

Statement of Purpose

Praxis Care

Grange Bective

Bective, Navan, Co. Meath.

Registration No: 0001913

Date: 26/07/2024

Expiry Date of Registration: 26/11/2024

Revision Number: 09

Registered Provider: (as per Certificate of Registration)	The Resigtered Provider is Praxis Care
Person in Charge: (as per Certificate of Registration)	Gemma Ledwith Mobile: 085 8590688 Email: gemmaledwith@praxiscare.ie
Persons participating in Management: (as per Certificate of Registration)	Head of Operations, Noeleen Ryan Email: noeleenryan@praxiscare.ie

Services and Facilities in the Designated Centre

Aims and objectives of the designated centre:

The ethos of Grange Bective is founded upon the values and vision of Praxis Care. We aim to empower adults with multiple needs, including intellectual disability and challenging behaviour, to enjoy everyday living irrespective of the complexity of their needs through the provision of appropriate quality care and support.

The ethos of Grange Bective is further enhanced by Praxis Care values, which Promote Independence, Protect Individuals and Promise Integrity. Residents are empowered to take part in the community on a daily basis and build appropriate relationships with peers and community supports in order to live life to their maximum potential.

Grange Bective currently provides appropriate quality care and support to individuals experiencing or diagnosed with an intellectual disability, autism, epilepsy, mental health issues and challenging behaviour. Any referrals will have been assessed as requiring this input to enable them to live as independently as possible in their own community.

Our objectives as a scheme are:

- ❖ To provide appropriate support to individuals with complex needs, including but not exclusive of Intellectual disability, Mental Ill Health and assessed Medical needs
- ❖ To promote and maximise the independence of individuals and maintain them in the community
- ❖ To ensure that the individual's emotional, social, intellectual, physical and support needs are met
- ❖ To promote the principles of choice, respect, dignity and confidentiality
- ❖ To provide a person centred approach to support planning
- ❖ To ensure service user involvement in the service
- ❖ To work in partnership with key stakeholders to continually improve the service offered in the development of future services

The specific care and support needs that the designated centre is intended to meet:

Grange Bective provides a full range of care and support needs for a maximum of 5 residents aged 18 years or older with an intellectual disability/ Autism. The residents require medium to high care and support. Currently it has been agreed that four residents will reside in Bective following the re-location of one resident.

The service endeavours to meet the following needs. (Please note that the following is not an exhaustive list).

Housing Support

- Assistance acquiring essential household items
- Locating essential local services
- Paying bills
- Maintaining the property
- Safety issues
- Signposting to specialist services
- Budgeting
- Good neighbour / dealing with disputes
- Essential daily living tasks
- Emotional support
- Supporting people to comply with treatment
- Where appropriate, notifying agencies of concerns about a service user

Care Tasks

- Administering medications
- Health care
- Specific rehabilitation tasks
- Intensive / therapeutic behaviour management
- Supervision of people at night - time
- Personal care

Social Activities, Hobbies and Leisure Interests

The service will try to make it possible for service users to live life as fully as possible by engaging and facilitating them with activities which meet their needs and are meaningful to them.

Facilities which are to be provided

The capacity of Grange Bective is for 5 service users. Currently it has been agreed that four residents will reside in Bective. The facility comprises of one house: As you enter the front door of the house, there is a large hallway with the stairway to the left. Walking down the hall there is a Sensory Room to the right. Opposite the sensory room there is the entrance to the kitchen and dining and sunroom areas. Half way down the kitchen on the right is the entrance to the sitting room. Turning left in the kitchen there is the entrance to the utility room. In the utility room there is an entrance to a room which holds the water tank. Turning right in the utility room there is an exit to the outside of Grange Bective.

On leaving the kitchen and turning right there is a general bathroom, and further down is a bedroom on the right and two bedrooms on the left. At the end of the hallway there is an entrance to the apartment which is accessed by a fob system. The apartment comprises of sittingroom/ kitchen area, a bedroom which is ensuite and a store room. As you ascend upstairs, there is an office/bedroom to the right and a double bedroom to the left. All bedrooms in Grange Bective are en suite. There are car park spaces to the front and the side of the building, which are for staff and visitors usage. . There is one bedroom/office upstairs which is used for administrative work, the storage of all files and staff sleepover.

The service operates as a partnership between Praxis Care, Praxis Care Housing Association and the HSE. Praxis Care takes full responsibility for all aspects of the service. The Licence Agreement and Support Agreement outline the roles and responsibilities of all parties concerned.

A person centred approach to service user needs is implemented and each service user will have a named key worker. Staff are available **24 hours per day, 7 days per week**.

