COUNTY BOROUGH OF ROCHDALE.

Birch Hill Institution.

Rules and Regulations for the Government and Control of the Institution and for the Guidance of the Officers, Assistants and Servants thereof.

(Adopted by the Public Assistance Committee, 19th October, 1933)

Rochdale:
J. D. Howarth & Sons Ltd., Yorkshire Street,
THIS Book must be carefully perused
and kept ready for reference by the
person to whom it is given.

In the event of such person ceasing
to hold office, it must be returned to the
Master of the Institution.

By order,

ISAAC CLEGG,
Public Assistance Officer.

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DUTIES OF INSTITUTION OFFICERS AND SERVANTS.

The MASTER of an Institution shall—

1. Govern and control, subject to the directions of the Management Sub-Committee, the Institution and the Officers, Assistant Officers, Servants, and Inmates, and obey or cause to be obeyed all regulations relating to the management of the Institution.

The MATRON of an Institution, subject as provided in Articles 172 and 173, shall—

1. Supervise and control the Female Officers, Assistant Officers and Servants in the Institution, the Female Inmates, the Younger Boys and the Infants and Sick, also report any negligence or other misconduct on the part of any Female Officer or Servant, and assist the Master in the general management and superintendence of the Institution.

2. Discharge the duties of the Master in his absence, unless the Council appoint some other officer for the purpose.

DUTIES OF ASSISTANT MASTER.

1. To aid the Master generally in the performance of his duties, and to act under his directions.

2. To aid the Master in enforcing order, punctuality and cleanliness, and in the due observance of all regulations for the government of the Institution.
To assist the Master in preserving Order and discipline and in securing a due observance of the regulations prescribed by the Council.

Resident Officers are not allowed to have visitors staying overnight without the permission of the Master or Matron.

On no account to leave or enter the premises except by the Front Entrance without the permission of the Master.

So far as matters affecting holidays, each officer must make application in writing stating the day and date (from and to inclusive) to the Master or the Matron as the case may be.

That persons allowed one week's holiday shall take the same in one period.

That persons allowed two weeks' holiday shall not be allowed to exceed two periods unless special application is made to the Master and sanctioned by the Committee.

Holidays to be confined between the months of May and October.

Should an officer take his holidays in one period, the aggregate of any officer's holiday when taken in two or three periods shall not exceed the former.

When an officer is off duty through illness, the Master, in the case of male officers, and the Matron in the case of female officers, must be notified in writing as early as possible by the nearest or next in charge of the department. The Master or Matron must also be informed as early as possible by the officer when returning to duty after illness.

All records, Meter reading, Log Books, etc., must be promptly and accurately entered up and returned to Master as soon as possible so far as matters affecting his office are concerned and in other cases the records, etc., submitted to Master as required.

The Master and Matron are responsible to the Committees for all matters relating to each department and any complaint, requisition or suggestion or any other matter which requires the Committee's decision, is, in the first instance, to be reported in writing to the Master or Matron.

COUNTY BOROUGH OF ROCHDALE.

Birch Hill Institution.

Rules and Regulations for the Government and Control of the Institution and for the Guidance of the Officers, Assistants and Servants thereof.

(Adopted by the Public Assistance Committee, 20th October, 1935.)

Rochdale.

J. D. Howarth & Sons Ltd., Yorkshire Street.
(3) In the absence of the Master to perform his duties as directed.

(4) To assist in keeping the books and accounts, completing Returns for the Ministry of Health, the Council and the Public Assistance Officer.

(5) To assist with the Master's correspondence.

(6) To check all estimates for Stores required.

(7) To supervise and check the work of the Master's Junior Clerks, and to see that the clerical duties in connection with the Institution are thoroughly carried out.

(8) To perform any clerical work required.

(9) To perform such other duty as the Council or the Master may assign to him.

NOTE:—The MASTER of an Institution shall—

Govern and control, subject to the directions of the Management Sub-Committee, the Institution and the Officers, Assistant Officers, Servants and Inmates, and obey or cause to be obeyed all regulations relating to the Management of the Institution.

Duties of Master's Clerks.

(1) To assist the Assistant Master in keeping the Master's Books and Accounts, and with other clerical work.

(2) To relieve the Assistant Master and take over his clerical duties during his absence on leave, or at other times when required.

