

Statement of Purpose

For use in Designated Centres for **Children and Adults with Disabilities**

23 Blackcastle, Slane Road,

Navan, Co.Meath

OSV-0005864

Date of Registration: 11 June 2019

Date of Expiry: 10 June 2022

Registration Number: REG-0035203

Revision Number: 10

Created on the 15/02/2022

Review date 15/02/2023

Registered Nominee: (as per Certificate of Registration)	The Registered Provider is Praxis care, the Nominee provider is Carol Breen. Carol is based at Praxis Care, Ardee Business Park, Ardee, Co. Louth.
Person in Charge: (as per Certificate of Registration)	Graham Gillespie- Manager Mobile 085-8707852 E-mail grahamgillespie@praxiscare.ie
Persons participating in Management: (as per Certificate of Registration)	Head of Operations, Rosarie Tynan, Mobile: 086-6009190 rosarietynan@praxiscare.ie

Services and Facilities in the Designated Centre

Aims and objectives of the designated centre:

The service will provide appropriate quality of care and support to individuals experiencing mental ill health, learning disability, dementia or brain injury, who are assessed as requiring this input to enable them to live as independently as possible in his/ her community.

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 organisation's objective is always to make the process of managing and running the service as transparent as possible, and to ensure that the service has an open, positive and inclusive atmosphere.

Satisfaction surveys are carried out at least annually with actions completed in response to feedback. Praxis Care staff are always keen to hear from Service Users and representatives. Heads of Operations will endeavour to make contact with service users and, where appropriate their representative on a monthly basis as part of the organisation's monitoring processes.

The following includes a description of the purpose and function of Praxis Care in facilitating a supported living service at Blackcastle, Navan, for up to three female adults with an intellectual disability and other needs such as mental health issues.

Praxis Care Navan's Statement of Purpose and Function meets the requirements of:

The National Disability Strategy 2004 which undertook to link law and policy in the area of disability.

- Disability Act 2005
- Health Act 2007, which includes the care and support of residents in Designated Centres for Persons (Children and Adults with Disabilities/Regulations 2013). The regulations came into operation in November 2013. It may be cited as Health Act 2007.
- HIQA is the statutory body under the Health Act 2007, responsible for setting standards and ensuring these are met.

The ethos of Praxis Care Blackcastle Navan is founded upon the values and vision of Praxis Care which aims to empower adults with multiple needs, including intellectual disability and behaviours of concern, to enjoy everyday living, irrespective of the complexity of their needs. The ethos of Praxis Care Blackcastle is further enhanced by Praxis Care values, which include Promoting Independence, Protecting Individuals, and Promising Integrity.

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

Praxis Care provides a full range of care and support needs for a maximum of 3 residents aged 18 or older with an intellectual disability , mental health issues, down syndrome. Praxis Care Blackcastle

The Blackcastle centre endeavours to meet the following needs.

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

Facilities which are to be provided

Blackcastle is a three bedroom duplex which provides housing to 3 female residents at its full capacity. There are three bedrooms situated on the second floor. There is one bathroom on the second floor. There is an office area, a kitchen and communal area, one sitting room, and one toilet.

(see plans enclosed @ Appendix 2)

- Black castle staff team consists of a team Leaders & Support Workers. Staff are available 24 hours per day; 7 days a week with one staff on shift during the day and one waking night duty.
- The Person in Charge is available during administration hours 9am-5pm. The person in charge is based in Blackcastle 5 days per week. There is a team leader completing administrating work four days per week. The team leader is supernumary on the Rota.
- There is an on-call system in place. The on-call rota will always be found at the front of the Rota Folder. Management on-call systems are in place for annual leave, sick leave or days off. There is also an Assistant Director and Director on-call system at all times. Details are again found in the Rota Folder.
- Further information on the service can be found in the Residents Handbook.
- Praxis Care is committed to the ongoing training and professional development of all staff. There will be regularly scheduled supervision of all staff members in order to facilitate high standards of care for all service users within the service.

Services which are to be provided

Praxis Care works with residents, and his/her 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. This is reviewed monthly to ensure all needs are assessed and revised.

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 a service at Praxis Care Swan House or Meenalig, 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.

At least once a month, each service user's plan is reviewed. There is a formal review process after 1 month, then at 6 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.

Admissions to the Designated Centre

Registered Bed Numbers:

Praxis Care Blackcastle can accommodate up to three adults, for a 24-7 full time residential service.