On each rota shift there is a Team Leader, who provides effective leadership, supervision and management of a team of support workers ensuring that the practical, physical and emotional needs of the Service Users are met. The number of support workers on duty will depend on the needs of the Service Users in service at that time. Staffing levels will vary in accordance with occupancy levels. One support worker is on duty to work a lone waking night duty with the on-call support of a sleepover team leader onsite. The person in charge is available during administration hours. The Person in Charge is split between two Designated centres. The Person in Charge will be in the office from 9am to 5pm or otherwise contactable by phone (085 859 0688) when out of the office or at meetings. There is a team leader with additional responsibilities, who works off rota 9am to 5pm to support the manager across the two centres.

There is an on-call system in place for Grange Bective. Management On-Call rota details will always be found at the front of the rota file. Agreed safe staffing levels are dependent on occupancy in the centre. Staffing complement is located in rota folder.

Management-On-Call is in place for emergency situations when the Person in Charge is on holidays or on days off. There is a 'buddy' management system in place and details of buddy manager are located in the rota file. There is also a Head of Operations and Director-on-Call system at all times. Details of this are available in the designated centre.

Further information on the service can be found in the Service Users Handbook.

Services which are to be provided

Grange Bective currently provides care and support to 4 adults over the age of 18 years . All 4 of the service users are provided with full time care.

Grange Bective staff work with residents and their friends, relatives or representatives (if appropriate) to draw up a written plan of the support the organisation will aim to provide. The plan sets out the residents' needs, risks that need management; support/care provided and desired outcomes.

Each resident is provided with a copy of his/her assessment and plan and is encouraged to participate as fully as possible in the support planning process. It is a priority that all residents are supported and are able to access this information in a user friendly format and in a language that is age appropriate to aid them in their understanding.

Prior to the commencement of service at Grange Bective, a risk assessment is carried out of all residents and agreed upon by their social workers. This risk assessment is reviewed on an individual level on a regular basis, but particularly when there have been significant changes to the individual resident's life. There is a formal review process at 3 months after first placement and at least annually thereafter. An emergency review can be convened at any time. From time to time further assessments of the service user's needs are required to ensure that the support provided by the organisation is relevant to helping the service user achieve his/her full potential.

All service users are empowered to enjoy everyday living, irrespective of the complexity of their needs. This is evidence based through the setting of person centred outcomes which are measured on a regular basis to evidence achievement. The staffing of the centre reflects the care and support needs of the service users which are outlined in their personal plans.

Resident have contracts of care in place which details costs incurred by residents. Each individual service user may also pay for private services such as chiropody, reflexology, hairdressing etc. whenever such services are required. Details are notes in residents individual bills agreements.

Admissions to the Designated Centre

Registered Bed Numbers:	The maximum number of persons that may be accommodated at the designated centre is 5.
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Age range of residents to be accommodated:	Grange Bective offers accommodation to residents between the ages 18 and 65.
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Gender of residents to be accommodated:	Residents are presently all female.
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Criteria used for admissions:

Referral Process

- Referrals will only be accepted from members of the Louth, Meath or Dublin HSE referral area. The service will provide appropriate quality care and support to individuals experiencing mental ill health, learning disability, Autism, dementia or brain injury and who fall into the age group of 18 to 65.
- Gemma Ledwith, Person in Charge, Grange Bective, Praxis Care, Navan, Co. Meath 046-9090035, 085-8590688.

Referrals should meet the following criteria

- An application form must be fully completed and include information on risk.
- The applicant and carer (if so desired) will be invited to visit the service and discuss his/her needs with Praxis Care staff.
- An Admission Panel will meet to consider all applications. The referral agent will be invited to discuss the application and provide further information/clarification as appropriate.
- The Panel's decision will be communicated to the referral agent as soon as possible and will always be followed up with a written explanation of the decision
- An Appeals Procedure is in place if a prospective applicant is not satisfied with the outcome from the admissions panel.
- Prospective service users will be provided with as much information as possible about the service to help him/her make a decision about whether or not he/she wants to receive care and/or support. Praxis Care offers the opportunity for a prospective service user to visit the accommodation/service and meet and talk with service users and staff. The organisation is happy for a prospective service user to involve his/her friends/family before making the final decision about placement or commencement of service.
- If it is felt that the accommodation or service is not suitable for a particular person, advice will be given on how to look for help elsewhere. This will only happen after full and inclusive discussions with all relevant parties.

- The Person in Charge must be satisfied with the training and educational plan for the individual.
- The Person in charge must be satisfied that the designated centre can meet all the needs of the individual, such as behavioural or communication for example.
- The Provider Nominee will require a full health assessment and immunisation records for the individual.
- The Provider Nominee will complete a comprehensive joint risk assessment involving the relevant multidisciplinary personnel. The Provider Nominee has to be satisfied that all residents will be protected from abuse and compatible to reside together within the designated centre.
- The Admission Panel's decision will be communicated to the referral agent as soon as possible and will always be followed up with a written explanation of the decision.
- Prospective residents will be provided with as much information as possible about the service to help her make a decision about whether or not she wants to receive care and/or support. Praxis Care offers the opportunity for a prospective resident to visit the accommodation/service and meet and talk with residents and staff. The organisation is happy for a prospective resident to involve his/her friends/family before making the final decision about placement or commencement of service.
- If it is felt that the accommodation or service is not suitable for a particular person, advice will be given on how to look for help elsewhere. This will only happen after full and inclusive discussions with all relevant parties.
- The person in charge must be satisfied that all relevant documentation is provided to fully ensure that the designated centre can meet the needs of the individual, for example psychological assessment, psychiatric assessments and financial agreements.