(3) To receive and immediately attend to telephone messages, etc.

(4) To perform such other duty as the Council or Master may assign to them.

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Duties of Storekeeper.

(1) To examine and weigh all Stores immediately on delivery, and see that the same compare identically with the description appearing on the Delivery Note, and to compare same with the samples on which tenders have been accepted.

(2) To accurately and punctually keep all books and forms which are provided for his use and preserve same and report to the Master any waste or loss of which he has knowledge.

(3) To at once report to the Master any deficiency in quality, weight or measure, and any irregularity in the supply of goods.

(4) To weigh, issue, and be responsible for the issue of all provisions, necessaries, etc., to the several departments of the Institution.

(5) To receive back into Stores all unused issues and see that the same are properly recorded and accounted for.

(6) To keep the departments of the Store in a state of order and perfect cleanliness, and to prepare stock for the inspection of Stocktakers and assist in taking same.

(7) To perform such duty as the Council or the Master may assign to him.

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Duties of Charge Nurse on the Aged and Infirm (Male and Female).

(1) To attend the Medical Officer and Assistant Medical Officer when they visit the Wards under her care.

(2) To make out the diet list daily, serve out stores and superintend distribution of diets.
(3) To avoid leaving the Wards under her care except on urgent business.

(4) To immediately report to the Matron all new patients, any sudden or unfavourable change in the symptoms of any patient, or in the case of continued or increasing pain, or in the case of death.

(5) To take care that every patient is washed every morning before breakfast, and that the Attendants attend to those who are unable to help themselves.

(6) To take care that the wards, bathrooms, sculleries, closets, bedding, clothing and all other articles under her care are kept clean and in good order, and to render an account of her stock to the Matron when required.

(7) To administer all medicines and medical and surgical applications according to directions of the Medical Staff.

(8) To check and be responsible for all soiled linen, and keep an account of same, and be responsible for the cleanliness of all utensils issued for use in her Wards.

(9) To serve the patients with the diets ordered for them, and to report immediately to the Matron any complaint with regard to the quantity or quality of the food.

(10) To enter in a Report Book daily all instructions given by the Medical Officer for the treatment of the patients, any change she may know in the condition of any patient.

(11) To administer all stimulants. To report to the Matron all repairs that may be necessary. To keep all store cupboards locked and keys in her own possession.

(12) To act generally under the direction of the Master or Matron.

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The MATRON of an Institution shall—

(1) Supervise and control the Female Officers, Assistant Officers and Servants in the Institution, the Female inmates, the younger Boys and the Infants and Sick, also report any negligence or other misconduct on the part of any Female Officer or Servant, and assist the Master in the general management and superintendence of the Institution.

(2) Discharge the duties of the Master in his absence, unless the Council appoint some other officer for the purpose.

Duties of Attendants on the Aged and Infirm (Male and Female).

(1) To act generally under the direction of the Charge Nurse, and in her absence to be responsible for the thorough cleanliness of all the wards, dormitories, dayrooms and bathrooms, lavatories, etc., and to see that they are well warmed and properly ventilated at all times.

(2) To be responsible for all linen and clothing, and see that the same is kept well marked and repaired.

(3) To keep an account of all linen sent to the Laundry, and see that the Laundry Books are filled up and signed, and that all articles are properly returned and checked. To acquaint the Matron if articles are not returned.

(4) To call the immediate attention of the Master or Matron to any inmate taken ill.

(5) To receive all applications by inmates for sick notes, leave or discharge, and bring same to the Matron or Master's Office without delay.

(6) To bathe all inmates under their charge.
(7) To report to the Master all repairs needed in pipes, taps, locks, lavatories, etc., and any deficiency of hot or cold water.

(8) To perform such other duties as the Council, Master or Matron may assign.

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(2) Discharge the duties of the Master in his absence, unless the Council appoint some other officer for the purpose.

Duties of Nursery Attendant.

(1) To be responsible for the cleanliness and good order of the day and night nursery.

(2) To take special care in bathing, dressing and feeding the infants or children under her charge.

(3) To strictly supervise, as regards their cleanliness, mothers who are feeding infants, and also the cleanliness of the infants.

