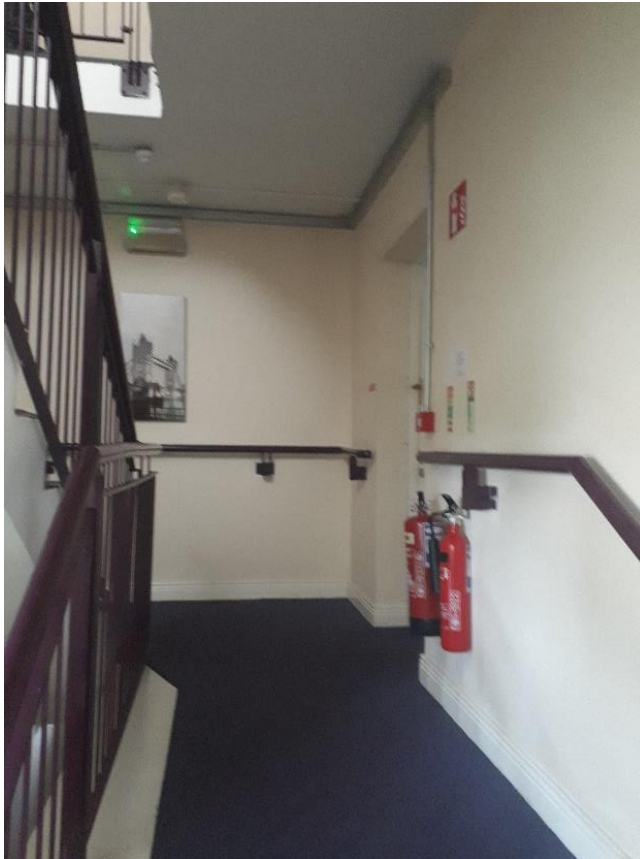
Fire Panel





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### Emergency Lighting



### Laundry Facility

INSPECTION PROPERTY	IF WORK REQUIRED	ACTIONS/COMMENT
INTERNAL	✓	
Hall		
1. Walls, Ceiling/Condition	✓	
2. Hall Door	✓	
3. Floor Area/Skirting	✓	
4. Light Fitting (standards)	✓	
Kitchen/Dining Area		
5. Walls, Ceiling/Condition	✓	
6. Floor/Skirting	✓	
7. Appliances	✓	
8. Worktops	✓	
9. Electrical Sockets etc	✓	
10. Extractor Fan/Filter	✓	needs on
11. Doors	✓	
12. Light Fittings (standards)	✓	
13. Windows, Sills/Catchers	✓	
14. Ventilation	✓	Drump
15. Other	✓	
Stairs/Condition Landing		
16. Stairs/Condition	✓	N/A
17. Landing Walls, Ceiling	✓	
18. Windows, Sills/Catchers	✓	
19. Other	✓	
Sitting/Living room		
20. Walls, Ceiling	✓	
21. Floor/Skirting	✓	
22. Door	✓	



## 4 Conclusions

### 4.1.1 Inspectors Comments

Property 230705D24 is a well run and managed hub considering their different locations throughout the community. One apartment is decommissioned due to a fire in June. No one was injured in this incident and all evacuated safely.

### 4.1.2 Actions of the Property

Actions from the site inspection that need to be addressed:

- Defibrillator should be available onsite
- Water tank certification to be made available

### 4.1.3 Actions Concluded

The following actions have been concluded:

- The actions above are still outstanding however the service provider is aware of it and working towards rectifying them.
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Comhairle Cathrach  
Bhaile Átha Cliath  
**Dublin City Council**

## **SITE INSPECTION REPORT**

**230706D01**

**11<sup>th</sup> July 2023**

Prepared by	Eamon O'Boyle and Associates
Date	09 <sup>th</sup> January 2024
Reference	23501 – 230706D07 – Final



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## 1 Introduction

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- 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:** 11<sup>th</sup> July 2023

**Property Description:** Property 230706D07 was refurbished in 2022. Property consists of 4 floors, there are 15 rooms. Property is designated for males only and has a current capacity of 34 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:** 230706D07

**Date:** 11<sup>th</sup> July 2023

**Inspector:** A

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

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



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

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



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25	Number of DAC bedrooms per facility	0	No DAC bedrooms	
26	Any breakages noted generally	X	No issues	

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

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

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

THEME 1 - FIRE COMPLIANCE				
Number	Item		Comments/Remarks	Actions
57	Fire log in place and all relevant information is recorded.	✓	Fire Safety Register in place. Relevant information recorded. No issues	
58	Fire alarm, emergency lighting serviced and in working order and periodic inspection certs up to date (Quarterly) and recorded in the Fire Register	✓	Fire Alarm serviced on 23/04/2023. Emergency lighting serviced on 28/04/2023	Due for servicing
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 on 02/2023. No issues	
60	Fire drill done in the last Quarter and date	✓	Conducted quarterly. Last fire drill held on 04/07/2023 No issues	
61	Personal Emergency Evacuation Plan in place and all staff aware of the procedure	✓	Personal Emergency Evacuation Plan in place. No issues	





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62	Gas service records ex. RGI Cert	N/A	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	✓	No issues	
2	Names of all staff on site, and their roles.	✓	No issues	

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<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	34	No issues	
<b>7</b>	No. of available beds today	Nil	No issues	
<b>8</b>	No. of service users booked in today	34	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	

THEME 2 – OPERATIONAL SYSTEMS				
Number	Item		Comments/Remarks	Actions
<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	



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16	Record available of bookings, no shows, final headcount and returns for previous day	√	No issues	
17	Vacancies returned within 24 hours at correct times	√	No issues	

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

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

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



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26	Appropriate staff structure in place with a clearly identifiable person in charge (manager/supervisor) on site	✓	No issues	
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THEME 2 – FIRE SAFETY ON SITE AT TIME OF INSPECTION				
Number	Item		Comments/Remarks	Actions
27	Fire Alarm showing any faults	X	No issues	
28	Appropriate number of carbon monoxide alarms on site and operational	1	No issues	
29	Sufficient levels of trained staff on site as required	✓	No issues	
30	Emergency evacuation plan in place and staff are fully aware of their roles and responsibilities in the event of an emergency. Last time a fire drill was conducted	✓	No issues  04/07/2023	
31	How often are fire drill conducted on site?	✓	Quarterly No issues	
32	Are there adequate fire escape route finder plans in the property?	✓	No issues	
33	Are all Fire Safety checks being conducted, as required by staff members, as required?	✓	Fire Register in place No issues	
34	Are all fire extinguishers present and serviced up to date?	✓	No issues Last serviced: 02/2023	
35	Are all Life Safety Systems fully operational and functioning and service records up to date?	✓	No issues	

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

THEME 3 – H&S, Food Service and Infection Control				
Number	Item		Comments/Remarks	Actions
4	Correct procedure followed for critical incidents	✓	No issues	
5	First aid box on site and fully stocked	✓	No issues	
6	Naloxone on site and record of any administration of this intervention	✓	No issues	
7	Defibrillator on site	X	Awaiting delivery from DCC	Management to follow up on this issue
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	34 X 2	No issues	



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

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



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### 3 Photos of Premises

Fire Extinguishers



Fire Panel







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Emergency Lighting



Laundry Facility





Bedroom



Bathroom





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## 4 Conclusions

### 4.1.1 Inspectors Comments

Property 230706D07 has a current occupancy of 34 service users.

Property is in a good condition.

### 4.1.2 Actions of the Property

Actions from the site inspection that need to be addressed:

- Emergency lighting and fire alarm needs to be serviced.
- Defibrillator to be delivered

### 4.1.3 Actions Concluded

The following actions have been concluded:

- The Emergency lighting and Fire Alarm that were outstanding have now been serviced and verified.
  - Defibrillator has been arranged to be delivered by DHRE.
-



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**Dublin City Council**

## **SITE INSPECTION REPORT**

**230707D08**

**10<sup>th</sup> August 2023**

Prepared by	Eamon O'Boyle and Associates
Date	09 <sup>th</sup> January 2024
Reference	23501 – 230707D08 – Final

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## 1 Introduction

### 1.1 Overview

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

The Homeless Accommodation Inspection Service will encompass the following elements:

#### Building Standards

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

#### Onsite Facilities

- Housekeeping service
- Laundry
- Sanitising Service

#### Operational Systems

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

#### Staff

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

#### Health & Safety

- Fire Wardens on Duty
- First Aid resources in place

#### Food Service

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



## 1.2 Inspection Details

**Inspector:** A

**Date:** 10<sup>th</sup> August 2023

**Property Description:** Property 230707D08 was refurbished in 2021. Property is designated for single male and females. There are 19 bedrooms, 2 rooms are ensuite.

Current capacity of 28 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:** 230707D08

**Date:** 10<sup>th</sup> August 2023

**Inspector:** A

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

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





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

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



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25	Number of DAC bedrooms per facility	2	No issues	
26	Any breakages noted generally	X	No issues	

THEME 1 – BATHROOMS				
Number	Item		Comments/Remarks	Actions
27	Number of bathrooms shared	6	No issues	
28	Number of DAC bathrooms per facility	2	No issues	
29	Wall finishing's and floors clean and in good repair with no sign of mould	√	No issues	
30	Shower, toilet and sink in good repair and in working order (hot and cold water)	√	No issues	
31	Openable window and/or mechanical ventilation in place	√	No issues	
32	Heat source present in the bathroom i.e radiator, heated towel rail or Bathroom Fan Heater.	√	No issues	
33	Any breakages	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.	√	1 washer and 1 dryer on premises. No issues	
38	Any repair issues	X	No issues	

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

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

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

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50	CCTV in place to cover the area/area monitored	✓	No issues	
51	Cleaning schedule in place in compliance with HACCP guidelines	✓	No issues	
52	Most recent EHO inspection report available if applicable	✓	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.	✓	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 30/01/2023. Emergency lighting serviced on 30/01/2023.	
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 on 11/2022. No issues	
60	Fire drill done in the last Quarter and date	✓	Conducted monthly. Last fire drill held on 21/07/2023. No issues	
61	Personal Emergency Evacuation Plan in place and all staff aware of the procedure	✓	Personal Emergency Evacuation Plan in place No issues	



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62	Gas service records ex. RGI Cert	N/A	No gas on site. 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	✓	No issues	
2	Names of all staff on site, and their roles.	✓	No issues	

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<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	28	No issues	
<b>7</b>	No. of available beds today	0	No issues	
<b>8</b>	No. of service users booked in today	26	No issues	
<b>9</b>	No. of beds unavailable, have these been reported to the DRHE	1	One bedroom undergoing maintenance and deep clean. 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.	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	



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15	Complaints and feedback system in place	✓	No issues	
16	Record available of bookings, no shows, final headcount and returns for previous day	✓	No issues	
17	Vacancies returned within 24 hours at correct times	✓	No issues	

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

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



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

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





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26	Appropriate staff structure in place with a clearly identifiable person in charge (manager/supervisor) on site	✓	No issues	
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THEME 2 – FIRE SAFETY ON SITE AT TIME OF INSPECTION				
Number	Item		Comments/Remarks	Actions
27	Fire Alarm showing any faults	✓	No issues	
28	Appropriate number of carbon monoxide alarms on site and operational	N/A	No gas on site. 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  21/07/2023	
31	How often are fire drill conducted on site?	✓	Monthly. No issues	
32	Are there adequate fire escape route finder plans in the property?	X	None observed.	Facility Management to follow up on this issue
33	Are all Fire Safety checks being conducted, as required by staff members, as required?	✓	Fire Register in place No issues	
34	Are all fire extinguishers present and serviced up to date?	✓	No issues Last serviced: 11/2022	
35	Are all Life Safety Systems fully operational and functioning and service records up to date?	✓	No issues	

THEME 3 – H&S, Food Service and Infection Control				
Number	Item		Comments/Remarks	Actions
1	No. of service user incidents or accidents on site in previous month	28	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	26 X 3	No issues	
11	Drinking water available	✓	No issues	



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<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	✓	No issues	
<b>15</b>	Last EHO report available if applicable	X	No inspection to date	

THEME 3 – COVID				
Number	Item		Comments/Remarks	Actions
<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