Requests for emergency placements cannot be facilitated as a thorough risk assessment and support plan needs to be put in place prior to admission to the service.

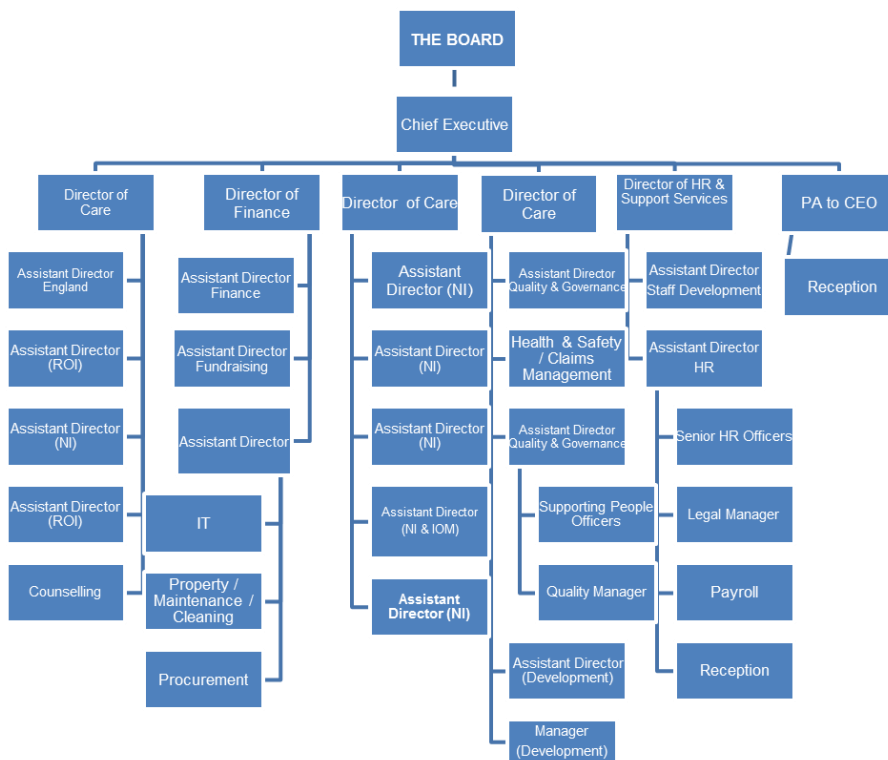
Management and Staffing

Total staffing complement (in full time equivalent)

Person in Charge	1.0 WTE
Team Leader ER	1.0 WTE
Team Leaders	4 WTE
Support Staff	10.5 WTE

Organisational structure of the designated centre:

Management Team



CEO:

Carol Breen

Director of Care (Operations):

Amanda Gray

PPIM Grange Bective :

Noeleen Ryan

Person In Charge Grange Bective:

Gemma Ledwith

Complaints Officer:

Linda Lyons

Data Protection Officer:

Vincent Lavery

Designated Safeguarding Officer:

Noeleen Ryan

Champion Safeguarding Officer:

Brian McCready

Staffing and Governance Arrangements

Staff are available **24 hours per day, 7 days per week.**

On each rota shift there is a Team Leader, who provides effective leadership, supervision and management of a team of support workers ensuring that the practical, physical and emotional needs of the Residents are met. The number of support workers on duty will depend on the needs of the Residents in service at that time. Staffing levels will vary in accordance with occupancy levels. One support worker is on duty to work a lone waking night duty with the on-call support of a sleepover team leader onsite. The person in charge is available during administration hours. The Person in Charge is split between two Designated centres. The Person in Charge will be in the office from 9am to 5pm or otherwise contactable by phone (085 859 0688) when out of the office or at meetings. There is a team leader with additional responsibilities, who works off rota 9am to 5pm to support the manager across the two centres.

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Further information on the service can be found in the Service Users Handbook.

Resident Wellbeing and Safety – Only a short accurate summary around each of the headings is required- make reference to policies and/or procedures where appropriate

**Review and development of residents' personal plans
(refer to the requirements of Regulation 5)**

Praxis Care works with residents, and their friends, relatives or representatives (if appropriate) to draw up a written plan of the support the organisation will aim to provide. The plan sets out the resident's needs, risks that need management; support/care provided and desired outcomes.

Every resident is provided with a copy of his/her assessment and plan and is encouraged to participate as fully as possible in the support planning process. It is a priority that all residents are supported and are able to access this information in a user friendly format and in a language that is age appropriate to aid them in their understanding.