Age range of residents to be accommodated:

Praxis Care Blackcastle can accommodate adults from aged 18-65.

Gender of residents to be accommodated:

Residents are all female.

Criteria used for admissions:

No person under the age of 18 years of age shall be accommodated at the designated centre at any time.

The maximum number of persons that may be accommodated at the designated centre is 3.

- **The person will be in the 18 to 65 age group at the time of referral**
- The person should be able to show a residency history in the Louth/Meath area.
- The person should meet the criteria as defined by **Meath/Louth HSE/ Tuath Housing**.
- The person should meet the criteria for referral to **Care Management** services as defined by **HSE**.
- The person should meet the criteria as defined by Meath HSE.
- The person will show a range of both **care and/or support** needs which the Admission Panel feel is appropriate with the level on offer in the service
- The person will be agreeable to the referral being made and, where possible, will have had an opportunity to view the services offered.

Referrals will only be accepted from local Care Managers in the Meath Area.

- Referral agents from outside the geographical area should, in the first instance, contact: Rosarie Tynan
Head of Operations, Praxis Care
041-6871904 or 086-6009190
- Liz Warters, HSE Meath Disability Services, Beechmount, Navan Co. Meath 046-9067002
- 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.

- A joint risk assessment conducted by the relevant parties must indicate compatibility with other adults residing in the home.
- The registered provider must be satisfied that the appropriate staffing and resources are available to meet the individual's needs.
- The registered provider must be satisfied that there is appropriate multidisciplinary input to adequately support the adult's needs. The person in charge (PIC) must be satisfied with the training and or educational plan of the adult.
- The person in charge must be satisfied that the designated centre can meet all the needs of the adult, e.g. Behavioural needs, communication needs, etc.
- 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 registered provider will require a full health assessment and immunisation records of the adult.
- The registered provider will complete a comprehensive joint risk assessment & compatibility assessment involving the relevant multidisciplinary personnel. The registered provider has to be satisfied that all adults will be protected from abuse and compatible to reside together within the designated centre.
- 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 he is in receipt of all relevant documentation in order to fully assess the referral and make a decision if the designated centre is suitable to meet the adult's needs, for example, a full health care assessment, psychiatric assessment, psychological assessment, as required.

Emergency admissions are currently not facilitated within the designated centre. This is owing to the risks it may present due to the nature of the needs of the current residents and the possible risks that an emergency unplanned admission may bring. All admissions to the centre must be planned and in line with the organisation's policy.

Receiving a Service

Potential residents will have their needs thoroughly assessed before being accepted to the service; this is intended to provide each resident with the best possible information on which to make an informed choice about his/her future.

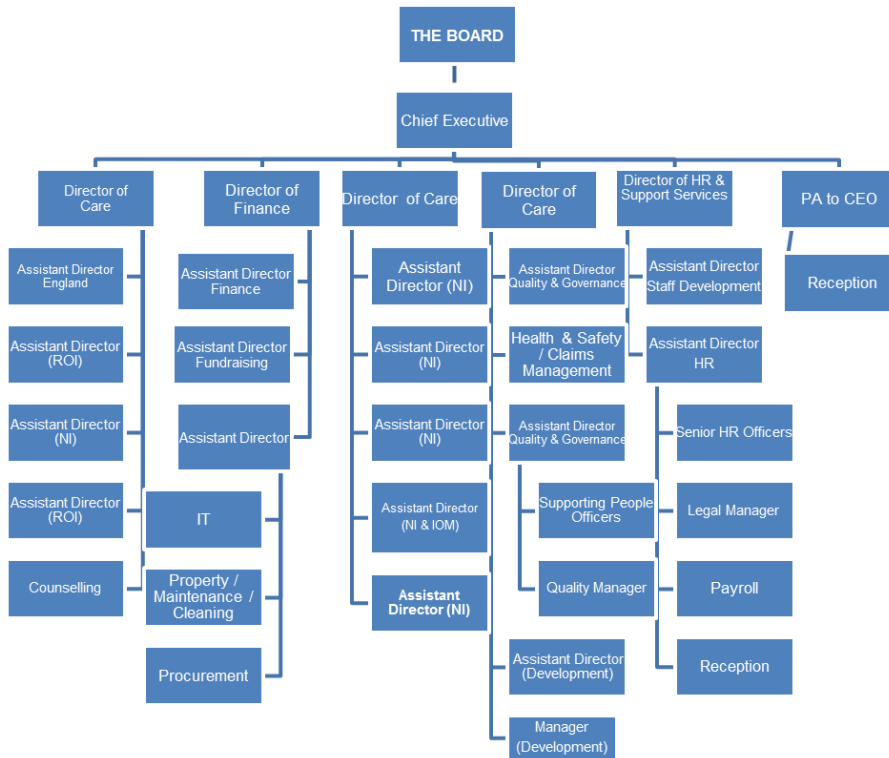
Management and Staffing

Total staffing complement (T/L+S/W 4.48)