Fire Extinguishers



Fire Panel





Defibrillator

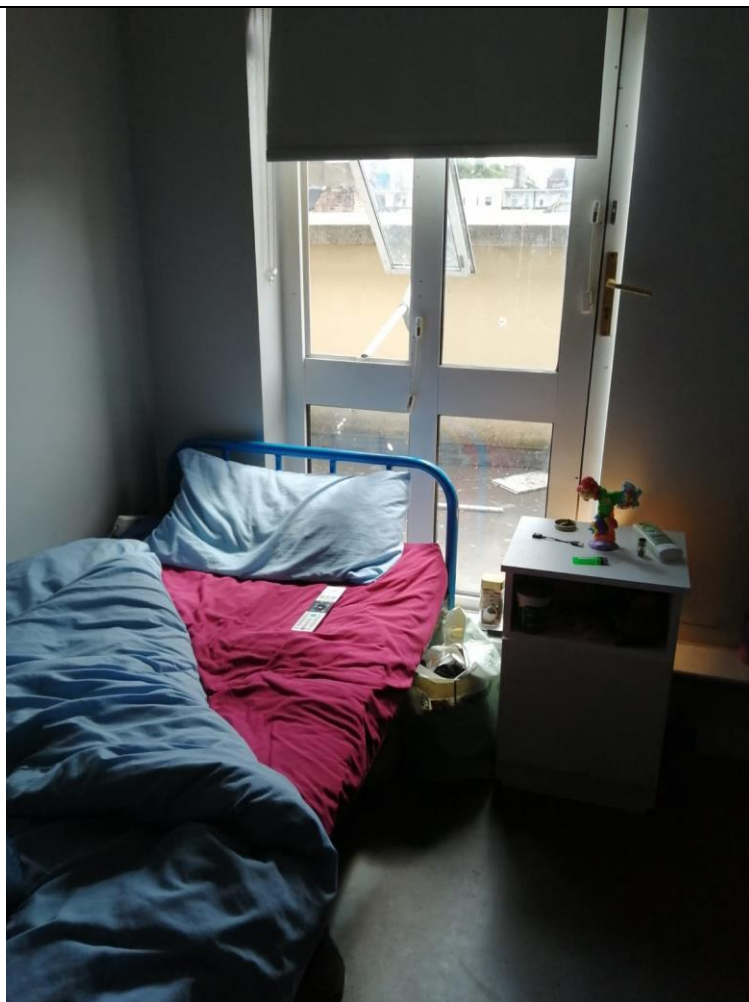


Laundry Facility





Bedroom



Bathroom





23501 –230707D08

## 4 Conclusions

### 4.1.1 Inspectors Comments

Property 230707D08 has a current occupancy of 26 service users. The property is clean and modern and is in a good condition.

### 4.1.2 Actions of the Property

Actions from the site inspection that need to be addressed:

- Fire escape route finder plans were not observed in the property.
- Fire alarm, emergency lighting to be serviced every 3 months, last service was 30/01/2023.

### 4.1.3 Actions Concluded

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

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

## **SITE INSPECTION REPORT**

**230708D24**

**10<sup>TH</sup> July 2023**

Prepared by	Eamon O'Boyle and Associates
Date	09 <sup>th</sup> January 2024
Reference	23501 – 230708D24 - Final



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## 1 Introduction

### 1.1 Overview

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

The Homeless Accommodation Inspection Service will encompass the following elements:

#### Building Standards

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

#### Onsite Facilities

- Housekeeping service
- Laundry
- Sanitising Service

#### Operational Systems

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

#### Staff

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

#### Health & Safety

- Fire Wardens on Duty
- First Aid resources in place

#### Food Service

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



## 1.2 Inspection Details

**Inspector:** C

**Date:** 10<sup>th</sup> July 2023

**Property Description:** Property 230708D24 is a family hub set in a quiet and peaceful neighbourhood. The building consists of twelve family units divided into various sized 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:** 230708D24

**Date:** 10<sup>th</sup> July 2023

**Inspector:** C

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

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

THEME 1 – BEDROOMS				
Number	Item		Comments/Remarks	Actions
18	Appropriate number of people assigned to each room	✓	No Issues	
19	No. of rooms decommissioned because of maintenance issues, why and for how long	9	See Notes	
20	Furnishings (including beds) fit for purpose and in good repair	✓	No Issues	
21	Mattresses must be washable and breathable type i.e. hospital type mattress	✓	No Issues	
22	Televisions provided in rooms with reasonable choice channels available for the client base being accommodated.	✓	No Issues	
23	Free Wi-Fi available	✓	No Issues	
24	Automatically locking Window restrictors and passive ventilation in all bedrooms	✓	No Issues	
25	Number of DAC bedrooms per facility	2	No Issues	



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

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

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

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



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50	CCTV in place to cover the area/area monitored	✓	No Issues	
51	Cleaning schedule in place in compliance with HACCP guidelines	✓	No Issues	
52	Most recent EHO inspection report available if applicable	None	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	✓	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 on site	Verify
63	Electrical certificates up to date	X	Not available on site	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 on site	Verify

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

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	



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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	✓	No Issues 12 family units	
7	No. of available beds today	3 units	No Issues	
8	No. of service users booked in today	3	No Issues	
9	No. of beds unavailable, have these been reported to the DRHE	9 units	See Notes	
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	✓	No Issues	
15	Complaints and feedback system in place	✓	No Issues	



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16	Record available of bookings, no shows, final headcount and returns for previous day	✓	No Issues	
17	Vacancies returned within 24 hours at correct times	✓	No Issues	

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

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



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



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

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

THEME 3 – H&S, Food Service and Infection Control				
Number	Item		Comments/Remarks	Actions
4	Correct procedure followed for critical incidents	✓	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	✓	No Issues Residents cook for themselves using daily roster system	
11	Drinking water available	✓	No Issues	



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<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	✓	No Issues	
<b>15</b>	Last EHO report available if applicable	None	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	

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### 3 Photos of Premises

Common Area



Kids Common Area



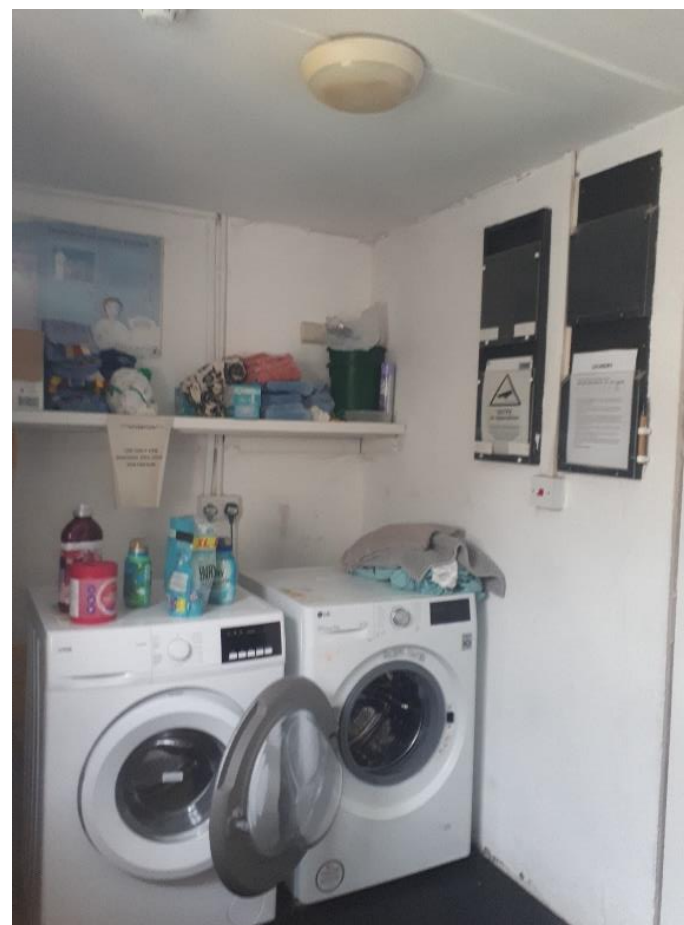




Kitchen



Laundry Facility





Bedroom



Bathroom





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## 4 Conclusions

### 4.1.1 Inspectors Comments

Property 230708D24 currently there are only three rooms in use due to requirements of fire safety certificate. This work is to be carried out as soon as possible. A child friendly environment with spacious rooms and outdoor area.

### 4.1.2 Actions of the Property

Actions from the site inspection that need to be addressed:

- Training to be completed as advised in the report
- Certs to be provided as advised in the report

### 4.1.3 Actions Concluded

The following actions have been concluded:

- The above certs that were outstanding have now been provided and verified.
  - Work is not fully complete on the Fire Safety works for the vacant bedrooms, however the service provider is aware of it and working towards rectifying the above actions.
-



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

## **SITE INSPECTION REPORT**

**230711D20**

**26<sup>th</sup> July 2023**

Prepared by	Eamon O'Boyle and Associates
Date	09 <sup>th</sup> January 2024
Reference	23501 – 230711D20 - Final

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## 1 Introduction

### 1.1 Overview

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

The Homeless Accommodation Inspection Service will encompass the following elements:

#### Building Standards

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

#### Onsite Facilities

- Housekeeping service
- Laundry
- Sanitising Service

#### Operational Systems

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

#### Staff

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

#### Health & Safety

- Fire Wardens on Duty
- First Aid resources in place

#### Food Service

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



## 1.2 Inspection Details

**Inspector:** B

**Date:** 26<sup>th</sup> July 2023

**Property Description:** Property 230711D20 provides ensuite bedroom accommodation for single men and women over the age of 55. There are 23 rooms provided. This is a spacious and operated in a manner that cares specifically for the age and health of the residents.

Please see photos in section 3

## 1.3 EOBA'S Approach

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

EOBA understands the objectives of the Framework ensures the following

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

## 1.4 EOBA's Methodology

Inspections are undertaken by a multi-disciplined team.

This is to ensure:

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

## 2 Site Inspection Checklist

# Inspection Checklist

**Location:** 230711D20

**Date:** 26<sup>th</sup> July 2023

**Inspector:** B

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

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





THEME 1 – COMMON AREAS – Reception, Corridors, Stairwells				
Number	Item		Comments/Remarks	Actions
11	Condition of communal areas	✓	No Issues	
12	Condition of floor and wall finishes	✓	No Issues	
13	Internal CCTV available	✓	No Issues	
14	Appropriate lighting and fixtures	✓	No Issues	
15	Passive ventilation in bedrooms	✓	No Issues	
16	Any internal repairs required	✓	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	✓	23 Ensuite rooms	
19	No. of rooms decommissioned because of maintenance issues, why and for how long	2	Being prepared for the next two resident and will be arriving imminently.	
20	Furnishings (including beds) fit for purpose and in good repair	✓	No Issues	
21	Mattresses must be washable and breathable type i.e. hospital type mattress	✓	No Issues	
22	Televisions provided in rooms with reasonable choice channels available for the client base being accommodated.	X	Service Users provide their own	
23	Free Wi-Fi available	X	Service Users provide their own	
24	Automatically locking Window restrictors and passive ventilation in all bedrooms	✓	No Issues	



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25	Number of DAC bedrooms per facility	4	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 rooms are ensuite	
28	Number of DAC bathrooms per facility	4	No Issues	
29	Wall finishing's and floors clean and in good repair with no sign of mould	✓	No Issues	
30	Shower, toilet and sink in good repair and in working order (hot and cold water)	✓	No Issues	
31	Openable window and/or mechanical ventilation in place	✓	No Issues	
32	Heat source present in the bathroom i.e radiator, heated towel rail or Bathroom Fan Heater.	✓	No Issues	
33	Any breakages	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	X	No CCTV	
37	Sufficient numbers of washers and dryers available.	✓	No Issues	
38	Any repair issues	X	No Issues	

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

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

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

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50	CCTV in place to cover the area/area monitored	✓	No Issues	
51	Cleaning schedule in place in compliance with HACCP guidelines	✓	No Issues	
52	Most recent EHO inspection report available if applicable	N/A	No Issues	
53	Suitable utensils and cookware available	✓	No Issues	
54	Dishwasher/s available	X	None	
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	12/07/23	Bell test weekly	
61	Personal Emergency Evacuation Plan in place and all staff aware of the procedure	✓	No Issues	
62	Gas service records ex. RGI Cert	X	With Property and Maintenance	
63	Electrical certificates up to date	X	With Property and Maintenance	