Prior to the commencement of a service at Praxis Care Bective, a risk assessment is carried out with all residents and agreed upon by social workers. This risk assessment is reviewed on an individual level on a regular basis but particularly when there have been significant changes to the individual's life.

A review is convened after 3 months of moving in and annually thereafter. An emergency review can be convened at any time. From time to time further assessments of the service user's needs are required to ensure that the support provided by the organisation is relevant to helping the service user achieve his/her full potential

Specific therapeutic techniques used in the designated centre

Grange Bective is committed to providing positive approaches to meeting the needs of its service users. This includes embracing therapeutic models of support or interventions where required. Grange Bective applies a model of Positive Behaviour Support to support service users to have behavioural needs assessed and care planned in a proactive approach where the focus is on environmental design, positive interactions and alternative teaching and skill development of functionally equivalent behaviours. Additionally, a recovery based model of care is applied to support service users to pursue positive mental wellbeing. All staff members are trained in these approaches, with the internal Staff Development team also providing support to staff on the floor in specific interventions or therapies where necessary. Personal Behavioural Management Plans are designed and implemented on an individual basis as required.

Additionally, Praxis Care staff work collaboratively with external health providers in order to support service users where necessary. This can be in consultation with professionals in psychiatry, occupational therapy, physiotherapists, speech & language therapists, etc. Where appropriate, staff will attend appointments with the service users and become trained by external professions to ensure that any required therapies or intervention can be completed. Each individual service user pays for the costs of therapeutic support if any is incurred.

Use of Restrictive Practices and Positive Behaviour Supports

Praxis Care aims to provide extra supports as deemed necessary to any service user residing in our service. Praxis Care staff are trained in approaching behaviours in a positive manner. A positive behaviour support plan will be put in place as deemed necessary with an emphasis on the proactive strategies. Should a service user become physically aggressive or pose a serious risk of injury towards them or others, Praxis Care staff are trained in techniques to manage violent and aggressive behaviour. Any restrictive practice will be recorded in conjoined approval by Multi-Disciplinary teams, the service user and Next of Kin. Any restriction will be reviewed at least 6 monthly by the person in charge of the centre with the aim toward reducing and removing the restriction as positive behaviour supports are focused upon.

Respecting residents' privacy and dignity

Praxis Care strives to retain as much privacy as possible for service users by respecting the principal that Praxis Care staff members are guests in the service user's home. This includes each resident having their own private bedroom and ensuite and access to a main bathroom. Each service user's bedroom is their own private space, which they are encouraged to develop into an environment that best meets the service user's needs or preferred wishes. Only in circumstances where staff believe the service user may be at risk do staff enter the service user's bedroom without permission. All service users are encouraged to take responsibility for their own personal belongings, unless assessed as unsafe through risk assessments and care plans. Any personal possessions are stored safely in separate storage when they are not in the service.

The development of independence and autonomy is encouraged. This is enhanced through completion of individual work with the service users, incorporating family members, advocacy services and service users' in-scheme meetings regarding decisions in the service. Also, residents are supported to access and have contact with their social worker on a regular basis. The relevant social workers will also visit the service user's home to update on how the service user is enjoying living there.

Each service user is encouraged to enhance their independence and activities of daily living skills to ensure that, firstly, the service user's skills are developed and, secondly, that they maintain their privacy and dignity. Where intimate personal care is required, there will be an Intimate Care Plan drawn up. Personal assistance will be given by staff as discreetly as possible in intimate situations.

Praxis Care will secure service user's records and information and respect the confidentiality of these records, only sharing them with those who need to have access.

Where concerns arise regarding an individual's privacy or dignity being compromised, Risk Assessment and Care Plans will be reviewed through a multidisciplinary approach, which may incorporate safeguarding procedures if required. This will be in compliance with local safeguarding procedures. At the service user monthly meeting, service users are given the opportunity to speak openly about all matters and raise any concerns they may have. Staff will also use these meetings to update the service users on any previous actions or other relevant information. Details of daily activities, menu options etc. are presented to the service user through pictorial menu, activity and welcome boards.

All information is in a format that is appropriate to the information and communication abilities of each person living in the residential service.