Person in charge	1
Temporary Team Leader	.82
Support Workers	3.60
Social care workers	0
Admin	0
Housekeeping	0

Organisational structure of the designated centre:

Management Team



CEO:	Andy Mayhew
Director of Care (Operations):	Carol Breen
PPIM Blackcastle, Slane road:	Rosarie tynan
Person In Charge Slane road:	Graham Gillespie
Complaints Officer:	Eileen Dealey
Data Protection Officer:	Vincent Lavery
Designated Safeguarding Officer:	Graham Gillespie
Champion Safeguarding Officer:	Brian McCready

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. This is reviewed monthly to ensure all needs are assessed and revised.

Every resident is provided with a copy of 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 Blackcastle, 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 6 weeks 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

Service Users are offered a range of therapeutic supports via the HSE and other recognised therapies such as:-

- Physiotherapy
- Occupational Therapy
- Speech and Language
- Dietician
- Chiropodist
- G.P
- Reflexology
- Specialist Behavioural Support/Behaviour Consultancy
- Community Psychiatric Care

Service users are supported by Praxis Care staff to attend therapies as required. Praxis Care ensures that service users are supported to attend registered professionals when accessing therapies.

Therapies and interventions

Praxis Care Blackcastle is committed to providing positive approaches to meeting the needs of its residents. All staff members are trained in these approaches. Personal Behavioural Management Plans are designed and implemented on an individual basis as required.

- All staff are Garda Vetted as part of the recruitment process.
- All staff complete an induction with Praxis followed by continuous professional development
- All staff complete Safeguarding of Vulnerable Adults training as part of mandatory training during the induction process. Staff complete refresher training as per policy.
- All staff complete mandatory training and this is recorded on scheme matrix.
- All staff complete scheme specific training to meet residents needs which includes diabetes, schizophrenia and positive behaviour support.

Respecting residents' privacy and dignity

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 property but those who wish, may remain in her own rooms. Service users have their own key to their bedroom and front door. 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.

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. Service users have the opportunity to choose their food for the week through weekly food menu planning. Service users also devise weekly activity planners. All information is in a format that is appropriate to the information and communication abilities of each person living in the residential service.

Respecting residents' Privacy and Dignity

Praxis Care Blackcastle strives to retain as much privacy as possible for residents by respecting the principle that Praxis Care staff members are guests in the residents' home. This includes each resident having their own private bedroom and a shared bathroom. No shared bedrooms are permitted in Blackcastle. Each resident's bedroom is their own private space, which they are encouraged to develop into an environment that best meets the resident's needs or preferred wishes. Only in circumstances where staff believe the resident may be at risk would staff enter the resident's bedroom without permission. All residents are encouraged to take responsibility for their own personal belongings, unless assessed as unsafe through risk assessments and care plans. Praxis care provides a dignity statement and Dignity Planning which is located on the Praxis Care EDMS system.

The development of independence and autonomy is encouraged in Blackcastle. This is enhanced through completion of individual work with the residents, incorporating family members, advocacy services and resident s' 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 resident's home at Blackcastle to update on how the resident is enjoying living there.

Each resident is encouraged to enhance their independence and activities of daily living skills to ensure that, firstly, the resident'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.

