

Report for RQIA Inspection IN020913 - Bardan Cottage Day Care Centre RQIA ID 11199 on 25 November 2014

- The HPSS (Quality, Improvement and Regulation) (Northern Ireland) Order 2003
- The Day Care Setting Regulations (Northern Ireland) 2007
- Day Care Settings Minimum Standards 25, 27 and 28 (DHSSPS, January 2012)

I would confirm the following matters with regard to above:

An inspection of Bardan Cottage Day Care Centre was carried out by RQIA on 25 November 2014. Mrs. Mary Louise Harte, Registered Manager, was present during this inspection.

RQIA considers that action is required by the Registered Persons in relation to the items 3, 9 and 13 noted below in order to ensure compliance with the above legislation and standards:

Standard 25 – Premises and grounds

Previous Issues (Estates Inspection on 21 August 2013)

1. **Previous QIP item 1.** A dementia audit had been carried out with an overall score of 94%

Current Issues

2. It is good to report that the premises being used for the purposes of Bardan Cottage Day Care Centre were in very good decorative order, clean, odour free and comfortable. One issue was identified for attention in relation to this standard during this inspection as follows:

3. The kitchen floor covering was not in good condition. A new sheet vinyl slip resistant floor covering should be fitted in the kitchen. The skirting boards and the radiator should also be repainted.

Fitness of premises Regulations 13(7), 14(1)(a), 14(1)(c) and 26(2)(b)
Day Care Settings Minimum Standard 27.1

Standard 27 - Safe and healthy working practices

Previous Issues (Estates Inspection on 21 August 2013)

4. **Previous QIP item 2.** The threshold at the exit door to the garden had been altered to make it level
5. **Previous QIP item 3.** The National Health Service colour coding system for cleaning equipment was in place in the premises.
6. **Previous QIP item 4.** The storage arrangements had been reviewed and improved.
7. **Previous QIP item 5.** The call point in the shower/toilet with the pull cord routed through the eyelet bolt was checked during this Estates inspection and was found to be working effectively. A brighter light fitting had been installed in the shower/toilet nearest to the front entrance. Mrs. Harte also confirmed that the cover for the ceiling rose in the store beside the front entrance had been fitted in position.
8. **Previous QIP item 6.** The surface of the concrete hardstand at the raised vegetable bed had been made good. The joint between the worktop at the back of the sink and the splash back in the kitchen had also been resealed.
9. **Previous QIP item 7.** It is good to report that a specialist company had carried out a risk assessment in relation to legionella bacteria in the water system on 01 October 2013. The report for this risk assessment was presented for review during this Estates inspection along with confirmation from the plumber for the premises that the issues identified for attention during the risk assessment had been addressed. The showers were being flushed twice each week and disinfected on a monthly basis. The hot and cold water temperatures were also been checked and recorded each month. This is to be commended. In addition to the risk assessment a simple schematic drawing for the water systems in the premises should be drawn up. The small remaining 'dead leg' pipe in the cylinder store cupboard should also be checked to ensure that this is not still connected to the plumbing system.
Fitness of premises Regulations 13(7), 14(1)(a), 14(1)(c), 26(2)(c) and 26(2)(l)
Day Care Settings Minimum Standard 27.1
10. **Previous QIP item 8.** A procedure had been established for accessing the Northern Ireland Adverse Incidents Centre website to check the Safety Bulletins. A register for the access and action in relation to this website was also presented for review during this Estates inspection.
11. **Previous QIP item 9.** It is good to report that new Type 3 fail-safe thermostatic mixers had been installed at the two hot and cold water fed showers in the premises. This is to be commended.
12. **Previous QIP item 10.** Records for the monthly cleaning and disinfection of the showers and the twice weekly flushing of any water outlet that is not in frequent use were presented for review during this Estates inspection.

Standard 27 - Safe and healthy working practices continued

Current Issues

13. The details in relation to the ongoing maintenance requirements for the thermostatic mixers should be checked and actioned as required.
Fitness of premises Regulations 13(7), 14(1)(a), 14(1)(c), 26(2)(c) and 26(2)(l)
Day Care Settings Minimum Standard 27.1

Standard 28 – Fire Safety

Previous Issues (Estates Inspection on 21 August 2013)