Social activities, hobbies and leisure interests

Grange Bective will try to make it possible for service users to live his/her life as fully as possible. In particular, it will do the following:-

1. As part of the moving-in/commencement of service process, potential service users will be encouraged to share as much information as possible about his/her social, cultural and leisure interests.
2. Service users will be helped to continue to enjoy a range of individual and group activities and interests, both inside and outside the accommodation, to carry on with existing hobbies, pursuits and relationships, and to explore new avenues and experiences. In group living settings, all service users are entitled to use the dining room, the communal lounges, other sitting and circulating areas, and the grounds of the scheme but those who wish, may remain in his/her own rooms. Service users are encouraged to personalise their rooms with small items of furniture and other possessions, and individual preferences in matters of decoration and furnishings are encouraged.
3. In partnership with service users, social and leisure activities will be designed to form the basis of the communal content of the life of the scheme/service. Friendships among service users will be facilitated and it is hoped that service users will enjoy being part of a community, but there is no compulsion on a service user to join in any of the communal social activities.
4. With the full and inclusive involvement of service users, local councillors, members of parliament, representatives of voluntary organisations, students, school children and others will be encouraged to visit schemes/services.
5. Recognise that risk-taking is a vital and often enjoyable part of life and of social activity and that some service users will wish to take certain risks despite or even because of his/her disability. Praxis Care does not aim to provide a totally risk-free environment though care will be taken to ensure that service users are not subjected to unnecessary hazards. When a service user wishes to take part in any activity which could involve risk, a thorough risk assessment will be carried out with that individual, involving relatives, friend or representative, if desired and Praxis Care will agree and record action which will appropriately balance the factors involved. Such risk assessments will be regularly reviewed, with the participation of all parties.
6. For the benefit of all service users and staff, the communal areas of the accommodation are designated as non-smoking. Service users may smoke in designated smoking areas only.
7. There may be a charge associated with some social activities and services; where this applies, the details will be made clear to the service user in advance.

Accessing education, training and employment

- All service users in Grange Bective will have the opportunity to attend attend day care/ college/ educational programmes.
- All service users are encouraged to take part in activities which promote independence and develop social skills. These are developed in accordance with the service user abilities and interests.
- All Service users will be afforded the opportunity to avail of educational and training opportunities as they so wish.
- All Service users will be afforded the opportunity to avail of supports from Grange Bective staff to source suitable employment as they so wish.

Consultation with, and participation of, residents in the operation of the designated centre

Praxis Care aims to give service users opportunities to participate in all aspects of life in the accommodation/service. In particular, service users are regularly consulted both individually and corporately about the way the accommodation/service is run. The organisations objective is always to make the process of managing and running the accommodation/service as transparent as possible, and to ensure that the accommodation/service has an open, positive and inclusive atmosphere. Regular service users meetings are held and input is sought on matters relating to the everyday running of the scheme. Regular satisfaction surveys are carried out by Praxis Care's Research Department in relation to user involvement issues. Service Users will have the care/support he/she receives reviewed at least annually. Praxis Care staff are always keen to hear from Service Users and representatives. Heads of Operations will endeavour to make contact with service users on a monthly basis as part of the organisations monitoring processes.

Access to religious services of residents' choice

Arrangements for Religious Observances

Service users who wish to practise his/her religion/faith will be given every possible help and facility. In particular, Praxis Care will do the following:-

- If asked, Praxis Care will make contact with any local place of worship on a service user's behalf. The organisation can usually arrange for a minister or a member of the relevant organisation to visit a service user.
- Particular care will be taken to try to meet the needs of service users from minority faiths. These should be discussed with the manager before placement.

Contact between residents and their relatives, friends, representatives and the local community

Relatives, Friends and Representatives

- Service users are given every possible help to maintain and retain the links with families and friends.
- If a service user wishes, his/her friends and relatives are welcome to visit at a time convenient to the service user and to become involved in daily routines and activities.
- If a service user wishes to be represented in any dealings with the accommodation/service by a nominated friend, relative, professional person or advocate, Praxis Care will respect his/her wishes and offer all necessary facilities

Dealing with complaints

The Person in Charge, Gemma Ledwith is the designated complaints officer for the Grange Bective service. Individuals with complaints may directly contact Gemma in person, in writing at Grange Bective, Bective, Navan, Co Meath, C15 CC03 or via email at gemmaledwith@praxiscare.ie.

Gemma can also be contacted on 046 9090035 via the phone. If Gemma is not in the designated centre the Team Leader on duty will take the complaint and forward to Gemma or the Buddy Manager/Assistant Director in Gemma's absence.

Praxis Care endeavours to locally resolve any issue raised in the first instance but recognises that in some cases complaints require further investigation. The complaints procedure therefore comprises of 3 internal stages and 2 external stages which can be additionally applied to permit the effective management of a complaint where required:-

- Stage 1: Point of Contact Resolution i.e. all complaints resolved in 3 working days
- Stage 2: Not resolved within 3 working days OR requiring Investigation or Management
- Stage 3: Internal Appeal process
- Stage 4: External Review (e.g. Ombudsman/ Confidential Recipient (ROI), HSCOB (IOM))

[COMPLAINTS MANAGEMENT POLICY v.15 - 1701252702869 \(navexone.eu\)](#)

[COMPLAINTS PROCEDURE v.3 - 1701252794087 \(navexone.eu\)](#)