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	With Property and Maintenance	

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 is the responsibility of property. Health and safety checks are carried out fortnightly with reports	

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	

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<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	23	No Issues	
<b>7</b>	No. of available beds today	21	No Issues	
<b>8</b>	No. of service users booked in today	21	No Issues	
<b>9</b>	No. of beds unavailable, have these been reported to the DRHE	2	Reported	
<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.	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	2 manual checks daily	
<b>15</b>	Complaints and feedback system in place	✓	No Issues	



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16	Record available of bookings, no shows, final headcount and returns for previous day	X	Monthly return to DCC	
17	Vacancies returned within 24 hours at correct times	X	2 beds unavailable reported to DHRE	

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	



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<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>	✓	All staff are qualified to a minimum of level 6 and 7 in social care or the equivalent discipline.	
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THEME 2 – STAFF				
Number	Item		Comments/Remarks	Actions
<b>22</b>	Staff easily identifiable with name badges in use	✓	No name badges but all staff known	
<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	





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26	Appropriate staff structure in place with a clearly identifiable person in charge (manager/supervisor) on site	✓	No Issues	
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THEME 2 – FIRE SAFETY ON SITE AT TIME OF INSPECTION				
Number	Item		Comments/Remarks	Actions
27	Fire Alarm showing any faults	✓	No Issues	
28	Appropriate number of carbon monoxide alarms on site and operational	✓	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	✓ 12.7.23	No Issues	
31	How often are fire drill conducted on site?	Monthly	No Issues	
32	Are there adequate fire escape route finder plans in the property?	✓	Each resident has a specific evacuation plan.	
33	Are all Fire Safety checks being conducted, as required by staff members, as required?	✓	No Issues	
34	Are all fire extinguishers present and serviced up to date?	✓	No Issues	
35	Are all Life Safety Systems fully operational and functioning and service records up to date?	✓	No Issues	

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THEME 3 – H&S, Food Service and Infection Control				
Number	Item		Comments/Remarks	Actions
1	No. of service user incidents or accidents on site in previous month	16	These are in the area of physical health emergencies and related to the age and health of the residents.	
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	✓	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.	N/A	No Issues	

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



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

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

### 3 Photos of Premises

Fire Extinguishers



Fire Panel





Emergency Assistance

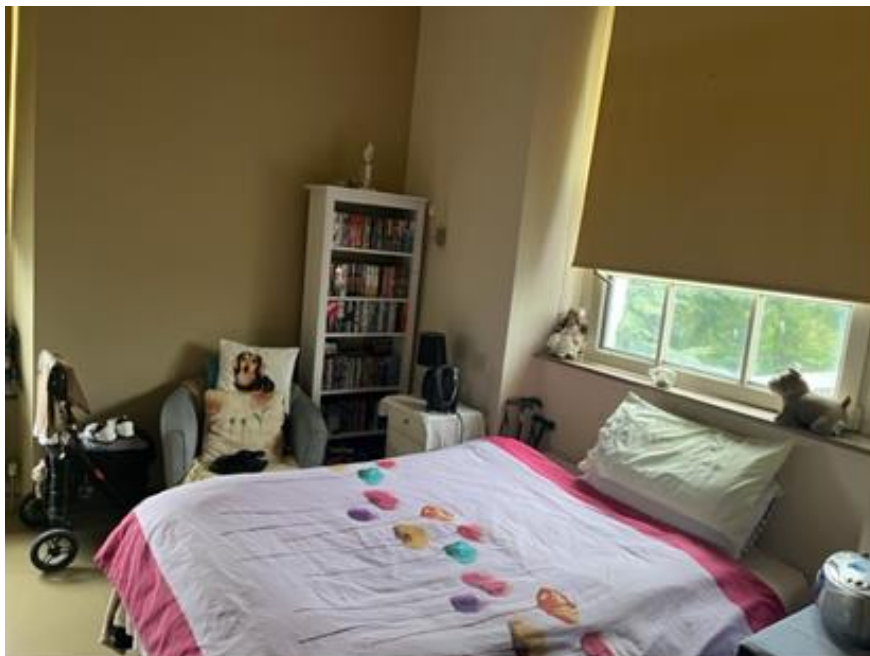


Laundry Facility





Bedroom



Bathroom





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## 4 Conclusions

### 4.1.1 Inspectors Comments

Property 230711D20 is well maintained and presents as modern, spacious and regularly adjusting to the requirements of residents. The service is operated by staff with an excellent knowledge of the facility and its service users.

### 4.1.2 Actions of the Property

Actions from the site inspection that need to be addressed:

- Gas service, RGI Cert to be provided
- Electrical certificates to be provided
- Water tank certs to be provided

### 4.1.3 Actions Concluded

The following actions have been concluded:

- The service provider is currently working on providing the outstanding certs, these will be provided by the end of quarter one 2024.
-



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**Dublin City Council**

## **SITE INSPECTION REPORT**

**230712D06**

**10<sup>th</sup> July 2023**

Prepared by	Eamon O'Boyle and Associates
Date	09 <sup>th</sup> January 2024
Reference	23501 – 230712D06 – Final



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## 1 Introduction

### 1.1 Overview

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

The Homeless Accommodation Inspection Service will encompass the following elements:

#### Building Standards

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

#### Onsite Facilities

- Housekeeping service
- Laundry
- Sanitising Service

#### Operational Systems

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

#### Staff

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

#### Health & Safety

- Fire Wardens on Duty
- First Aid resources in place

#### Food Service

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



## 1.2 Inspection Details

**Inspector:** A

**Date:** 10th July 2023

**Property Description:** Property 230712D06 was built in the 1960's and is being upgraded on a regular basis. Property consists of 4 floors, there are 19 rooms. Current capacity of 19 service users, property is designated for males and females 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:** 230712D06

**Date:** 10<sup>th</sup> July 2023

**Inspector:** A

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

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

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

THEME 1 – BEDROOMS				
Number	Item		Comments/Remarks	Actions
18	Appropriate number of people assigned to each room	√	Numbers agreed with DCC in advance. No issues	
19	No. of rooms decommissioned because of maintenance issues, why and for how long	1	Turnaround of 2 weeks to renovate room. No issues	
20	Furnishings (including beds) fit for purpose and in good repair	√	No issues	
21	Mattresses must be washable and breathable type i.e. hospital type mattress	√	No issues	
22	Televisions provided in rooms with reasonable choice channels available for the client base being accommodated.	√	No issues	
23	Free Wi-Fi available	√	No issues	



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24	Automatically locking Window restrictors and passive ventilation in all bedrooms	√	No issues	
25	Number of DAC bedrooms per facility	6	No issues	
26	Any breakages noted generally	X	No issues	

THEME 1 – BATHROOMS				
Number	Item		Comments/Remarks	Actions
27	Number of bathrooms shared	0	No issues	
28	Number of DAC bathrooms per facility	7	No issues	
29	Wall finishing's and floors clean and in good repair with no sign of mould	√	No issues	
30	Shower, toilet and sink in good repair and in working order (hot and cold water)	√	No issues	
31	Openable window and/or mechanical ventilation in place	√	No issues	
32	Heat source present in the bathroom i.e radiator, heated towel rail or Bathroom Fan Heater.	√	No issues	
33	Any breakages	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	√	Entrance covered. No issues	



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<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	X	No issues	

THEME 1 - SMOKING AREA				
Number	Item		Comments/Remarks	Actions
<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	

THEME 1 - COMMERCIAL KITCHEN/FOOD SERVICE AREA				
Number	Item		Comments/Remarks	Actions
<b>41</b>	Kitchen and storage areas clean and in good repair	N/A	No issues	
<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	N/A	No issues	

THEME 1 - DOMESTIC KITCHENS/TRAINING KITCHENS				
Number	Item		Comments/Remarks	Actions
47	Kitchen and storage areas clean and in good repair	√	No issues	
48	Furniture and floor/wall finishing's suitable and in good repair	√	No issues	
49	Lighting bright and fittings in good repair	√	No issues	
50	CCTV in place to cover the area/area monitored	N/A	Private apartments. 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	√	No issues	
54	Dishwasher/s available	√	No issues	
55	Any breakages noted generally	X	No issues	
56	Bin storage facilities - is it safe and appropriate	√	No issues	

THEME 1 - FIRE COMPLIANCE				
Number	Item		Comments/Remarks	Actions
57	Fire log in place and all relevant information is recorded.	√	Fire Safety Register in place. Relevant information recorded. No issues	
58	Fire alarm, emergency lighting serviced and in working order and periodic inspection certs up to date (Quarterly) and recorded in the Fire Register	√	Fire Alarm serviced on 07/06/2023. Emergency lighting serviced on 21/04/2023.	Emergency lighting to be serviced
59	Fire equipment serviced and in working order and periodic inspection	√	Fire extinguishers last serviced on 06/2023.	



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	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 05/07/2023. No issues	
61	Personal Emergency Evacuation Plan in place and all staff aware of the procedure	√	Personal Emergency Evacuation Plan in place No issues	
62	Gas service records ex. RGI Cert	X	Certificate was not available on site on day of inspection	Facility Management to follow up on this issue
63	Electrical certificates up to date	X	Certificates were not available on site on day of inspection	Facility Management to follow up on this issue

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

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

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



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67	Evidence of managing issues arising available for review	√	No issues	
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THEME 2 – Onsite Facilities, Operational Systems, Support Services, Staff				
Number	Item		Comments/Remarks	Actions
1	Housekeeping service in place	√	No issues	
2	Names of all staff on site, and their roles.	√	No issues	
3	Cleaning products available to service users	N/A	Category 4 facility. 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	19	No issues	
7	No. of available beds today	1	Informed that DCC is aware of this issue. No issues	
8	No. of service users booked in today	18	No issues	
9	No. of beds unavailable, have these been reported to the DRHE	1	No issues	
10	No. of no shows/vacancies today	1	No issues	
11	No. of official complaints received on file and verified with DRHE	1	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	✓	No issues	
16	Record available of bookings, no shows, final headcount and returns for previous day	✓	No issues	
17	Vacancies returned within 24 hours at correct times	✓	No issues	

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



THEME 2 – STAFF				
Number	Item		Comments/Remarks	Actions
20	All staff trained in:			
	<ul style="list-style-type: none"><li>• fire safety</li><li>• Children first, where applicable (only required for Family PEA's at present)</li></ul>	<div>√</div> <div>√</div>	<div>No issues</div> <div>No issues</div>	
21	Key staff trained in:			
	<ul style="list-style-type: none"><li>• Managing Challenging Behaviour Training (Eg: TCI, CPI, MAPA training)</li></ul>	<div>√</div>	<div>No issues</div>	
	<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>	<div>√</div>	<div>No issues</div>	
	<ul style="list-style-type: none"><li>• Suicide Awareness</li></ul>	<div>√</div>	<div>No issues</div>	
	<ul style="list-style-type: none"><li>• Intercultural awareness</li></ul>	<div>√</div>	<div>No issues</div>	
	<ul style="list-style-type: none"><li>• Equality &amp; Diversity</li></ul>	<div>√</div>	<div>No issues</div>	
	<ul style="list-style-type: none"><li>• Safeguarding Vulnerable Adults</li></ul>	<div>√</div>	<div>No issues</div>	
	<ul style="list-style-type: none"><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>	<div>√</div> <div>√</div> <div>√</div>	<div>No issues</div> <div>No issues</div> <div>No issues</div>	

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

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

THEME 2 – FIRE SAFETY ON SITE AT TIME OF INSPECTION				
Number	Item		Comments/Remarks	Actions
27	Fire Alarm showing any faults	X	No issues	
28	Appropriate number of carbon monoxide alarms on site and operational	24	No issues	
29	Sufficient levels of trained staff on site as required	✓	No issues	
30	Emergency evacuation plan in place and staff are fully aware of their roles and responsibilities in the event of an emergency. Last time a fire drill was conducted	✓	No issues  05/07/2023	
31	How often are fire drill conducted on site?	✓	Quarterly No issues	
32	Are there adequate fire escape route finder plans in the property?	✓	No issues	
33	Are all Fire Safety checks being conducted, as required by staff members, as required?	✓	Fire Register in place No issues	
34	Are all fire extinguishers present and serviced up to date?	✓	No issues Last serviced: 06/2023	



23501 –230712D06

<b>35</b>	Are all Life Safety Systems fully operational and functioning and service records up to date?	✓	No issues	
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THEME 3 – H&S, Food Service and Infection Control				
Number	Item		Comments/Remarks	Actions
<b>1</b>	No. of service user incidents or accidents on site in previous month	4	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	

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



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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	Nil	Category 4 facility. No issues	
11	Drinking water available	√	No issues	
12	Dietary requirements catered for, allergens on display	N/A	No issues	
13	HACCP system in use and up to date	N/A	No issues	
14	Weekly and monthly menus available and in use	N/A	No issues	
15	Last EHO report available if applicable	N/A	No issues	

THEME 3 – COVID				
Number	Item		Comments/Remarks	Actions
16	Daily symptoms check in place for staff	√	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 Extinguishers



Fire Panel







23501 -230712D06

Emergency Lighting



Laundry Facility





Communal Area



Bathroom





23501 –230712D06

## 4 Conclusions

### 4.1.1 Inspectors Comments

Property 230712D06 has current occupancy of 18 service users.