14. **Previous QIP item 11.** The ceiling in the boiler room had been fire sealed. The fire detection and alarm system had also been extended to the boiler room and the store beside the front entrance. In addition to these issues, a new heating boiler had been installed recently.
15. **Previous QIP item 12.** A fire risk assessment had been carried out on by a specialist company on 16 September 2013. The issues identified for attention in the report for this fire risk assessment had been addressed and signed off. The fire risk assessment had also been reviewed again on 16 October 2014.
16. **Previous QIP item 13.** The doors to the office and the dining room were not wedged open. Additional hold open devices linked to the fire detection and alarm system had also been installed as required to ensure that fire doors are not wedged open. No multi way electrical adaptors were observed in the premises during this Estates inspection. Additional electrical socket outlets had also been installed in the premises. This is to be commended.
17. **Previous QIP item 14.** Mrs. Harte confirmed that the external escape arrangements had been discussed with the local Northern Ireland Fire and Rescue Service and these were considered to be satisfactory. A fire safety audit had also been carried out by the Northern Fire and Rescue Service on 30 September 2014 with a satisfactory outcome.
18. **Previous QIP item 15.** The fire detection and alarm system and the emergency lighting were inspected and serviced on 17 October 2014. Mrs. Harte also confirmed that a new company had been appointed to carry out this work on quarterly basis. The fire extinguishers were serviced in December 2013. The report for this service was presented for review during this Estates inspection.
19. **Previous QIP item 16.** Face to face fire safety training was provided on 13 February 2014. Staff has also completed 'e' learning fire safety training in July 2014. Mrs. Harte confirmed that fire drills are carried out twice each year with the most recent fire drill having been completed on 17 October 2014. The record for this fire drill was discussed and it was agreed that the time for the service users to reach a place of safety should be noted on the record instead of the total time for the complete fire drill exercise. One member of staff did not attend the face to face fire safety training on 13 February 2014. Mrs. Harte however confirmed further practical fire safety training sessions would be arranged so that everyone receives this training.
20. **Previous QIP item 17.** Mrs. Harte confirmed that risk assessments are completed for all service users who smoke. A fire blanket had also been provided in the area used for smoking.

Current Issues

21. It is good to report that no issues were identified for attention in relation to this standard during this Estates inspection. This is to be commended.

Action Required by Registered Persons

Items 3, 9 and 13 above identified for action in this report should be addressed in a prioritised and timely manner. These issues will be followed up by RQIA. This may include a further inspection on or before **25 February 2015**.

A detailed response to this inspection report should be returned to this office via email to estates@rqia.org.uk by **9 January 2015**. If you disagree with the factual accuracy of the report you should make a separate response to the above email address in order that amendments can be considered and made or your comments appended.

On **10 January 2015** this inspection report will be made open to the public (bar any communication regarding factual accuracy). If you have not provided a detailed response by this date, this report will still be made open without your comments.

You will be aware that this report and any response you submit will constitute an open report on this establishment and will be made available to interested parties on request. If a detailed response is not received in writing by the required date given above, I would ask you to regard this copy of the report as final and an open document effective from **10 January 2015**.

Thank you for your co-operation.

I look forward to hearing from you.

Regards

Kieran Monaghan
Estates Officer

<div>Quality Improvement Plan</div> <div>RQIA Inspection IN020913 - Bardan Cottage Day Care Centre RQIA ID 11199 on 25 November 2014</div>
<div>Response for Item 3</div> <div>A new non slip floor covering has been ordered and the kitchen will be painted as requested.</div>
<div>Response for Item 9</div> <div>The dead leg pipe is connected to the heating system.</div>
<div>Response for Item 13</div> <div>The plumber has checked and cleaned the thermostatic mixer valves.</div>

Please complete the following table to demonstrate that this Quality Improvement Plan has been completed by the Registered Manager and approved by the Registered Responsible Person /Responsible Individual:

NAME OF REGISTERED MANAGER COMPLETING QIP	Louise Harte
NAME OF RESPONSIBLE PERSON / IDENTIFIED RESPONSIBLE PERSON APPROVING QIP	Liam Lavery

QIP Position Based on Comments from Registered Persons (for RQIA use only)			QIP Closed		Estates Officer	Date
			Yes	No		
A.	All items confirmed as addressed.					
B.	All items either confirmed as addressed or arrangements confirmed to address within stated timescales.					
C.	Clarification or follow up required on some items.					

Quality Improvement Plan Sign Off Sheet for Estates Inspectors

Name of Home	Bardan Cottage Day Care Centre, Newcastle RQIA ID 11199
Date of Inspection	25 November 2014
Estates Inspector	Kieran Monaghan

QIP Position Based on Comments from Registered Persons			QIP Closed		Estates Officer	Date
			Yes	No		
A.	All items confirmed as addressed.	–	–	–	–	–
B.	All items either confirmed as addressed or arrangements confirmed to address within stated timescales.	√	√	–	K. Monaghan	09 January 2015
C.	Clarification or follow up required on some items.	–	–	–	–	–

Announced Estates Inspection IN020913 - 25 November 2014 – QIP sign off sheet

Informing and Improving Health and Social Care