Complaints policy and procedure available on EDMS

If the complainant is not happy with the response to the complaint from Grange Bective's Complaints Office, Praxis Care's named Complaints Officer, Linda Lyons, can be contacted on +44(0)7585129417 or via email at lindalyons@praxiscare.org.uk The complaints officer will inform the complainant when they have received the complaint and he/she will say what they will do. You have the right to receive a response within 4 weeks. Details of the actions, responsibilities and timescales at every stage are outlined in full within the

Dealing with complaints continued

Recommendations and redress

Praxis Care will aim to ensure that redress will be consistent and fair for both the complainant and **Additional Advice/Support**

Advice can be sought from the designated organisational Complaints Officer at any stage or any other Praxis Care staff member with delegated authority, which shall be determined by the nature and seriousness of the complaint. Advice can also be sought from the Ombudsman's Offices at any stage. Ultimately, the nature and seriousness of the complaint will determine the personnel, timescales and stages most relevant in the process.

Notification of all complaints, regardless of what stage the complaints were resolved will be sent to the organisation's Complaints Officer and the appropriate Health Service Executive social worker. The person in charge of the service will ensure that each service user is kept fully informed of the complaint process and understands this procedure for the individual service against which the complaint was made. The forms of redress or responses will be appropriate and reasonable where it has been established that a measurable loss, detriment or disadvantage was suffered or sustained by the complainant personally.

During key working sessions, staff will read out the complaints procedure to the service users and the process involved in making the complaint.

Staff are also there to advise the service user's, if they are unhappy with a service. This may be in respect of when the staff or the service does something in the wrong way; staff or service doesn't do something that should have been done; staff or service does something that should not have been done. Staff then advise the service user that a staff member can help them with this or if they want they can make a written complaint to the person in charge. If the service user is still unhappy about how the complaint has been dealt with at this stage, or if the service user has a serious complaint that he or she feels unable to raise with the manager of the service, the service user should contact: **The Complaints Officer, Linda Lyons Praxis Care, 25-31 Lisburn Road, Belfast, BT9 7AA. By phone on +44(0)7585129417 or via email at lindalyons@praxiscare.org.uk**

Fire precautions and emergency procedures

Fire Precautions, Emergency Procedures and Safe Working Practices

All service users are made aware of the action to be taken in the event of a fire or other emergency, and copies of the accommodation's/services fire safety policy and procedures are available on request. Regular fire drills are conducted and information is displayed through the building to guide all persons in the event of a fire. All staff have training in First Aid in the event of an emergency. The accommodation/service conforms to all relevant government guidance on promoting and protecting the health, safety and welfare of service users and staff. Each service user has a personal Evacuation plan in preparation for a fire.

Position/Measures in Place: Praxis Care will ensure the property has been maintained to a high 'fire safety' compliant standard with for example:

1. Fire detection & alarm system (ie system category L1) - tested and commissioned in accordance with the requirements of I.S.3218:2013, with zoned fire panel located within front entrance corridor.
2. Minimum 30 minute self closing 'fire resistant door sets' fitted throughout.
3. Emergency lighting installed throughout - tested and commissioned in accordance with the requirements of I.S.3217:2013.
4. Compliant fire fighting equipment installed within the property (includes a fire blanket within the kitchen area).

In addition the mains wiring installations are tested and Praxis Care will ensure that this are deemed as 'satisfactory' by a 'Safe Electric - Registered Electrical Contractor' and that periodic inspection/testing within properties such as this (ie classified as Category 1d Community Dwelling Houses) is recommended on a 5 yearly basis.

Praxis Care Fire Emergency Evacuation Policy/Procedure: In the event of a fire alarm activation Praxis Care's basic fire emergency evacuation policy/procedure is to **'get out, stay out & call the Fire Service'**. However, all staff receive initial (and annual refresher) fire safety training and their initial role on activation of a fire alarm would be to (**only** if considered safe to do so) identify the location/source of the fire alarm activation (e.g. by reading the fire panel etc.) and then to quickly make a decision as to either to fight the fire or effect a swift evacuation. In essence our staff are trained **only** to fight fires which are no bigger that small office bin size (i.e. with the correct grade of fire extinguisher or fire blanket) and **only** if they have received fire safety training and are fully confident that they can extinguish the fire - in **all** other scenarios the clear advice/guidance is to **'get out, stay out & call the Fire Service'**.

Appendix 1:

Conditions of Registration:

Condition 1

Subject to any prohibitions or restrictions contained in any other condition(s), the designated centre shall be operated at all times in accordance with the Statement of Purpose within the footprint of the designated centre on the floor plan dated 22/04/2021. The registered provider shall only provide for the specific care and support needs, and services, within the facilities as set out in the Statement of Purpose, as agreed with the Chief Inspector at the time of registration. Any changes to the specific care and support needs and services provided must be agreed in advance with the Chief Inspector.