Social activities, hobbies and leisure interests

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. **Local activities/Hobbies** Bowling, Cinema, Go-Karting, Aqua aerobics, Boxing, Natured walks, Restaurants, Clothes and food shopping. Praxis Care Blackcastle will try to make it possible for residents to live their life as fully as possible. In particular, it will do the following:-

- As part of the moving-in/commencement of service process, potential residents will be encouraged to share as much information as possible about his/her social, cultural and leisure interests.
- Residents 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 residents 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 her own room. Residents 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.
- In partnership with residents, social and leisure activities will be designed to form the basis of the communal content of the life of the scheme/service. Friendships among residents will be facilitated and it is hoped that residents will enjoy being part of a community, but there is no compulsion on a resident to join in any of the communal social activities.
- With the full and inclusive involvement of residents, local councillors, members of parliament, representatives of voluntary organisations, students, school children and others will be encouraged to visit schemes/services.
- Recognise that risk-taking is a vital and often enjoyable part of life and of social activity and that some residents 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 residents are not subjected to unnecessary hazards. When a resident wishes to take part in any activity which could involve risk, a thorough risk assessment will be carried out with that individual, involving relatives, friends or representatives, 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.
- For the benefit of all residents and staff the communal areas of the accommodation are designated as non-smoking. Residents may smoke in designated smoking areas only.
- There may be a charge associated with some social activities and services; where this applies, the details will be made clear to the resident in advance. There is a Transport/bills agreement policy in place which is reviewed annually which outlines any additional charges.
- There is an **Arch Club in Navan, Co. Meath**, which caters for adults with an intellectual disability. This club allows adults to engage in social interaction and fun activities and is a creative way of getting to know each other. It is also affiliated to Special Olympics Ireland providing basketball and bocce skills & competition opportunities for its members.
- The local **Aura Leisure Centre** offers ample opportunity for using the swimming pool & gym as well as keep-fit classes.
- The **Zone Activity Centre** offers adults the opportunity to participate in go-kart racing. It also has a small number of bowling lanes. Bowling is also available in the zone.
- **The Diamond Cinema** in Navan has all the recently released films
- **Arc bowling - Navan**
- **Solstice Arts Centre Navan:** Offers a programme of music, theatre, visual arts, cinema and dance from local and international artists and companies.
- **Pairc Tailteann:** Offers opportunity to watch local and county football games.
- There are a number of restaurants in the Navan area to suit all personal tastes.

Accessing education, training and employment

Residents are supported to avail of any local education, training or employment.

Residents attend day service; where they engage in educational and training activities. Staff/Keyworkers support all residents to training events.

Service users will travel to their day service either by Flexi bus, town bus or by staff in staffs cars. All staff have indemnity with their car insurance.

All residents 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 residents are encouraged to take part in activities which promote independence and develop social skills. These are developed in accordance with the residents abilities and interests.

All residents will be afforded the opportunity to avail of supports from Praxis Care staff to source suitable employment as they so wish.

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

All residents in Blackcastle have regular keyworking sessions, with their designated keyworker. All residents attend monthly house meetings. All residents engage weekly in creating meal plans.

Residents have full control over the management of their daily schedule/activities. All residents have a daily activity planner; which they create with staff support weekly. All residents have an annual review; where key persons in their life may attend. Residents meetings are held monthly, and recommendations are priorities in relation to scheme operations.

Praxis Care Blackcastle aims to give residents opportunities to participate in all aspects of life in the accommodation. In particular, residents are regularly consulted both individually and corporately about the way the accommodation is run. The organisation's objective is always to make the process of managing and running the accommodation as transparent as possible, and to ensure that the accommodation has an open, positive and inclusive atmosphere. Regular residents meetings are held and input is sought on matters relating to the everyday running of the house. Residents will have the care/support they receive reviewed at least annually but in most cases 6 monthly.

Regular satisfaction surveys are carried out by Praxis Care's Research Department in relation to user involvement issues. 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

All residents who wish to practice their faith will be given every possible support to do so. In particular, Praxis Care Blackcastle will do the following:

- Make contact with any local place of worship on a service user's behalf, if requested.
- Take particular care to try to meet the needs of service users from minority faiths.
- if any individual resident wishes or requests to go to a different religious service Blackcastle staff will assist in arranging these visits, this may accrue a cost which is clearly outlined in transport and bills agreement.
- If asked, Praxis Care will make contact with any local place of worship on a resident's behalf. The organisation can usually arrange for a Priest or a member of the relevant organisation to visit a resident.

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

Blackcastle has a phone and internet access. Residents are supported to contact family, at their choosing. Designated family areas are provided. Residents in Blackcastle can choose the sitting room as the designated family area. Residents and families are informed of the latest infection controls.

All residents are informed of Advocacy; and this is discussed at residents meetings/keyworking. 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.

If a service user wishes, to attend a special event held by his/her family or friends will support them. This includes make arrangement meet up socially outside the house, Praxis Care will facilitate this.