(4) To at once report the illness of a child to the Matron and also to the Medical Officer on his daily visit.

(5) To carefully give the prescribed medicines and carefully carry out other treatment ordered for the children.

(6) To see that all meals are punctually served and that the children have nothing to eat but what has been prescribed.

(7) To take charge and be responsible for all clothing, bedding, etc., in the department.

(8) To give every attention to the proper care and training of the children.

(9) To perform such other duty as the Committee, Master or Matron may assign to her.

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(2) Discharge the duties of the Master in his absence, unless the Council appoint some other officer for the purpose.

Duties of Assistant Nursery Attendants.

To act generally as an assistant to the Nursery Attendant and to take charge during her absence on leave.

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(2) Discharge the duties of the Master in his absence, unless the Council appoint some other officer for the purpose.

Duties of Male and Female Mental Attendants.

Patients not to be left without observation.

(1) No patients are at any time to be left without observation, either in the Wards or Airing Courts, and extra vigilance is to be shown towards those having a suicidal tendency; and the Attendants shall see that no patient has any knife or dangerous instrument in his or her possession.

(2) When a patient falls in a fit during the day, he or she should be allowed to remain on the floor, neck garments loosened, and head slightly raised by a small pillow. Special attention must be given by the Attendant to these patients when sleeping, always noting that they are lying on back and never on face.

(3) The Attendants are held responsible for the personal cleanliness and tidiness of the patients under their charge, and must see that they are kept accordingly.

(4) The Attendants shall be careful to administer at the proper times the Medicines, Wine, or extra allowances prescribed for the sick by the Medical Officers, but no medicines shall be given without their authority.

(5) All patients shall be induced as much as possible to employ themselves either in the Wards or out of doors. Patients not so employed, if sufficiently well in bodily health, are to be taken or sent by their Attendants every day (weather permitting) for exercise into the Airing Courts. When in the Wards the Attendants shall afford them all the amusement they can by circulating books amongst them and by other means at their command.

(6) No Attendant shall bring any intoxicating liquors into the Institution for the patients, or allow same to be brought in and given to the patients by visitors. All letters and manuscripts written to or by the patients shall be placed in the hands of the Medical Officers.

(7) Attendants are immediately to repress all slight quarrels and improper and violent language, but never either on these or on any other occasion are they to use any violence or harsh words, or administer anything in the way of punishment. To report such conduct to the Master, in the case of males, and to the Matron in the case of females. Also to enter all such cases of misconduct, with the necessary particulars, in the ordinary Report Book, such book to be open for inspection of Medical Officers, etc., whenever required.

(8) Attention is particularly called to the following extract from the Lunacy Act, 1890, Sec. 322:—“If any Manager, Officer, Nurse, Attendant, Servant or other persons employed in an Institution for Lunatics, or any person having charge of a lunatic, whether by reason of any contract or any tie of relationship, or marriage or otherwise, ill-treats or wilfully neglects a patient, he shall be guilty of a misdemeanour, and, on conviction or indictment, shall be liable to a fine or imprisonment, or to both fine and imprisonment, at the discretion of the Court, or be liable on summary conviction for every offence to a penalty not exceeding twenty pounds, or less than two pounds.”

(9) Each Attendant shall see that the patients under his or her charge are present at meal times, and that they have their proper allowance of food, etc., the food to be cut up small or minced before being served out, where necessary, and report to the
Medical Officers those who refuse their food, or are incapable of feeding themselves.

(10) Every accident, however slight, and all quarrels between patients attended with violence, illness, or death, shall be immediately reported to one of the Medical Officers and to the Master.

(11) Each Attendant on duty must, before leaving off duty, see that the patients are in, and such doors locked as have been ordered, and that the ordinary clothing of the patients is neatly put in the place provided for the same. Should any patient be absent it must be immediately reported to the Master.

(12) The bodies of deceased persons, who were "Certified" or "Alleged" (i.e., three days' Order) lunatics, must not be shrouded until the Medical Officer or his assistant has examined the body for bruises, sores, etc.

(13) They shall commence and leave off duties according to times stated in Time Table. They shall not sit in duty room or kitchen except for meals during night. At all other times they must devote their whole time to the duties appertaining to their office.