Property is in a good condition.

### 4.1.2 Actions of the Property

Actions from the site inspection that need to be addressed:

- Gas service Certificate was not available on site on day of inspection and informed that these certificates are with DCC.
- Electrical Certificates were not available on site on day of inspection and informed that these certificates are with DCC.
- Annual Certificate of disinfection for the buildings water storage system was not available on site on day of inspection.
- Emergency Lighting is due for service.

### 4.1.3 Actions Concluded

The following actions have been concluded:

- The Gas and water storage certs that were outstanding have now been provided and verified.
  - Emergency lighting has been serviced and cert is available at the property.
  - The service provider is currently working on providing the outstanding electrical cert, this will be provided by the end of quarter one 2024.
-



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**Dublin City Council**

## **SITE INSPECTION REPORT**

**230713D06**

**10<sup>th</sup> July 2023**

Prepared by	Eamon O'Boyle and Associates
Date	09th January 2024
Reference	23501 – 230713D06 – Final

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

#### Onsite Facilities

- Housekeeping service
- Laundry
- Sanitising Service

#### Operational Systems

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

#### Staff

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

#### Health & Safety

- Fire Wardens on Duty
- First Aid resources in place

#### Food Service

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



## 1.2 Inspection Details

**Inspector:** A

**Date:** 10<sup>th</sup> July 2023

**Property Description:** Property 230713D06 was upgraded in 2022. Property consists of 1 floor, there are 10 rooms. Property is designated for females 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

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Inspections are undertaken by a multi-disciplined team.

This is to ensure:

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

## 2 Site Inspection Checklist

# Inspection Checklist

**Location:** 230713D06

**Date:** 10<sup>th</sup> July 2023

**Inspector:** A

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

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



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

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



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25	Number of DAC bedrooms per facility	10	No issues	
26	Any breakages noted generally	X	No issues	

THEME 1 – BATHROOMS				
Number	Item		Comments/Remarks	Actions
27	Number of bathrooms shared	3	No issues	
28	Number of DAC bathrooms per facility	3	No issues	
29	Wall finishing's and floors clean and in good repair with no sign of mould	√	No issues	
30	Shower, toilet and sink in good repair and in working order (hot and cold water)	√	No issues	
31	Openable window and/or mechanical ventilation in place	√	No issues	
32	Heat source present in the bathroom i.e radiator, heated towel rail or Bathroom Fan Heater.	√	No issues	
33	Any breakages	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.	√	2 washers and 2 dryers on premises. No issues	
38	Any repair issues	X	No issues	

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

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

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

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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 04/07/2023. Emergency lighting serviced on 29/03/2023.	Emergency Lighting to be serviced
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 on 06/2023. No issues	
60	Fire drill done in the last Quarter and date	✓	Conducted quarterly. Last fire drill held on 31/05/2023. No issues	
61	Personal Emergency Evacuation Plan in place and all staff aware of the procedure	✓	Personal Emergency Evacuation Plan in place No issues	

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<b>62</b>	Gas service records ex. RGI Cert	X	Certificate was not available on site on day of inspection	Facility Management to follow up on this issue
<b>63</b>	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
<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	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
<b>65</b>	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
<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	

THEME 2 – Onsite Facilities, Operational Systems, Support Services, Staff				
Number	Item		Comments/Remarks	Actions
<b>1</b>	Housekeeping service in place	✓	No issues	

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<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	

THEME 2 – OPERATIONAL SYSTEMS				
Number	Item		Comments/Remarks	Actions
<b>6</b>	No. of available beds as per agreement with DCC	21	No issues	
<b>7</b>	No. of available beds today	0	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	1	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.	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	



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15	Complaints and feedback system in place	✓	No issues	
16	Record available of bookings, no shows, final headcount and returns for previous day	✓	No issues	
17	Vacancies returned within 24 hours at correct times	✓	No issues	

#### THEME 2 – SUPPORT SERVICES

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

#### THEME 2 – STAFF

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

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





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26	Appropriate staff structure in place with a clearly identifiable person in charge (manager/supervisor) on site	✓	No issues	
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THEME 2 – FIRE SAFETY ON SITE AT TIME OF INSPECTION				
Number	Item		Comments/Remarks	Actions
27	Fire Alarm showing any faults	X	No issues	
28	Appropriate number of carbon monoxide alarms on site and operational	16	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  31/05/2023	
31	How often are fire drill conducted on site?	✓	Quarterly No issues	
32	Are there adequate fire escape route finder plans in the property?	✓	No issues	
33	Are all Fire Safety checks being conducted, as required by staff members, as required?	✓	Fire Register in place No issues	
34	Are all fire extinguishers present and serviced up to date?	✓	No issues Last serviced: 06/2023	
35	Are all Life Safety Systems fully operational and functioning and service records up to date?	✓	No issues	

THEME 3 – H&S, Food Service and Infection Control				
Number	Item		Comments/Remarks	Actions
1	No. of service user incidents or accidents on site in previous month	4	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	3 X 20	No issues	
11	Drinking water available	✓	No issues	



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<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	√	No issues	
<b>15</b>	Last EHO report available if applicable	√	No issues	

THEME 3 – COVID				
Number	Item		Comments/Remarks	Actions
<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	

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### 3 Photos of Premises

Fire Extinguishers



Fire Panel





Emergency Lighting



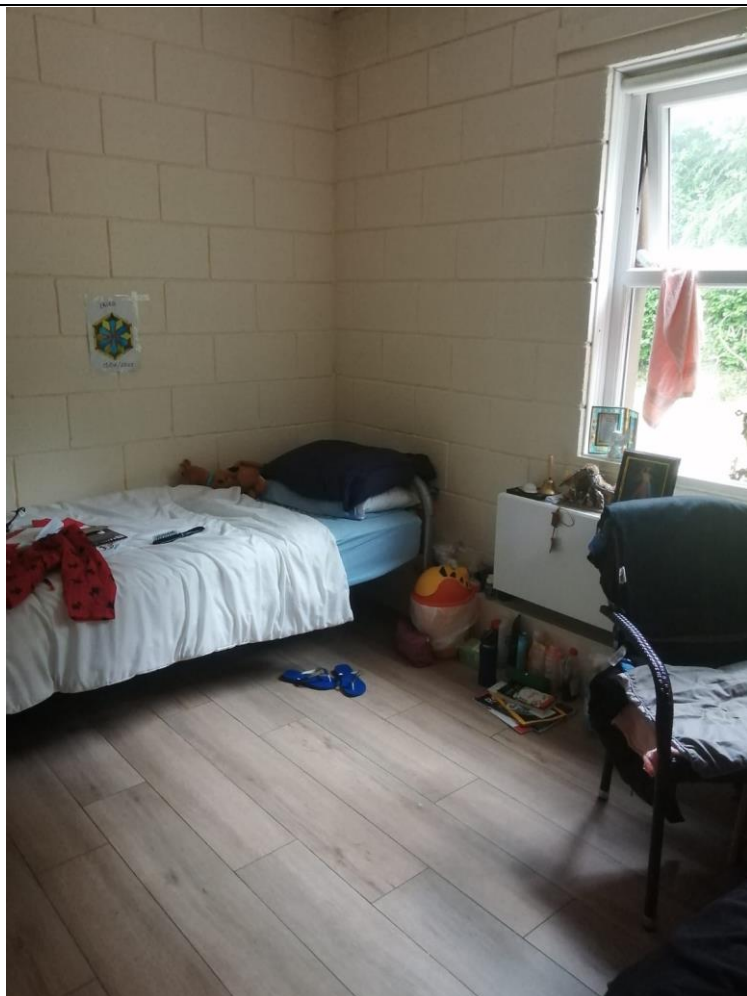
Laundry Facility





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Bedroom



Bathroom





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## 4 Conclusions

### 4.1.1 Inspectors Comments

Property 230713D06 has a current occupancy of 20 service users.

Property is in a good condition.

### 4.1.2 Actions of the Property

Actions from the site inspection that need to be addressed:

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

### 4.1.3 Actions Concluded

The following actions have been concluded:

- The Gas and water storage certs that were outstanding have now been provided and verified.
  - Emergency lighting has been serviced and cert is available at the property.
  - The service provider is currently working on providing the outstanding electrical cert, this will be provided by the end of quarter one 2024.
-



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

## **SITE INSPECTION REPORT**

**230714D17**

**27<sup>th</sup> July 2023**

Prepared by	Eamon O'Boyle and Associates
Date	09 <sup>th</sup> January 2024
Reference	23501 – 230714D17 – Final



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## 1 Introduction

### 1.1 Overview

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

The Homeless Accommodation Inspection Service will encompass the following elements:

#### Building Standards

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

#### Onsite Facilities

- Housekeeping service
- Laundry
- Sanitising Service

#### Operational Systems

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

#### Staff

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

#### Health & Safety

- Fire Wardens on Duty
- First Aid resources in place

#### Food Service

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



## 1.2 Inspection Details

**Inspector:** B,

**Date:** 27<sup>th</sup> July 2023

**Property Description:** Property 230714D17 has 6 family units operating in a semi independent setting. Each apartment has its own living area, bathroom, and bedrooms. 2 apartments have equipped kitchens and laundry equipment while 4 families share laundry and kitchens. The service users have support available on site. The apartments are equipped with electrical goods and furnishings.