Dealing with complaints

The person in charge is Graham Gillespie and the person participating in management is Rosarie Tynan, they are the designated complaints officers. Within Blackcastle, individuals with complaints may directly approach Graham or Rosarie with their complaint. Graham can be contacted in writing at 23 Blackcastle manor or via email at grahamgillespie@praxiscare.ie Rosarie can be contacted in writing at Ardee business park unit 18, or via email at rosarietynan@praxiscare.ie If Graham or Rosarie, are not in the designated centre, complaints can be discussed with a staff member, who can contact Graham or Rosarie. 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: Management of a verbal complaint, at the Point of Contact (Service/Manager Level).
- Stage 2(a): Informal Resolution (Manager/Head of Operations Level).
- Stage 2(b): Formal Investigation (Head of Operations/Director Level).
- Stage 3(a): HSE Review

Or

- Stage 3(b): Praxis Care Internal Review (Board of Director Level).
- Stage 4: Independent Review (The Ombudsman/The Ombudsman for children)

If the complainant is not happy with the response to the complaint from Blackcastle complaints office, Praxis Care's named Complaints Officer Eileen Dealey can be contacted on 004428 90234555 or via email on eileendealey@praxiscare.ie The complaints officer will inform the complainant when they have received the complaint and he/she will say what they will do. Details of the actions, responsibilities and timescales at every stage are outlined in full within the Organisations' Complaints policy and procedure.

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. In 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.

As Praxis Care Blackcastle has an established complaints procedure that was agreed with the Health Service Executive, a general report will be provided in line with the service arrangement. Information will be captured by the Office of the Complaints Officer and by the person-in-charge. The report will provide information on the previous year indicating:

- The total number of complaints received
- The nature of the complaints
- The number of complaints resolved by informal means
- The outcome of any investigations into the complaints

Praxis Care will also conduct its own periodic performance reviews.

During Resident House Meetings in Blackcastle, staff shall read out the complaints procedure to the residents and the process involved in making a complaint. Staff are also there to advise the residents if they are unhappy with a service.

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, Eileen Dealey Praxis Care, 25-31 Lisburn Road, Belfast, BT9 7AA.**

Fire precautions and emergency procedures

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 service's fire safety policy and procedures are available on request, for residents and their representatives. Regular fire drills are conducted, where appropriate, 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 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 fi

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 6 monthly 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 (eg 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 than 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**'. Praxis Care Blackcastle Navan has a contingency plan in place which identifies an agreement with the Ardboyne Hotel to provide accommodation in the event of an evacuation. Fire signage is located throughout the building. Praxis Care has a Fire & Emergency Evacuation Policy and Procedure which is located on Praxis Care's EDMS system.

Appendix 1:

Conditions of Registration:

As per the Certificate of Registration

Condition 1

The designated centre shall be operated at all times in compliance with the Health Act 2007 as amended from time to time.

Condition 2

The designated centre shall be operated at all times in compliance with The Health Act 2007 (Care and Support of Residents in Designated Centres for Persons (Children and Adults) with Disabilities Regulations 2013-2015 (as amended, consolidated, restated or replaced from time to time) and in compliance with all other regulations made under the Health Act 2007 as amended from time to time.

Condition 3

The designated centre shall be operated at all times in compliance with the National Standards for Residential services for Children and Adults with Disabilities (January 2013) (as amended, consolidated, restated or replaced from time to time) and in compliance with all other standards made under the Health Act 2007 and as the chief inspector may notify to the registered provided from time to time.

Condition 4

The designated centre shall be operated at all times in compliance with all other legislation, regulations and standards which are applicable to it.

Condition 5

Subject to any prohibitions or restrictions contained in any other condition(s), the designated centre shall be operated at all times in accordance with and shall provide only the services set out in, its Statement of Purpose dated January 2018, as delivered and amended from time to time in accordance with Regulation 3 of the Health Care Act 2007 (Care and Support of Residents in Designated Centres for Persons (Children and Adults) with Disabilities Regulations 2013 (S.I No. 367/2013) (as amended, consolidated, restated or replaced from time to time)