(14) No Attendant shall leave the Institution, excepting in accordance with the Time Table, without the special permission of, in the case of the Male Attendant, the Master; and the Female Attendant, the Matron.

(15) The Attendants shall keep themselves neat and clean in their apparel, wearing the Uniform provided by the Council, and thereby set a proper example to the patients under their care.

(16) They shall on no pretence whatever lend their keys to a patient, but must always have them attached to their persons, and lock whatever doors have been ordered to be kept locked by the Master or Matron.

(17) It shall be the constant duty of every Attendant to take the greatest care to prevent all waste or needless consumption of coals, electric light, etc.

(18) They shall not admit any visitors into the Wards or allow any patients to be seen without an order from the Master, except on the ordinary visiting days for the friends of the patients.

(19) All the Wards and Utensils must be cleaned by the Attendants with the assistance of the patients, and made ready for inspection not later than 10-0 o'clock in the morning.

(20) Each Attendant shall see that all cans, dishes, etc., in which food has been conveyed to the Wards, together with any portion of food which may have been left, be returned to the serving room after each meal.

(21) A place shall be appointed for keeping all utensils, and they must be immediately restored to their place after use; those employed at meal times must be collected, counted and locked up after each meal.

(22) Care must be taken to keep the Wards as clean as possible; all windows in the sleeping rooms must be opened directly after the patients have risen. If the weather is cold, damp and windy they may be closed early, otherwise they must remain open all day. Windows in the Bath and Day Rooms, Scullery, Passages and Corridors may remain open all night when the weather will admit of it.

(23) If a window be broken, the whole of the broken glass must be immediately removed, and the occurrence forthwith reported to the Master and also entered in the Daily Report.

(24) All Attendants shall make a Daily Return of the patients in their Wards and whether excited, sick, or quiet, and the names of those who have fits, with the number of them; all articles missing, torn, defective, or destroyed, accidents, and all occurrences
worthy of note which have happened in the Ward since the previous report. This report shall be ready for the succeeding Attendant.

(25) No patient shall on any account whatever be allowed to light or turn off the gas, electric light, or convey any lighted material from one place to another.

(26) Each Attendant shall report to the succeeding Attendant all patients newly admitted into the Wards, specifying who are epileptic, suicidal, or who may require especial attention, whether owing to illness or uncleanly habits, etc.

(27) In case of disobedience of orders for intoxication, harshness, or cruelty to patients, or for absence from the Institution without leave, each Attendant shall be liable to be suspended, or be immediately discharged, his or her wages being forfeited.

(28) To take charge and be responsible for the thorough cleanliness of his or her wards, dormitories, dayrooms, bathrooms, lavatories, etc., to see that they are well warmed, and properly ventilated at all times.

(29) To be responsible for all linen and clothing, and see that the same is kept well marked and repaired.

(30) To keep an account of all linen sent to the Laundry and see that the Laundry Books are filled up and signed, and that all articles are properly returned and checked. To acquaint the Matron of articles not returned.

(31) To call the immediate attention of the Master or Matron to any inmate taken ill.

(32) To be responsible for the proper serving of all meals in his or her department.

(33) To receive all applications by inmates for sick notes, leave or discharge and bring same to Master’s Office.

(34) To bathe all inmates under his or her charge.

(35) To give out the medicines, etc., as prescribed by the Medical Officer.

(36) To report to the Master all repairs needed in pipes, taps, locks, lavatories, etc., and any deficiency of hot or cold water.

(37) To perform such other duties as the Council or Master may assign.

(38) Attendants to take alternate day and night duty when required.

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The MATRON of an Institution shall—

1. Supervise and control the Female Officers, Assistant Officers and Servants in the Institution, the Female Inmates, the younger Boys and the Infants and Sick, also report any negligence or other misconduct on the part of any Female Officer or Servant, and assist the Master in the general management and superintendence of the Institution.

2. Discharge the duties of the Master in his absence, unless the Council appoint some other officer for the purpose.

**Duties of Matron’s Assistant (Seamstress).**

1. To aid the Matron generally in the performance of her duties and to act under her directions.

2. To aid the Matron in enforcing order, punctuality and cleanliness and in due observance of all regulations for the government of the Institution.