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:** 230714D17

**Date:** 27<sup>th</sup> July 2023

**Inspector:** B

THEME 1 – BUILDING STANDARDS				
Number	Item		Comments/Remarks	Actions
1	Overall condition of the premises	✓	Excellent	
2	Overall atmosphere	✓	Good	
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	
7	Streetscape clean and free from rubbish	✓	No Issues	
8	Regular outside checks	✓	No Issues	
9	External CCTV in place	✓	No Issues	
10	External items for repair	X	No Issues	



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THEME 1 – COMMON AREAS – Reception, Corridors, Stairwells				
Number	Item		Comments/Remarks	Actions
11	Condition of communal areas	✓	No Issues	
12	Condition of floor and wall finishes	✓	No Issues	
13	Internal CCTV available	✓	No Issues	
14	Appropriate lighting and fixtures	✓	No Issues	
15	Passive ventilation in bedrooms	✓	No Issues	
16	Any internal repairs required	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	✓	6 Family Apartments	Hallway, Kitchen/living area Bedroom and Ensuite bathroom
19	No. of rooms decommissioned because of maintenance issues, why and for how long	0	No Issues	
20	Furnishings (including beds) fit for purpose and in good repair	✓	No Issues	
21	Mattresses must be washable and breathable type i.e., hospital type mattress	✓	No Issues	
22	Televisions provided in rooms with reasonable choice channels available for the client base being accommodated.	✓	No Issues	
23	Free Wi-Fi available	X	No Issues	
24	Automatically locking Window restrictors and passive ventilation in all bedrooms	✓	No Issues	
25	Number of DAC bedrooms per facility	1	No Issues	



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26	Any breakages noted generally	X	No Issues	
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THEME 1 – BATHROOMS				
Number	Item		Comments/Remarks	Actions
27	Number of bathrooms shared	0	All Family apartments are ensuite	
28	Number of DAC bathrooms per facility	1	No Issues	
29	Wall finishing's and floors clean and in good repair with no sign of mould	✓	No Issues	
30	Shower, toilet and sink in good repair and in working order (hot and cold water)	✓	No Issues	
31	Openable window and/or mechanical ventilation in place	✓	No Issues	
32	Heat source present in the bathroom i.e., radiator, heated towel rail or Bathroom Fan Heater.	X	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	✓	Two apartments have their own laundry facilities.	
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 driers for 4 families.	
38	Any repair issues	X	No Issues	

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THEME 1 - SMOKING AREA				
Number	Item		Comments/Remarks	Actions
<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	

THEME 1 - COMMERCIAL KITCHEN/FOOD SERVICE AREA				
Number	Item		Comments/Remarks	Actions
<b>41</b>	Kitchen and storage areas clean and in good repair	N/A	No Issues	
<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	N/A	No Issues	

THEME 1 - DOMESTIC KITCHENS/TRAINING KITCHENS				
Number	Item		Comments/Remarks	Actions
<b>47</b>	Kitchen and storage areas clean and in good repair	✓	There are 3 domestic kitchens shared by 4 families.	The other 2 apartments have their own kitchens.
<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	



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<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	X	No Issues	
<b>52</b>	Most recent EHO inspection report available if applicable	X	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	

THEME 1 - FIRE COMPLIANCE				
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 inspection certs up to date (Quarterly) and recorded in the Fire Register	✓	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	✓	No Issues	
<b>60</b>	Fire drill done in the last Quarter and date	23/5/23	No Issues	
<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	N/A	No Issues	
<b>63</b>	Electrical certificates up to date	✓	No Issues	



THEME 1 - WATER TANKS				
Number	Item		Comments/Remarks	Actions
<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	✓	No Issues	

THEME 1 – MAINTENANCE				
Number	Item		Comments/Remarks	Actions
<b>65</b>	Weekly log of maintenance check of full building completed and DCC notified of any issues	✓	Maintenance is the responsibility of management and they use a contractor.	

THEME 1 - GOOD NEIGHBOURHOOD POLICY				
Number	Item		Comments/Remarks	Actions
<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	

THEME 2 – Onsite Facilities, Operational Systems, Support Services, Staff				
Number	Item		Comments/Remarks	Actions
<b>1</b>	Housekeeping service in place	X	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 Issues	

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<b>4</b>	Laundry facility available to service users	X	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	26	No Issues	
<b>7</b>	No. of available beds today	26	No Issues	
<b>8</b>	No. of service users booked in today	26	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	✓	No Issues	
<b>14</b>	Register of occupants in place and residents entry/exit tracked in an electronic record	X	Manual Checks	
<b>15</b>	Complaints and feedback system in place	✓	No Issues	



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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	X	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	

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



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<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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THEME 2 – FIRE SAFETY ON SITE AT TIME OF INSPECTION				
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	✓ 23.5.23	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	



23501 –230714D17

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	✓	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.	N/A	No Issues	



23501 –230714D17

THEME 3 – FOOD				
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	

THEME 3 – COVID				
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	

23501 -230714D17

### 3 Photos of Premises

Fire Extinguishers



Fire Panel





Children Play Area



Laundry Facility





23501 -230714D17

Bedroom



Bathroom





23501 –230714D17

## 4 Conclusions

### 4.1.1 Inspectors Comments

Property 230714D17 from the front door in is decorated and equipped in a child friendly manner. The atmosphere is welcoming throughout. The property is spacious and well maintained with well thought out garden and play areas. This service is operated by staff with an excellent knowledge of the facility.

### 4.1.2 Actions of the Property

There are now further actions from this property.

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

## **SITE INSPECTION REPORT**

**230715D15**

**27<sup>th</sup> July 2023**

Prepared by	Eamon O'Boyle and Associates
Date	09 <sup>th</sup> January 2024
Reference	23501 – 230715D15 - Final

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## 1 Introduction

### 1.1 Overview

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

The Homeless Accommodation Inspection Service will encompass the following elements:

#### Building Standards

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

#### Onsite Facilities

- Housekeeping service
- Laundry
- Sanitising Service

#### Operational Systems

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

#### Staff

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

#### Health & Safety

- Fire Wardens on Duty
- First Aid resources in place

#### Food Service

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



## 1.2 Inspection Details

**Inspector:** B

**Date:** 27<sup>th</sup> July 2023

**Property Description:** Property 230715D15 is a modern apartment block and has 15 family units operating in an independent setting. Each apartment has its own fully equipped kitchen, living area, bathroom, and 2 bedrooms. The apartments are equipped with electrical goods and furnishings.

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:** 230715D15

**Date:** 27<sup>th</sup> July 2023

**Inspector:** B

THEME 1 – BUILDING STANDARDS				
Number	Item		Comments/Remarks	Actions
1	Overall condition of the premises	✓	Excellent	
2	Overall atmosphere	✓	Good	
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	
7	Streetscape clean and free from rubbish	✓	No Issues	
8	Regular outside checks	✓	No Issues	
9	External CCTV in place	✓	No Issues	
10	External items for repair	X	No Issues	



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THEME 1 – COMMON AREAS – Reception, Corridors, Stairwells				
Number	Item		Comments/Remarks	Actions
11	Condition of communal areas	✓	No Issues	
12	Condition of floor and wall finishes	✓	No Issues	
13	Internal CCTV available	✓	No Issues	
14	Appropriate lighting and fixtures	✓	No Issues	
15	Passive ventilation in bedrooms	✓	No Issues	
16	Any internal repairs required	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	✓	15 Family Apartments	Hallway, Kitchen/living area Bedroom and Ensuite bathroom
19	No. of rooms decommissioned because of maintenance issues, why and for how long	1	Waiting on referral	
20	Furnishings (including beds) fit for purpose and in good repair	✓	No Issues	
21	Mattresses must be washable and breathable type i.e., hospital type mattress	✓	No Issues	
22	Televisions provided in rooms with reasonable choice channels available for the client base being accommodated.	✓	No Issues	
23	Free Wi-Fi available	X	No Issues	
24	Automatically locking Window restrictors and passive ventilation in all bedrooms	✓	No Issues	
25	Number of DAC bedrooms per facility	3	Ground floor apartments	



23501 –230715D15

26	Any breakages noted generally	X	No Issues	
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THEME 1 – BATHROOMS				
Number	Item		Comments/Remarks	Actions
27	Number of bathrooms shared	0	All Family apartments are ensuite	
28	Number of DAC bathrooms per facility	3	No Issues	
29	Wall finishing's and floors clean and in good repair with no sign of mould	✓	No Issues	
30	Shower, toilet and sink in good repair and in working order (hot and cold water)	✓	No Issues	
31	Openable window and/or mechanical ventilation in place	✓	No Issues	
32	Heat source present in the bathroom i.e., radiator, heated towel rail or Bathroom Fan Heater.	✓	No Issues	
33	Any breakages	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	✓	Apartments have their own laundry facilities.	
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	
38	Any repair issues	X	No Issues	

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

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

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

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

THEME 1 - FIRE COMPLIANCE				
Number	Item		Comments/Remarks	Actions
58	Fire log in place and all relevant information is recorded.	✓	No Issues	
59	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	
60	Fire equipment serviced and in working order and periodic inspection certs up to date (Annually) and recorded in the Fire Register	✓	No Issues	
61	Fire drill done in the last Quarter and date	01/6/23	No Issues	
62	Personal Emergency Evacuation Plan in place and all staff aware of the procedure	✓	No Issues	
63	Gas service records ex. RGI Cert	✓	No Issues	
64	Electrical certificates up to date	✓	No Issues	

THEME 1 - WATER TANKS				
Number	Item		Comments/Remarks	Actions
65	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
66	Weekly log of maintenance check of full building completed and DCC notified of any issues	✓	Maintenance is the responsibility of management and they use a contractor	

THEME 1 - GOOD NEIGHBOURHOOD POLICY				
Number	Item		Comments/Remarks	Actions
67	Staff aware of responsibilities and Policy document available for review	✓	No Issues	
68	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	X	Own property responsibly for their own cleaning	
2	Names of all staff on site, and their roles.	N/A	No Issues	
3	Cleaning products available to service users	✓	No Issues	



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4	Laundry facility available to service users	X	In the apartment	
5	Sanitising schedule in place and records available	X	No Issues	

THEME 2 – OPERATIONAL SYSTEMS				
Number	Item		Comments/Remarks	Actions
6	No. of available beds as per agreement with DCC	83	No Issues	
7	No. of available beds today	83	No Issues	
8	No. of service users booked in today	83	No Issues	
9	No. of beds unavailable, have these been reported to the DRHE	0	1 available unit waiting for a referral	
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	X	Manual Checks	
15	Complaints and feedback system in place	✓	No Issues	



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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	X	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	

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





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26	Appropriate staff structure in place with a clearly identifiable person in charge (manager/supervisor) on site	✓	No Issues	
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THEME 2 – FIRE SAFETY ON SITE AT TIME OF INSPECTION				
Number	Item		Comments/Remarks	Actions
27	Fire Alarm showing any faults	✓	No Issues	
28	Appropriate number of carbon monoxide alarms on site and operational	✓	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	✓ 01.6.23	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	

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	✓	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.	N/A	No Issues	

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



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

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

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### 3 Photos of Premises

Fire Extinguishers



Fire Panel





23501 -230715D15

Apartment Living space



Laundry Facility



23501 -230715D15

Bedroom



Bathroom





23501 –230715D15

## 4 Conclusions

### 4.1.1 Inspectors Comments

Property 230715D15 is modern, spacious and well maintained. This service is operated by staff with an excellent knowledge of the facility.

### 4.1.2 Actions of the Property

There are no further actions to be addressed at this property.

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## SITE INSPECTION REPORT

**230716D06**

**20<sup>th</sup> July 2023**

Prepared by	Eamon O'Boyle and Associates
Date	09 <sup>th</sup> January 2024
Reference	23501 – 230716D06 – Final



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## 1 Introduction

### 1.1 Overview

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

The Homeless Accommodation Inspection Service will encompass the following elements:

#### Building Standards

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

#### Onsite Facilities

- Housekeeping service
- Laundry
- Sanitising Service

#### Operational Systems

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

#### Staff

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

#### Health & Safety

- Fire Wardens on Duty
- First Aid resources in place

#### Food Service

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



## 1.2 Inspection Details

**Inspector:** A

**Date:** 20<sup>th</sup> July 2023

**Property Description:** Property 230716D06 was refurbished in 2022. Property consists of 3 floors, there are 10 rooms. Current capacity of 50 service users, property is designated as a family hub.