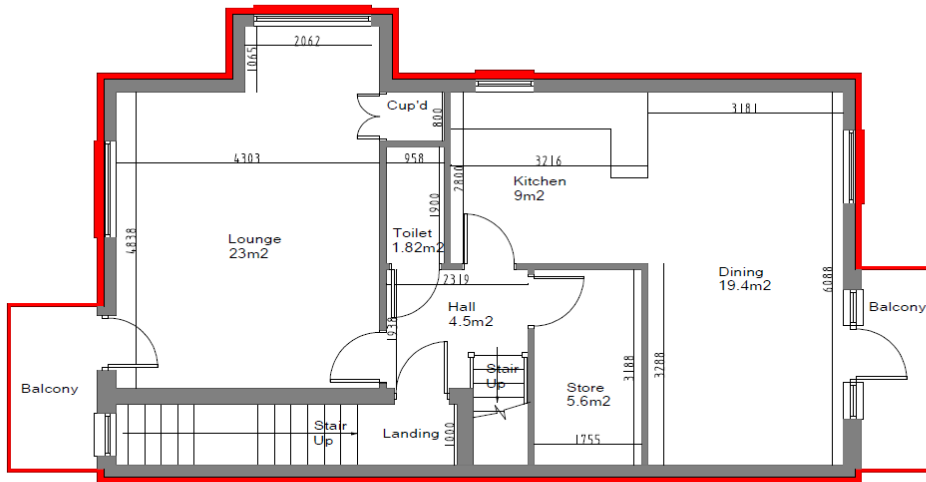
Condition 6

No person under their age of 18 years of age 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: 3

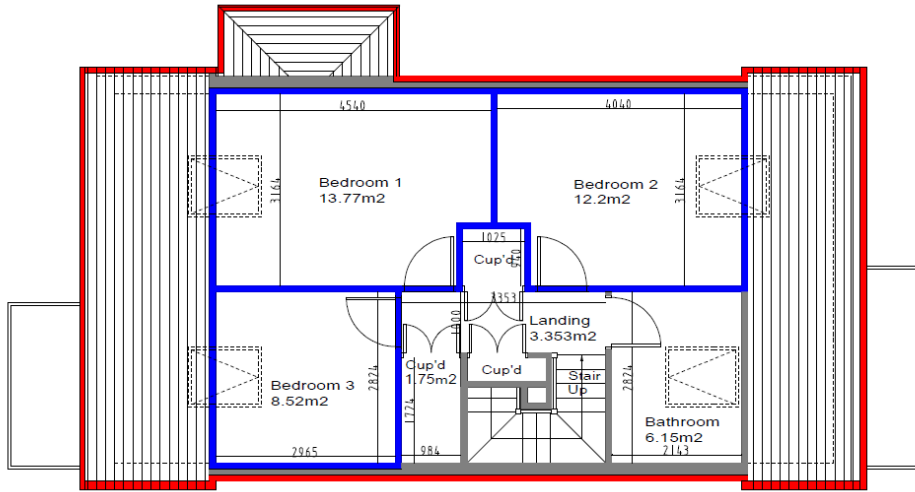
Appendix 2: Floor Plans



Existing 1st Floor

OSV No 0005864

MF MAQUIRE FAIRWEATHER Chartered Building Surveyors 81 Rosetta Road, Tel: 029 9564 5555 Belfast, BT16 0LH Fax: 029 9564 3547 Email: enquiries@maquirefairweather.com Web: www.maquirefairweather.com	
Client Praxis Care	
Project Blackcastle Manor Slane Road, Navan Co Meath C15 TN3C	
Drawing Existing 1st Floor H10A	
No: 1306A3 Date: 11/06/2021	Drawn by: [] Checked by: [] Drawing No: [] Rev: []
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Existing 2nd Floor

OSV No 0005864

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FAIRWEATHER

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Client
Praxis Care

Property
Blackcastle Manor
Slane Road, Navan
Co Meath, C15 TN3C

Drawing
Existing 2nd Floor
H/OA

Drawn by	Checked by
RSO/AJ	
14/06/24	
15.10.2021	15/10/2021
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Appendix 3:

Any other service of which the resident may choose to avail

The external regulator for this service is: HIQA

1. info@hiqa.ie
2. concerns@hiqa.ie
3. complaints@hiqa.ie

Address: Head Office, Unit 1301, City Gate, Mahon Cork
Phone Number: 01-8147400

Document Version History

Version Number	Version update comment	Effective date
V5.0	Version admended to up date H.O.O and PIC details and qualifications	01.02.2021
V6.0	Version updated to reflect WTE staffing as day-care has resumed	15/09/21
V7.0	Version updated to reflect WTE for Temporary team leader.	01/12/21
V8.0	Version updated to include Floor Plans and P.I.C scheme availability	15/02/22