3. To take charge of all Drapery and Linen Stores, assist in issuing and cutting out clothing, bedding, etc., and to assist the Matron in getting Stock ready each half-year for the Stocktaker.
(4) To examine all clothing returned to Stores, and to attend to repairs in Sewing Room, and submit to the Matron those to be condemned.

(5) To relieve other Officers when necessary.

(6) In the absence of the Matron, to perform her duties as directed.

(7) To use every effort to prevent waste and extravagance.

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(1) Superintend and control the Female Officers, Assistant Officers and Servants in the Institution, the Female Inmates, the younger Boys and the Infants and Sick, also report any negligence or other misconduct on the part of any Female Officer or Servant, and assist the Master in the general management and superintendence of the Institution.

(2) Discharge the duties of the Master in his absence, unless the Council appoint some other officer for the purpose.

Duties of the Sewing Maids.

(1) To be responsible for the cleanliness and tidiness of the Workrooms.

(2) To see that all female inmates sent to her Department are employed according to their ability, and to be responsible for the making and mending of the various garments.

(3) To assist in the Kitchen at the distribution of meals if required.

(4) To take relief duty as required when necessary.

(5) To perform such other duty as the Committee, the Master, or the Matron may assign to her.

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The MATRON of an Institution shall—

(1) Superintend and control the Female Officers, Assistant Officers and Servants in the Institution, the Female Inmates, the younger Boys and the Infants and Sick, also report any negligence or other misconduct on the part of any Female Officer or Servant, and assist the Master in the general management and superintendence of the Institution.

(2) Discharge the duties of the Master in his absence, unless the Council appoint some other officer for the purpose.

Duties of Female Cooks.

(1) To personally draw from the Stores all requisite provisions according to the Dietary Table and Stores List, and ascertain that they are all of correct weight and measure, and after they are issued from the Stores to be solely responsible for same.

(2) To prepare and cook all meals for the inmates in her Department, and see that directions on the Diet Sheets are strictly adhered to, and meals punctually served.

(3) Not to supply any uncooked food to any officer or inmate without permission from the Matron.

(4) To see no person enters the kitchen, except on business, and to be responsible for the good conduct of the inmates working there.

(5) To be responsible for the thorough cleanliness and good order in the kitchen, scullery, for the
cleanliness of all cooking utensils, and promptly report to the Master any defects in the steam, gas or electricity cooking apparatus.

(6) Not to leave the kitchen while food is being cooked.

(7) To perform such other duty as the Council, Master or the Matron may assign to them.

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(2) Discharge the duties of the Master in his absence, unless the Council appoint some other officer for the purpose.

Duties of the Porter.

(1) To commence duty at 7-0 a.m. daily.

(2) To perform such duty as the Council may assign to him.

(3) To keep a book, to be supplied by the Council, in which he shall enter the name and business of every Officer or other person who shall go into the Institution, and the name of every Officer or other person who shall go out thereof, together with the time of such Officer's or person's going in or out.

(4) To examine all inmate parcels and goods before they are received into the Institution if on suspicion he thinks it necessary, report to the Master the admission of any spirituous or fermented liquors, or other articles contrary to any of the regulations issued by the Ministry of Health and the Council, or otherwise contrary to law.

(5) To search any male inmate entering the Institution whom he may suspect of having possession of any spirits or other prohibited articles, and to require any other visitor entering the Institution whom he may suspect of having possession of any such spirits or prohibited articles, to satisfy him to the contrary before he permits such person to be admitted, and in case of any female to cause the Portress to be called for the purpose of searching her if necessary.

(6) To report to the Master any Officer or Servant whom he may suspect of leaving the Institution with any article belonging to the premises, and not to allow any officer or Servant of the Institution to take or send out of the Institution any parcel, box, bag, package, or any other property whatever, without the authority of the Master.

(7) To assist the Master in preserving order and in enforcing obedience and due subordination in the Institution, and in securing a due observance of the Regulations prescribed for the government of the Institution and its inmates.

(8) To allow no visits to Officers during duty hours without permission of the Master.

(9) To inform the Master of all things affecting the security and order of the Institution.

(10) To be responsible for the safe custody and transfer to the Master's Office of all letters and parcels left at the Lodge, and the distribution of the same as directed.

(11) To not permit any of the Officers or inmates, male or female, to pass out of the Institution without authority.