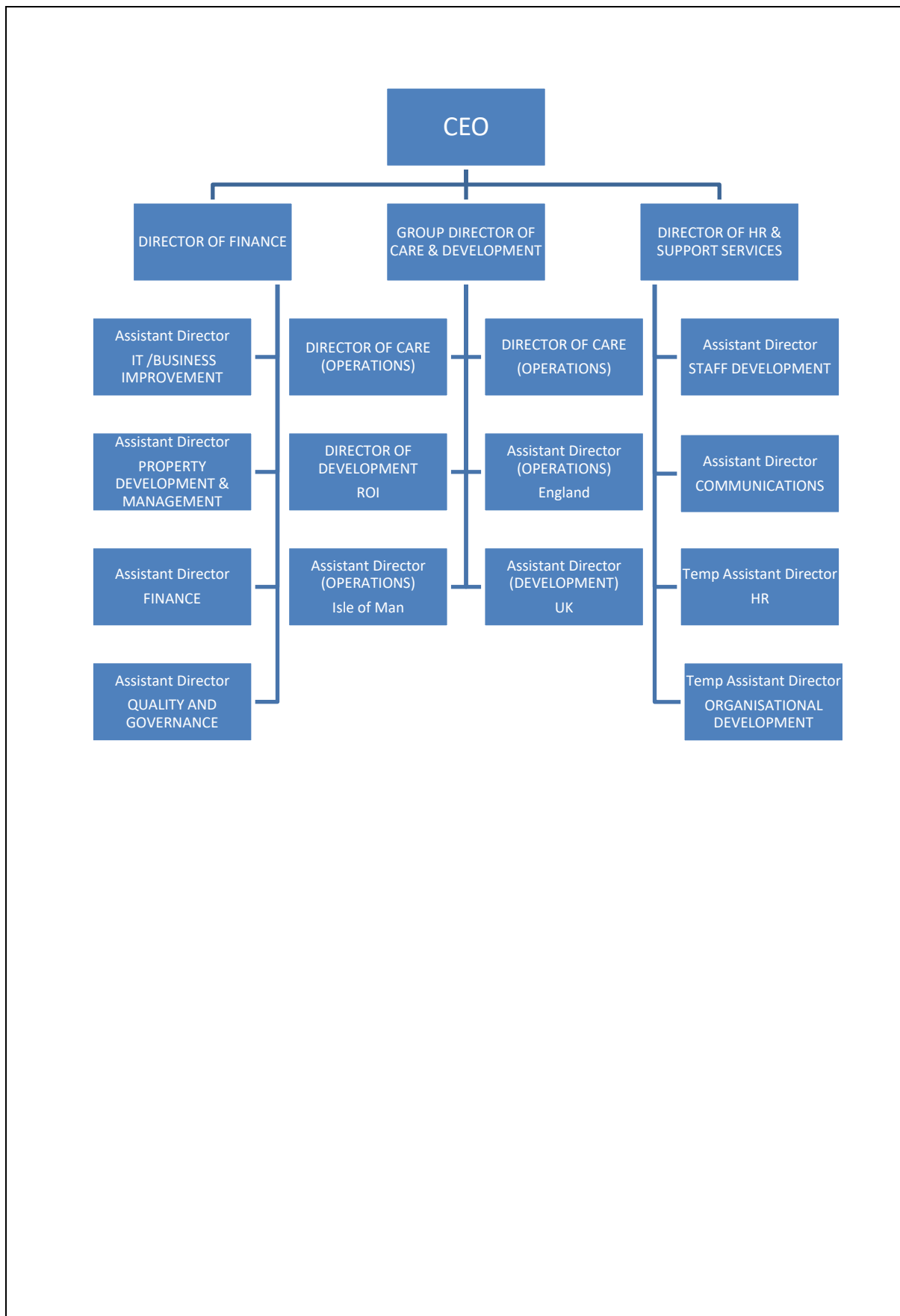
Condition 2

Only persons aged 18 years or older shall be accommodated at the designated centre at any time