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:** 230716D06

**Date:** 20<sup>th</sup> July 2023

**Inspector:** A

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

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

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

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



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25	Number of DAC bedrooms per facility	0	No DAC Bedrooms	
26	Any breakages noted generally	X	No issues	

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

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

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

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

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

THEME 1 - FIRE COMPLIANCE				
Number	Item		Comments/Remarks	Actions
57	Fire log in place and all relevant information is recorded.	✓	Fire Safety Register in place. Relevant information recorded. No issues	
58	Fire alarm, emergency lighting serviced and in working order and periodic inspection certs up to date (Quarterly) and recorded in the Fire Register	✓	Fire Alarm serviced on 11/05/2023. Emergency lighting serviced on 17/07/2023. No issues	
59	Fire equipment serviced and in working order and periodic inspection certs up to date (Annually) and recorded in the Fire Register	✓	Fire extinguishers last serviced on 11/22. No issues	
60	Fire drill done in the last Quarter and date	✓	Conducted quarterly. Last fire drill held on 27/06/2023. No issues	
61	Personal Emergency Evacuation Plan in place and all staff aware of the procedure	✓	Personal Emergency Evacuation Plan in place No issues	





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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	√	No issues	
2	Names of all staff on site, and their roles.	√	No issues	



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<b>3</b>	Cleaning products available to service users	√	No issues	
<b>4</b>	Laundry facility available to service users	√	Staff provide laundry service. 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	50	No issues	
<b>7</b>	No. of available beds today	2	No issues	
<b>8</b>	No. of service users booked in today	48	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	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	√	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	



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16	Record available of bookings, no shows, final headcount and returns for previous day	√	No issues	
17	Vacancies returned within 24 hours at correct times	√	No issues	

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

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

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



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26	Appropriate staff structure in place with a clearly identifiable person in charge (manager/supervisor) on site	√	No issues	
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THEME 2 – FIRE SAFETY ON SITE AT TIME OF INSPECTION				
Number	Item		Comments/Remarks	Actions
27	Fire Alarm showing any faults	X	No issues	
28	Appropriate number of carbon monoxide alarms on site and operational	1	No issues	
29	Sufficient levels of trained staff on site as required	√	No issues	
30	Emergency evacuation plan in place and staff are fully aware of their roles and responsibilities in the event of an emergency. Last time a fire drill was conducted	√	No issues  27/06/2023	
31	How often are fire drill conducted on site?	√	Quarterly No issues	
32	Are there adequate fire escape route finder plans in the property?	√	No issues	
33	Are all Fire Safety checks being conducted, as required by staff members, as required?	√	Fire Register in place No issues	
34	Are all fire extinguishers present and serviced up to date?	√	No issues Last serviced: 11/2022	
35	Are all Life Safety Systems fully operational and functioning and service records up to date?	√	No issues	

THEME 3 – H&S, Food Service and Infection Control				
Number	Item		Comments/Remarks	Actions
1	No. of service user incidents or accidents on site in previous month	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	48 X 3	No issues	
11	Drinking water available	✓	No issues	



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<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	√	No issues	
<b>15</b>	Last EHO report available if applicable	√	No inspection to date	

THEME 3 – COVID				
Number	Item		Comments/Remarks	Actions
<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	

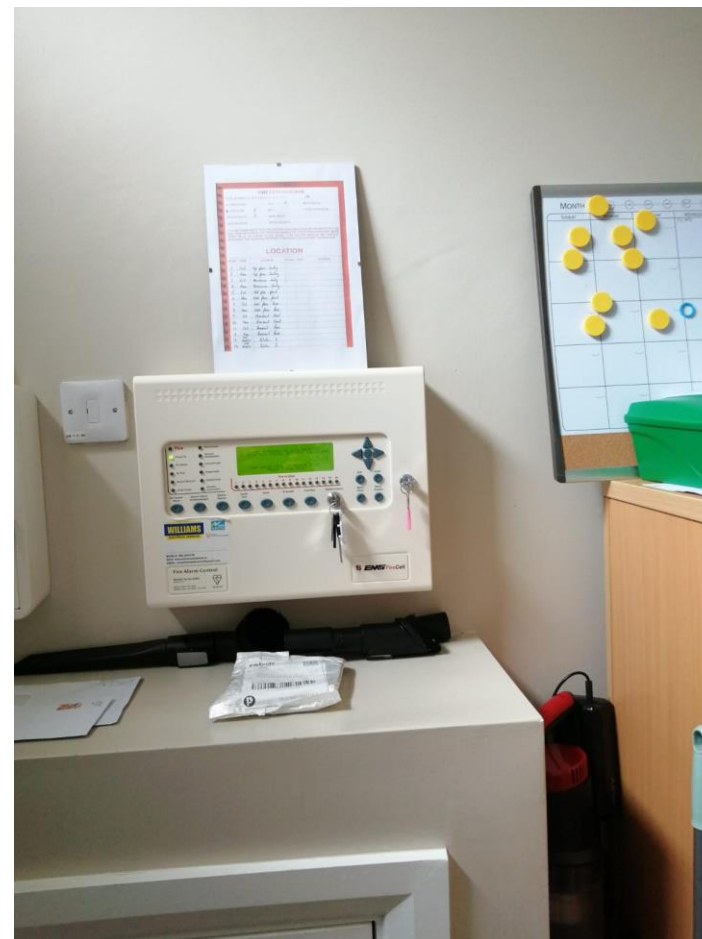
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### 3 Photos of Premises

Fire Extinguishers



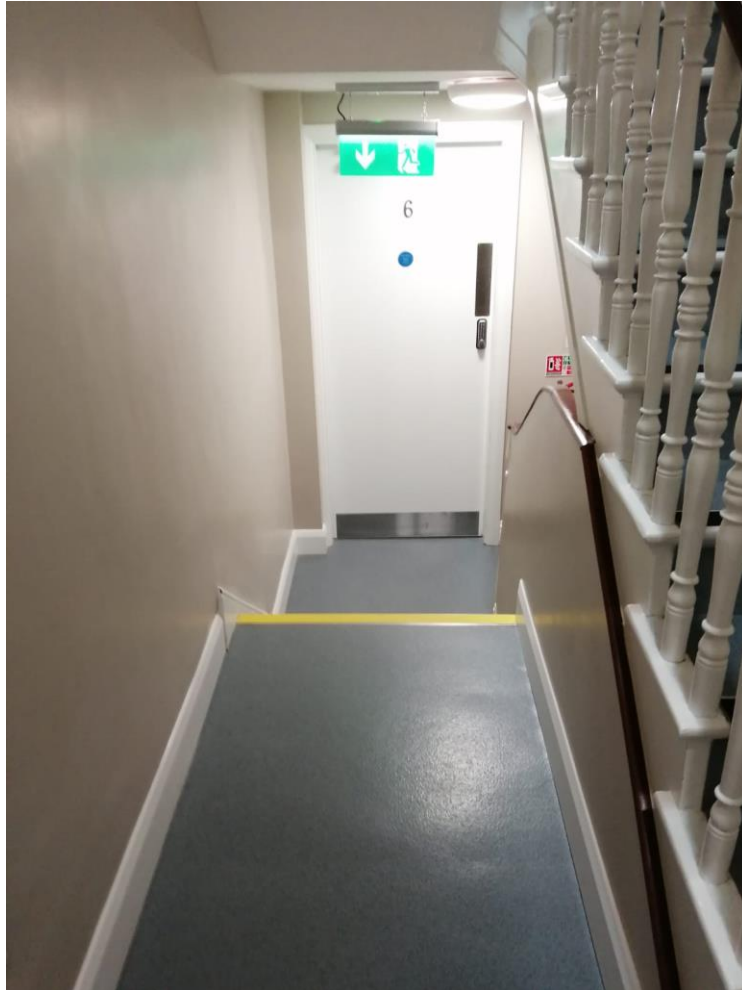
Fire Panel







Emergency Lighting



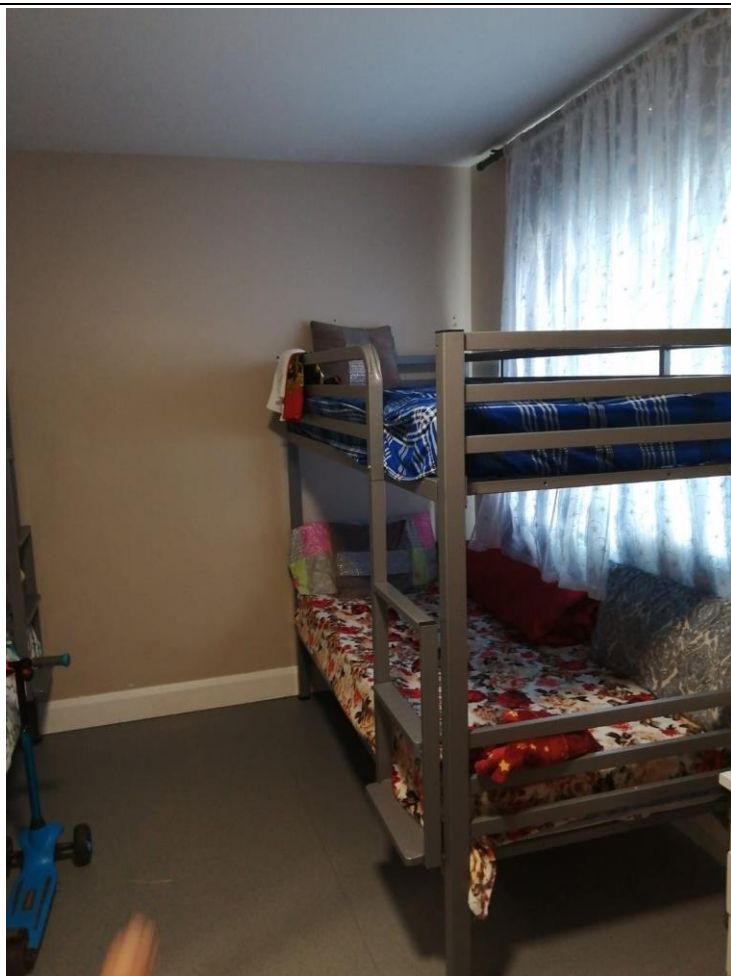
Laundry Facility



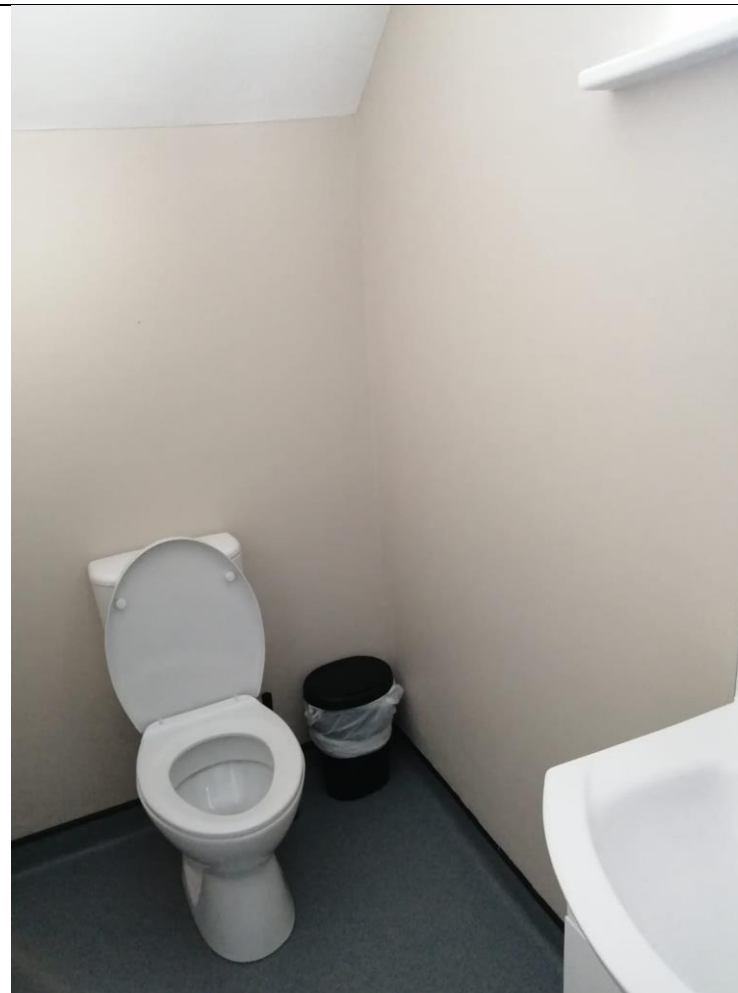


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Bedroom



Bathroom





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## 4 Conclusions

### 4.1.1 Inspectors Comments

Property 230716D06 has a current occupancy of 48 service users.

Property is in a very good condition.

### 4.1.2 Actions of the Property

There are no further actions of this property.

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## **SITE INSPECTION REPORT**

**230717D01**

**11<sup>th</sup> July 2023**

Prepared by	Eamon O'Boyle and Associates
Date	09 <sup>th</sup> January 2024
Reference	23501 - 230717D01 – Final

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## 1 Introduction

### 1.1 Overview

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

The Homeless Accommodation Inspection Service will encompass the following elements:

#### Building Standards

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

#### Onsite Facilities

- Housekeeping service
- Laundry
- Sanitising Service

#### Operational Systems

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

#### Staff

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

#### Health & Safety

- Fire Wardens on Duty
- First Aid resources in place

#### Food Service

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



## 1.2 Inspection Details

**Inspector:** A

**Date:** 11<sup>TH</sup> July 2023

**Property Description:** Property 230717D01 was refurbished in 2022, property consists of 4 floors. Current capacity of 35 service users, property is designated for males only.