(12) To not permit any Officer to be in the Lodge unless upon business.
(13) To never leave the Institution premises during his hours of duty without the permission of the Master.

(14) To remain in the Porter's room, attending to the bell, unless actually called away by duty elsewhere.

(15) To cause, when necessary, carts delivering material for use in the Institution to be weighed upon the weighbridge, both on entering and leaving the Institution, and to make careful notes of the weights in the weighbridge book provided for the purpose. To be responsible for the working of the weighbridge generally.

(16) To allow no unauthorised persons to enter or remain in the Porter's Lodge, and to see that no persons congregate or loiter about the entrance gates.

(17) To receive keys as directed by the Master from Officers and Servants prior to leaving the Institution, and to deliver the same keys as handed to him to the Officers and Servants when required.

(18) To attend to all persons to be discharged; no person to be discharged unless an official order is given.

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**Duties of the Portress.**

(1) To be responsible for the cleanliness and good order of Receiving Ward, Bath Rooms, Clothing Stores, Wards, etc., in her Department. To keep a correct Inventory of inmates' own clothing.

(2) See that inmates' own clothing is disinfected and a correct Inventory kept of clothing ordered to be burned.

(3) To bathe and cleanse all female patients and inmates on admission, and transfer to the Department ordered by the Medical Officer.

(4) To allow no patient to remain in the Receiving Ward after the visit of the Medical Officer, and to allow no inmate to be in the Wards longer than is necessary for cleansing purposes.

(5) To at once acquaint the Matron of the illness of any patient, and also the Medical Officer on his visit.

(6) To receive all female vagrants and see that the regulations and diets prescribed are carried out, with special attention to children.

(7) To attend all persons admitted, discharged, or to be allowed out on leave.

(8) To perform such other duty as the Council, the Master or the Matron may assign to her.

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(2) Discharge the duties of the Master in his absence, unless the Council appoint some other officer for the purpose.

**Duties of Night Porter.**

(1) To relieve the Gate Porter at the Lodge and perform all the duties prescribed for that Officer.
(2) To ring the first bell in the morning.
(3) To keep the Porter's Night Report Book, and carefully enter anything unusual which may occur during the night.

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Duties of Indoor Labour Master.
(1) To visit all wards on the Male Side of the Institution, see that the inmates are out of bed and washed, and the wards properly ventilated and in order. The sickness of every inmate to be at once reported to the Master.
(2) To receive all applications by male inmates for sick notes, leave or discharge, and bring same to the Master's Office without delay.
(3) To attend Master's Office each morning with reports, male persons newly admitted and receive instructions thereon.
(4) To set to work all male inmates who are not under the direct supervision of a Master tradesman, and report to Master any neglect of same.
(5) To see to the cleanliness and clothing of male inmates, changing of same, and send all dirty linen to the Laundry.
(6) To attend with men wishing to see the Medical Officer.
(7) To attend and assist in the Dining Hall at meals, supervise the distribution of food, see the inmates enter and leave the Hall in a proper manner, and prevent uncrushed food being removed by inmates.
(8) To report to the Master any repairs that may be required in his Department.
(9) To see that the Dormitories, Wards, etc., are regularly scrubbed, lavatories, etc., flushed, and towels regularly changed.
(10) To be responsible for all Stock under his charge.
(11) To assemble the inmates for meals and for Divine Service.
(12) To visit at 8-0 p.m. each day all Day Rooms and Dormitories, to see all lights and fires are out, the inmates all in bed, and the Wards in proper order for the night.
(13) To be responsible for the cleanliness, etc., of the yards, W.C.'s, airing courts and paths adjacent to the Male side of the Institution.
(14) To take relief duty when required by the Master.
(15) To perform such other duty as the Council or the Master may assign to him.
(16) To use every effort to encourage industry of the Male inmates, and to prevent extravagance and waste in his Department.

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Duties of Out-Door Labour Master.
(1) To receive all Test Workers and enter names in daily register of attendance and number of days worked and work done.
(2) To set the men to work according to capabilities.
(3) Supervising all work, namely: Kitchen garden, digging, mowing, borders, rockeries, sweeping roads, yards and cleaning windows in Hospital.
(4) To attend in the Dining Hall during the Test Workers' dinner time.