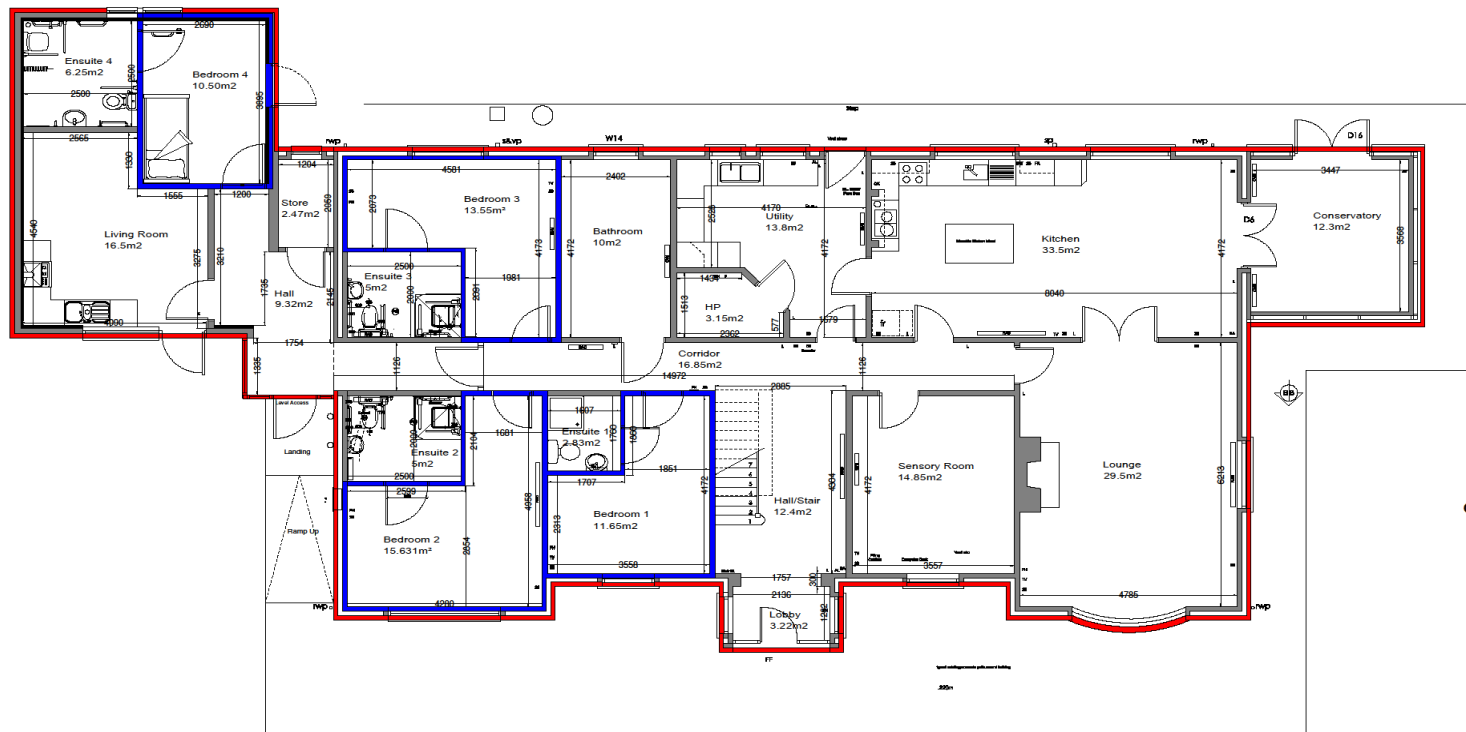
Condition 7

The maximum number of persons that may be accommodated at the designated centre is 5.

Appendix 2: Structure



Appendix 3: Ground Floor Plans incl Dimensions



Ground Floor Plan

OSV No 0001913

MF MAGUIRE
FAIRWEATHER

Chartered Building Surveyors
 81 Rosetta Road, Tel: +44 (0)28 9064 5599
 Belfast, BT6 0LR Fax: +44 (0)28 9064 3847
 Email: enquiries@maguire-fairweather.com
 Web: www.maguire-fairweather.com

Client		
Praxis Care		
Project		
The Grange Bective Navan		
Drawing		
Ground Floor Plan H/QA Plan		
Scale	Drawn by	Checked By
1:50@A1 1:100@A3		
Date	Drawing No	Rev No
13.01.2023	Bective/H/QA/01	
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Ground Floor Dimensions:	First Floor Dimensions:
<p>Lobby: 3.22m² Hall / Stairs: 12.4m² Sensory Room: 14.85m² Lounge: 29.5m² Bedroom 1: 11.65m² / Ensuite 1: 2.83m² Bedroom 2: 15.631m² / Ensuite 2: 5m² Bedroom 3: 13.55m² / Ensuite 3: 5m² Bathroom: 10m² Utility: 13.8m² HP: 3.15m² Kitchen: 33.5m² Conservatory: 12.3m² Corridor: 16.85m² Store: 2.47m² Hall: 9.32m²</p>	<p>Bedroom: 25.38m² Ensuite: 6.11m² Store: 6.4m² Office/Staff Sleepover: 25.5m² Ensuite: 6.82m² Store: 7.3m²</p>

Document Version History

Version Number	Version update comment	Effective date
V1.	Version 1 – New HIQA Template	28/02/2021
V2.0	Updates per JFW	11/05/2021
V3.0	Updates with measurements of building	23/06/2021
V4.0	Updated with New Interim Manager and HIQA Certificate dates	26/11/2021
V4.0	Updated with New PIC details	01/02/2022
V4.0	Full review	07/06/2022
V4.0	Full review with WTE updated	1/10/2022
V5.0	Update of Complaints officer details	31/01/2023
V6	Updated Floor plans	20/02/2023
V6.1	Review of narrative	27/02/2023
V6.2	Amendment to Head of Operations	03/07/2023
V7.0	Full review	07/02/2024
V8.0	Amendment to PIC	09/05/2024
V9.0	Updated staffing and management section	26/07/2024