Please see photos in section 3

## 1.3 EOBA'S Approach

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

EOBA understands the objectives of the Framework ensures the following

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

## 1.4 EOBA's Methodology

Inspections are undertaken by a multi-disciplined team.

This is to ensure:

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

## 2 Site Inspection Checklist

# Inspection Checklist

**Location:** 230717D01

**Date:** 11<sup>th</sup> July 2023

**Inspector:** A

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

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





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

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



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25	Number of DAC bedrooms per facility	0	No DAC bedrooms	
26	Any breakages noted generally	X	No issues	

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

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

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

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

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

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

THEME 1 - FIRE COMPLIANCE				
Number	Item		Comments/Remarks	Actions
57	Fire log in place and all relevant information is recorded.	✓	Fire Safety Register in place. Relevant information recorded. No issues	
58	Fire alarm, emergency lighting serviced and in working order and periodic inspection certs up to date (Quarterly) and recorded in the Fire Register	✓	Fire Alarm serviced on 10/05/2023 Emergency lighting serviced on 30/08/2022.	Emergency lighting needs to be serviced every 3 months
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 on 18/08/2022. No issues	
60	Fire drill done in the last Quarter and date	✓	Conducted quarterly. Last fire drill held on 22/05/2023 No issues	
61	Personal Emergency Evacuation Plan in place and all staff aware of the procedure	✓	Personal Emergency Evacuation Plan in place. No issues	



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62	Gas service records ex. RGI Cert	N/A	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	✓	No issues	
2	Names of all staff on site, and their roles.	✓	No issues	

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<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	35	No issues	
<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	

THEME 2 – OPERATIONAL SYSTEMS				
Number	Item		Comments/Remarks	Actions
<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	



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16	Record available of bookings, no shows, final headcount and returns for previous day	√	No issues	
17	Vacancies returned within 24 hours at correct times	√	No issues	

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

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

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





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26	Appropriate staff structure in place with a clearly identifiable person in charge (manager/supervisor) on site	√	No issues	
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THEME 2 – FIRE SAFETY ON SITE AT TIME OF INSPECTION				
Number	Item		Comments/Remarks	Actions
27	Fire Alarm showing any faults	X	No issues	
28	Appropriate number of carbon monoxide alarms on site and operational	1	No issues	
29	Sufficient levels of trained staff on site as required	√	No issues	
30	Emergency evacuation plan in place and staff are fully aware of their roles and responsibilities in the event of an emergency. Last time a fire drill was conducted	√	No issues  22/05/2023	
31	How often are fire drill conducted on site?	√	Quarterly No issues	
32	Are there adequate fire escape route finder plans in the property?	√	No issues	
33	Are all Fire Safety checks being conducted, as required by staff members, as required?	√	Fire Register in place No issues	
34	Are all fire extinguishers present and serviced up to date?	√	No issues Last serviced: 18/08/2022	
35	Are all Life Safety Systems fully operational and functioning and service records up to date?	√	No issues	

THEME 3 – H&S, Food Service and Infection Control				
Number	Item		Comments/Remarks	Actions
1	No. of service user incidents or accidents on site in previous month	6	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	35 X 3	No issues	
11	Drinking water available	✓	No issues	



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

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

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### 3 Photos of Premises

Fire Extinguishers



Fire Panel





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Emergency Lighting



Laundry Facility





Bedroom



Communal Area





23501 – 230717D01

## 4 Conclusions

### 4.1.1 Inspectors Comments

Property 230717D01 has a current occupancy of 35 service users.

Property is in a good condition.

### 4.1.2 Actions of the Property

Actions from the site inspection that need to be addressed:

- Emergency Lighting needs to be serviced quarterly.

### 4.1.3 Actions Concluded

The following actions have been concluded:

- Emergency lighting has been serviced and scheduled for quarterly service.
-



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

## **SITE INSPECTION REPORT**

**230718K67**

**06<sup>TH</sup> July 2023**

Prepared by	Eamon O'Boyle and Associates
Date	09 <sup>th</sup> January 2024
Reference	23501 – 230718K67 – Final



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## 1 Introduction

### 1.1 Overview

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

The Homeless Accommodation Inspection Service will encompass the following elements:

#### Building Standards

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

#### Onsite Facilities

- Housekeeping service
- Laundry
- Sanitising Service

#### Operational Systems

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

#### Staff

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

#### Health & Safety

- Fire Wardens on Duty
- First Aid resources in place

#### Food Service

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



## 1.2 Inspection Details

**Inspector:** C

**Date:** 06<sup>th</sup> July 2023

**Property Description:** Property 230718K67 a recently renovated premises in excellent condition. Interior and exterior of very high quality, complying with all regulations. An occupancy of 60 males in 32 units, all rooms to a very high standard and exceptionally clean as is the rest of the residence.

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:** 230718K67

**Date:** 06<sup>th</sup> July 2023

**Inspector:** C

THEME 1 – BUILDING STANDARDS				
Number	Item		Comments/Remarks	Actions
1	Overall condition of the premises	✓	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	X	No Policy in place currently	Implement please

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	

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

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



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

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



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

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

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

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50	CCTV in place to cover the area/area monitored	✓	No Issues	
1	Cleaning schedule in place in compliance with HACCP guidelines	✓	No Issues	
52	Most recent EHO inspection report available if applicable	None	No Issues	
53	Suitable utensils and cookware available	✓	No Issues	
54	Dishwasher/s available	✓	No Issues	
55	Any breakages noted generally	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	✓	No Issues 24/06/23	
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	✓	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	✓	No Issues	
2	Names of all staff on site, and their roles.	✓	No Issues	
3	Cleaning products available to service users	✓	No Issues	



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

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

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	✓	No Issues	



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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 Booklet supplied to residents.	

#### 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>	✓ N/A	No Issues	



21	Key staff trained in:			
	• Managing Challenging Behaviour Training (Eg: TCI, CPI, MAPA training)	X	Recommend Training	Implement
	• Fire Warden, as a minimum a fire warden must be on the premises at all times	✓		
	• Suicide Awareness	✓		
	• Intercultural awareness	✓		
	• Equality & Diversity	✓		
	• Safeguarding Vulnerable Adults			
	• Administering Naloxone/overdose treatment	✓		
	• first aid	✓		
	• A minimum of one staff member is available or are planning to undertake NFQ/QQI Level 5/6 in social care or equivalent discipline on duty	✓		

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



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

THEME 3 – H&S, Food Service and Infection Control				
Number	Item		Comments/Remarks	Actions
1	No. of service user incidents or accidents on site in previous month	2	See notes	
2	No. of service user fatalities on site since last inspection	1	See Notes	
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 In compliance with Food Hygiene Legislation	N/A	No issue	
11	Drinking water available	N/A	No issue	



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<b>12</b>	Dietary requirements catered for, allergens on display	N/A	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	N/A	No issue	
<b>15</b>	Last EHO report available if applicable	N/A	No issue	

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	



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### 3 Photos of Premises

Communal Area



Fire Panel







Kitchen



Laundry Facility





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Bedroom



Shower





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## 4 Conclusions

### 4.1.1 Inspectors Comments

Property 230718K67 is run very professionally with all certification up to date and available, a couple of policies to be implemented from report.

Unfortunately, there were a few incidents in recent months. These incidents were dealt with following correct procedures with all appropriate services contacted. Incident report forms were completed and forwarded to the DRHE.

### 4.1.2 Actions of the Property

Actions from the site inspection that need to be addressed:

- Training on managing challenging behaviour to be completed
- Pest control policy to be put in place

### 4.1.3 Actions Concluded

The following actions have been concluded:

- The necessary training has been arranged for staff to complete
  - Pest control policy is now in place
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Comhairle Cathrach  
Bhaile Átha Cliath  
**Dublin City Council**

## **SITE INSPECTION REPORT**

**230720D14**

**26<sup>th</sup> July 2023**

Prepared by	Eamon O'Boyle and Associates
Date	09 <sup>th</sup> January 2024
Reference	23501 - 230720D14 – Final

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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.
-



## 1.2 Inspection Details

**Inspector:** B

**Date:** 26<sup>th</sup> July 2023

**Property Description:** Property 230720D14 6 family apartments in an independent setting. Each apartment has its own living area, fully equipped kitchen, bathroom, and 2 bedrooms. The largest family is 2 parents and 4 children and the smallest is 1 parent and 1 child. The service users have support available on site. The apartments are equipped with all electrical goods and furnishings.

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:** 230720D14

**Date:** 26<sup>th</sup> July 2023

**Inspector:** B

THEME 1 – BUILDING STANDARDS				
Number	Item		Comments/Remarks	Actions
1	Overall condition of the premises	✓	Very Good	
2	Overall atmosphere	✓	Good	
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	
7	Streetscape clean and free from rubbish	✓	No Issues	
8	Regular outside checks	✓	No Issues	
9	External CCTV in place	✓	No Issues	
10	External items for repair	X	No Issues	



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THEME 1 – COMMON AREAS – Reception, Corridors, Stairwells				
Number	Item		Comments/Remarks	Actions
11	Condition of communal areas	✓	No Issues	
12	Condition of floor and wall finishes	✓	No Issues	
13	Internal CCTV available	✓	No Issues	
14	Appropriate lighting and fixtures	✓	No Issues	
15	Passive ventilation in bedrooms	✓	No Issues	
16	Any internal repairs required	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	✓	6 Family Apartments	Hallway, Kitchen/living area Bedroom and Ensuite bathroom
19	No. of rooms decommissioned because of maintenance issues, why and for how long	0	No Issues	
20	Furnishings (including beds) fit for purpose and in good repair	✓	No Issues	
21	Mattresses must be washable and breathable type i.e., hospital type mattress	✓	No Issues	
22	Televisions provided in rooms with reasonable choice channels available for the client base being accommodated.	X	No Issues	
23	Free Wi-Fi available	X	No Issues	
24	Automatically locking Window restrictors and passive ventilation in all bedrooms	✓	No Issues	
25	Number of DAC bedrooms per facility	0	None	



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26	Any breakages noted generally	X	No Issues	
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THEME 1 – BATHROOMS				
Number	Item		Comments/Remarks	Actions
27	Number of bathrooms shared	0	All Family apartments are ensuite	
28	Number of DAC bathrooms per facility	0	No Issues	
29	Wall finishing's and floors clean and in good repair with no sign of mould	✓	No Issues	
30	Shower, toilet and sink in good repair and in working order (hot and cold water)	✓	No Issues	
31	Openable window and/or mechanical ventilation in place	✓	No Issues	
32	Heat source present in the bathroom i.e., radiator, heated towel rail or Bathroom Fan Heater.	X	No 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	Each apartment has its own washing machine. There is a drier on site available if required.	
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	
38	Any repair issues	N/A	No Issues	

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

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

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



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

THEME 1 - FIRE COMPLIANCE				
Number	Item		Comments/Remarks	Actions
59	Fire log in place and all relevant information is recorded.	✓	No Issues	
60	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	
61	Fire equipment serviced and in working order and periodic inspection certs up to date (Annually) and recorded in the Fire Register	✓	No Issues	
62	Fire drill done in the last Quarter and date	13/7/23	No Issues	
63	Personal Emergency Evacuation Plan in place and all staff aware of the procedure	✓	No Issues	
64	Gas service records ex. RGI Cert	X	To be forwarded to DCC	
65	Electrical certificates up to date	X	To be forwarded to DCC	

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

THEME 1 – MAINTENANCE				
Number	Item		Comments/Remarks	Actions
67	Weekly log of maintenance check of full building completed and DCC notified of any issues	✓	Maintenance is the responsibility of management.	