(5) To assist in the supervision of Casuals and Inmates working in the grounds on the land and clearing ashes and emptying dust-bins; also help in the maintenance of discipline.

(6) To be responsible for all tools under his care, also for the cleanliness of the same.

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Duties of Barber and Bath Attendant.

(1) To shave the inmates of the Institution at least twice a week, and at other times when required.

(2) To cut the hair of all the male inmates at least once per month, and at other times when required by the Master.

(3) To shave the head of any male or female inmate when required by the Master or the Principal Medical Officer.

(4) To keep the razors, shaving brushes, scissors, clippers and any other instrument required in the performance of his work in a clean and efficient state.

(5) Except in cases in which the Medical Officer considers that it is undesirable, every inmate shall be bathed once a fortnight, and shall have the option of being bathed at least as frequently as once a week. Should there be any doubt as to the advisability of bathing any inmate reference shall be made to the Master.

(6) In preparing a bath the cold water must always be placed in the bath before the hot water.

(7) During the bathing of the inmates the bathroom must not be left without some paid officer appointed by the Committee and distinctly made responsible for the conduct of the arrangements.

(8) Before any inmate enters the bath the officer in charge of the arrangements shall ascertain by a thermometer the temperature of the bath, which should be not lower than 90 degrees of Fahrenheit and not higher than 98 degrees of the same scale.

(9) Any marks, bruises, wounds, sores, local pain or evidence of disease, complained of by the inmates or noticed by the person in charge of the bathing, shall be at once reported to the Master or Matron.

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Duties of Supervisors of Casual Labour.

(1) To superintend the casuals under his charge.

(2) To personally attend to the male admissions.

(3) To personally attend to the bathing of the male casuals and to see that their clothing is properly disinfected when necessary; also to provide a fresh towel and a clean shirt to each casual.

(4) To be responsible for the cleanliness of the bedding and of the Wards, Wood Shed, Labour Yards and to see that the Casuals are properly and fully employed at work.

(5) To accurately keep all books which are provided, viz.:

The Casuals Admission and Discharge Book.
The Casuals Examination Book.
The Casuals Provisions Book, Bread Tickets, etc.
The Sale of Firewood Books.

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Duties of the Farm Bailiff.

1. To keep a Register of all cattle purchased, giving the following particulars, viz.:—Date of purchase, colour, age, from whom purchased, cost, and how disposed of.

2. To keep proper milk records.

3. To keep a Register of all Live Stock born (Cattle, Pigs, etc.).

4. To keep up to date the Inventory of the Farm Carts, Floats, Implements and Dairy Utensils, etc.

5. To keep a Book Record of all Cattle, Pigs, etc., slaughtered, showing particulars of hides, skins, and fat for disposal.

6. To see that numbered Official Receipts be obtained for all payments and Official duplicate Receipts be given for all sales.

7. To arrange with the Master for a yearly independent stocktaking and valuation by a certified Valuer to be made.

8. To report to Master so that as far as practicable, all surplus Pigs for sale could be advertised and sold by auction, and proceeds of sale to be forthwith paid into the General Fund.

9. To inform the Master of all things affecting the security and order of the Farm, and to be responsible for the good conduct of the inmates working there and to see that no person is allowed to loiter on the Farm premises.

10. To allow no unauthorised person to enter or leave by the Farm Lodge. They must enter and leave by the Front Entrance.

11. Not to leave the premises during the hours of duty, except by direction or permission of the Master.

12. To be careful in the use of electric light, gas, water and fuel and to check any waste by persons using them whilst working on the Farm premises.

13. To be responsible for the Farm Stores, to examine and weigh immediately on delivery and compare with the Committee’s own sample.

14. To at once report to the Master any deficiency in quality or weight and any irregularity.

15. To accurately and punctually keep the registers and records as ordered and submit the same to the Master when requested.

16. The Master is responsible to the Committee for all matters relating to the Farm and any complaint, requisition or suggestion, or any other matter which require the Committee’s decision is, in the first instance, to be reported in writing to the Master.

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Duties of the Dairy Maid.

1. To keep an account of and be answerable for the proper and accurate distribution of the milk for the wards, kitchens, etc., as ordered.