THEME 1 - GOOD NEIGHBOURHOOD POLICY				
Number	Item		Comments/Remarks	Actions
68	Staff aware of responsibilities and Policy document available for review	✓	No Issues	
69	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	N/A	No Issues	
2	Names of all staff on site, and their roles.	N/A	No Issues	
3	Cleaning products available to service users	N/A	No Issues	

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<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	

THEME 2 – OPERATIONAL SYSTEMS				
Number	Item		Comments/Remarks	Actions
<b>6</b>	No. of available beds as per agreement with DCC	25	No Issues	
<b>7</b>	No. of available beds today	25	No Issues	
<b>8</b>	No. of service users booked in today	25	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	✓	No Issues	
<b>14</b>	Register of occupants in place and residents entry/exit tracked in an electronic record	X	Manual Checks	
<b>15</b>	Complaints and feedback system in place	✓	No Issues	



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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	X	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	

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





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26	Appropriate staff structure in place with a clearly identifiable person in charge (manager/supervisor) on site	✓	No Issues	
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THEME 2 – FIRE SAFETY ON SITE AT TIME OF INSPECTION				
Number	Item		Comments/Remarks	Actions
27	Fire Alarm showing any faults	✓	No Issues	
28	Appropriate number of carbon monoxide alarms on site and operational	✓	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	✓ 13.7.23	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	



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



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

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

### 3 Photos of Premises

## Fire Extinguishers



## Fire Panel





Communal Area



Laundry Facility







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Bedroom



Bathroom





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## 4 Conclusions

### 4.1.1 Inspectors Comments

Property 230720D14 allows families to live independently in an own front door facility. The property is an old building that is well maintained with well thought out garden and play areas. This service is operated by staff with an excellent knowledge of the facility.

### 4.1.2 Actions of the Property

Actions from the site inspection that need to be addressed:

- Outstanding certs need to be provided.

### 4.1.3 Actions Concluded

The following actions have been concluded:

- The above electrical and gas certs that were outstanding have now been provided and verified.
  - The service provider is currently working on providing the outstanding water cert, these will be provided by the end of quarter 1 2024.
-



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

## **SITE INSPECTION REPORT**

**230720K01**

**07<sup>th</sup> September 2023**

Prepared by	Eamon O'Boyle and Associates
Date	09 <sup>th</sup> January 2024
Reference	23501 – 230720K01 – Final



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## 1 Introduction

### 1.1 Overview

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

The Homeless Accommodation Inspection Service will encompass the following elements:

#### Building Standards

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

#### Onsite Facilities

- Housekeeping service
- Laundry
- Sanitising Service

#### Operational Systems

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

#### Staff

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

#### Health & Safety

- Fire Wardens on Duty
- First Aid resources in place

#### Food Service

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

## 1.2 Inspection Details

**Inspector:** B

**Date:** 07<sup>th</sup> September 2023

**Property Description:** Property 230720K01 is a very large property on a large site which allows for further expansion and access to green areas for residents. The operation is in transition now, as it accommodates single males and families under 2 different systems.

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:** 230720K01

**Date:** 07<sup>th</sup> September 2023

**Inspector:** B

THEME 1 – BUILDING STANDARDS				
Number	Item		Comments/Remarks	Actions
1	Overall condition of the premises	✓	Good	
2	Overall atmosphere	✓	Good	
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	✓	Considerable building and expansion works are ongoing.	
7	Streetscape clean and free from rubbish	✓	Considerable building and expansion works are ongoing.	
8	Regular outside checks	✓	No Issues	
9	External CCTV in place	✓	No Issues	
10	External items for repair	X	No Issues	

THEME 1 – COMMON AREAS – Reception, Corridors, Stairwells				
Number	Item		Comments/Remarks	Actions
11	Condition of communal areas	✓	No Issues	
12	Condition of floor and wall finishes	X	There are some carpeted areas that are badly stained however the intention is to replace as soon as construction work is completed.	
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	✓	Family size between 4 and 6	Ground floor and basement are DCC families
19	No. of rooms decommissioned because of maintenance issues, why and for how long	0	All in use	
20	Furnishings (including beds) fit for purpose and in good repair	✓	No Issues	
21	Mattresses must be washable and breathable type i.e. hospital type mattress	✓	No Issues	
22	Televisions provided in rooms with reasonable choice channels available for the client base being accommodated.	✓	No Issues	
23	Free Wi-Fi available	✓	No Issues	
24	Automatically locking Window restrictors and passive ventilation in all bedrooms	✓	No Issues	



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25	Number of DAC bedrooms per facility	1	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 rooms are ensuite	
28	Number of DAC bathrooms per facility	1	No Issues	
29	Wall finishing's and floors clean and in good repair with no sign of mould	✓	No Issues	
30	Shower, toilet and sink in good repair and in working order (hot and cold water)	✓	No Issues	
31	Openable window and/or mechanical ventilation in place	✓	No Issues	
32	Heat source present in the bathroom i.e radiator, heated towel rail or Bathroom Fan Heater.	✓	No Issues	
33	Any breakages	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	✓	5 washers and 5 driers – all new and commercial. It is envisaged that this will need to increase.	
35	Roster or straightforward system for access in place for all residents	X	No Issues	
36	CCTV in place in the laundry area	X	To be reviewed	
37	Sufficient numbers of washers and dryers available.	✓	5 washers and 5 driers – all new and commercial. It is envisaged that this will need to increase.	
38	Any repair issues	X	No Issues	

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

THEME 1 - COMMERCIAL KITCHEN/FOOD SERVICE AREA				
Number	Item		Comments/Remarks	Actions
41	Kitchen and storage areas clean and in good repair	✓	No Issues	
42	Furniture and floor/wall finishing's suitable and in good repair	✓	No Issues	
43	Lighting bright and fittings in good repair	✓	No Issues	
44	CCTV in place to cover the area/area monitored	✓	No Issues	
45	Cleaning schedule in place in compliance with HACCP guidelines	✓	No Issues	
46	Most recent EHO inspection report available if applicable	23/5/23	Issues to be addressed were reinspected and final report is expected.	

THEME 1 - DOMESTIC KITCHENS/TRAINING KITCHENS				
Number	Item		Comments/Remarks	Actions
47	Kitchen and storage areas clean and in good repair	✓	There are 8 domestic kitchens. 4 are in use and 4 to be commissioned.	
48	Furniture and floor/wall finishing's suitable and in good repair	✓	No Issues	
49	Lighting bright and fittings in good repair	✓	No Issues	



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50	CCTV in place to cover the area/area monitored	✓	No Issues	
51	Cleaning schedule in place in compliance with HACCP guidelines	X	No Issues	
52	Most recent EHO inspection report available if applicable	23/5/23	Issues to be addressed were reinspected and final report is expected.	
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 certs up to date (Annually) and recorded in the Fire Register	✓	No Issues	
60	Fire drill done in the last Quarter and date	08/08/23	Bell test weekly	
61	Personal Emergency Evacuation Plan in place and all staff aware of the procedure	✓	No Issues	
62	Gas service records ex. RGI Cert	X	RGI inspected 24/06/23. To be finalised and forwarded to DCC	
63	Electrical certificates up to date	20/06/23	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	✓	Maintenance is the responsibility of the owner. Maintenance checks are carried out weekly. Health and safety checks are carried out fortnightly.	

THEME 1 - GOOD NEIGHBOURHOOD POLICY				
Number	Item		Comments/Remarks	Actions
67	Staff aware of responsibilities and Policy document available for review	✓	This property is on a large site.	
68	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	✓	Internal service.	
2	Names of all staff on site, and their roles.	✓	No Issues	
3	Cleaning products available to service users	✓	Some are available for residents to use	
4	Laundry facility available to service users	✓	No Issues	

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5	Sanitising schedule in place and records available	✓	No Issues	
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THEME 2 – OPERATIONAL SYSTEMS				
Number	Item		Comments/Remarks	Actions
6	No. of available beds as per agreement with DCC	493	No Issues	
7	No. of available beds today	493	No Issues	
8	No. of service users booked in today	493	No Issues	
9	No. of beds unavailable, have these been reported to the DRHE	0	No Issues	
10	No. of no shows/vacancies today	0	No Issues	
11	No. of official complaints received on file and verified with DRHE	0	No Issues	

THEME 2 – OPERATIONAL SYSTEMS				
Number	Item		Comments/Remarks	Actions
12	Child Safeguarding Statement completed and displayed, where applicable.	✓	No Issues	
13	Facility Guidelines in place and appropriate for safe and reasonable running of the service	✓	No Issues	
14	Register of occupants in place and residents entry/exit tracked in an electronic record	X	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	X	No Issues	
17	Vacancies returned within 24 hours at correct times	X	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	X	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	
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	



THEME 2 – STAFF				
Number	Item		Comments/Remarks	Actions
22	Staff easily identifiable with name badges in use	✓	No name 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 – 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	✓ 08.8.23	No Issues	
31	How often are fire drill conducted on site?	Quarterly	No Issues	
32	Are there adequate fire escape route finder plans in the property?	✓	No Issues	
33	Are all Fire Safety checks being conducted, as required by staff members, as required?	✓	No Issues	



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<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	

THEME 3 – H&S, Food Service and Infection Control				
Number	Item		Comments/Remarks	Actions
<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	0	No Issues	
<b>3</b>	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
<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	✓	Available if required	
<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.	N/A	No Issues	



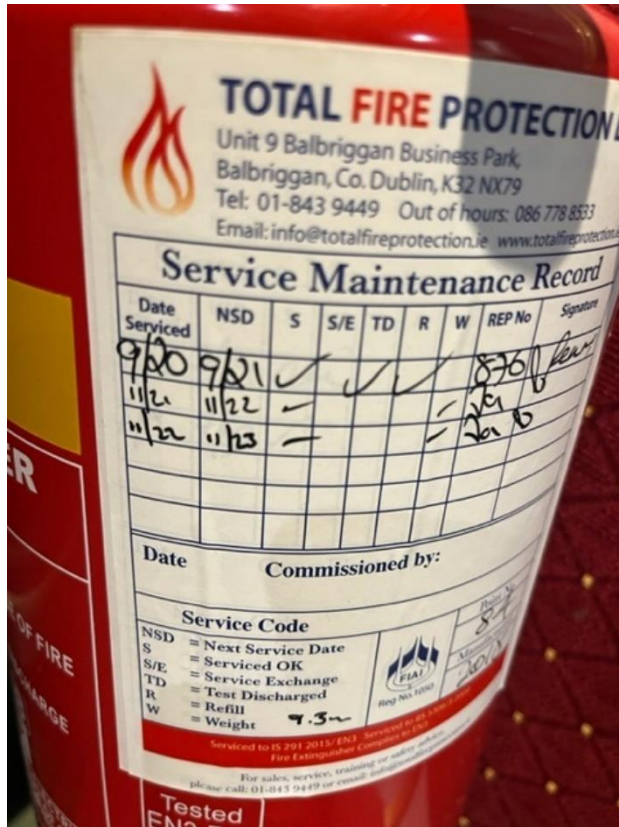
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THEME 3 – FOOD				
Number	Item		Comments/Remarks	Actions
10	No. of meals provided daily, and In compliance with Food Hygiene Legislation	3	No Issues	
11	Drinking water available	✓	No Issues	
12	Dietary requirements catered for, allergens on display	✓	No Issues	
13	HACCP system in use and up to date	✓	No Issues	
14	Weekly and monthly menus available and in use	✓	Daily	
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	N/A	No Issues	
17	Daily symptoms check in place for residents	N/A	No Issues	
18	All staff familiar with procedure for dealing with symptoms in staff or resident	✓	No Issues	
19	All staff familiar with procedure for dealing with a confirmed positive in staff or resident	✓	No Issues	

### 3 Photos of Premises

Fire Extinguishers



Fire Panel





23501 -230720K01

Emergency Lighting



Laundry Facility







23501 -230720K01

Bedroom



Bathroom





23501 –230720K01

## 4 Conclusions

### 4.1.1 Inspectors Comments

Property 230720K01 remodelling and refurbishment underway currently which should benefit families living at this property soon. The catering operation is large and, produces food for 2 other properties. The domestic kitchens when completely commissioned will add to the quality of family life for residents.

### 4.1.2 Actions of the Property

Actions from the site inspection that need to be addressed:

- Gas cert to be provided once received, only serviced.

### 4.1.3 Actions Concluded

The following actions have been concluded:

- Gas boiler only serviced, waiting on a new cert to be provided by the supplier
-