2. To take care that the dairy and all utensils are kept clean and in good order, and to render an account of her stock when required.
(3) To keep an account of all cleaning materials, fuel, linen, etc., and be responsible for the safe keeping of the same and exercise care and discretion in their use.

(4) To make in writing every statement, request or complaint intended for the Master or Matron, and to see that the same is at once forwarded to the Master's Office.

(5) Not to leave the premises during the hours of duty except by direction or permission of the Master or Matron.

(6) The Master or Matron is responsible to the Committee for all matters relating to the Dairy and any complaint, requisition or suggestion, or any other matter which require the Committee's decision is, in the first instance, to be reported in writing to the Master or Matron.

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The MATRON of an Institution shall—
(1) Supervise and control the Female Officers, Assistant Officers and Servants in the Institution, the Female Inmates, the younger Boys and the Infants and Sick, also report any negligence or other misconduct on the part of any Female Officer or Servant, and assist the Master in the general management and superintendence of the Institution.

(2) Discharge the duties of the Master in his absence, unless the Council appoint some other officer for the purpose.

Duties of the Cowman.
(1) To assist the Farm Bailiff in the working of the Farm and obey all lawful orders.

(2) To relieve the Farm Bailiff and take over his duties during his absence on leave, or at other times as requested in accordance with the rules provided.

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Duties of the Farm Carter.
To assist the Farm Bailiff in the working of the Farm and obey all lawful orders.

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Duties of Laundry Foreman.
(1) To see that all machines in the wash-house are in good order, and to report at once any defects to the Institution Master.

(2) To strictly supervise all persons (inmates and paid labour) working on the machines, to see that no machine is overloaded, and report at once anything that is likely to occur to prevent the proper working of the machines.

(3) To pay especial attention to the washing of articles, that the exact amount of water is supplied to the machines, that the water is changed at the proper time, and that woollen fabrics are not shrunk, and that the Hydro Extractors are evenly packed, and to prevent any waste of water or materials used in the Laundry Department.
(4) To report at once to the Master or Matron every torn or soiled article on receiving, also any articles which may have been torn in the laundry before returning same.

(5) To devote his whole time and attention to the duties of his office, and use every effort to prevent extravagance and waste.

(6) To preserve order and propriety of conduct among those who work under him (paid or unpaid labour) and to see that they are punctual in commencing duty, and to report to the Master or Matron without delay any dereliction of duty or misconduct.

(7) To give immediate notice to the Master if anything should prevent the proper working of any of the machinery in his Department.

(8) To see that all Laundry Machinery is properly lubricated and cleaned before starting.

(9) To see that no paid labour is used in swelling down and cleaning the Laundry Floors, etc. This work, as far as practicable, to be done by casual or inmate labour on requisition to the Master or Matron.

(10) To be responsible for the General Cleanliness of the Laundry.

(11) To perform such other duty as the Council, Master or Matron may assign to him.

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The MATRON of an Institution shall—

(1) Supervise and control the Female Officers, Assistant Officers and Servants in the Institution, the Female Inmates, the younger Boys and the Infants and Sich, also report any negligence or other misconduct on the part of any Female Officer or Servant, and assist the Master in the general management and superintendence of the Institution.

(2) Discharge the duties of the Master in his absence, unless the Council appoint some other officer for the purpose.

Duties of the Butcher.

(1) To personally receive the meat delivered at the Institution Stores.

(2) To examine and check immediately after delivery and enter into Meat Received Book.

(3) To report to the Master in writing any deficiency in quality or weight and any irregularity in the supply of meat.

(4) To weigh and issue as ordered all meat to the respective Departments and keep the necessary
records and report any complaint to the Master in writing.

(5) To accurately take the Stock remaining in Store at the end of each week and enter same in the Stock Book.

(6) To prepare the Stock for the inspection of the Stocktake at the end of each half-year, viz.:—March and September.

(7) To be responsible for the cleanliness of the Meat Stores, Refrigerator, Scales and Utensils, and to assist daily with the cutting and carving in the Kitchen if called upon to do so.

(8) To assist in the milking of cattle.

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Duties of Baker.

(1) To be responsible for the baking of all bread, teacakes, pastry for pies, etc. Also the cooking of all ordinary dinners, such as require cooking in the Bakery Ovens.

(2) To be responsible for the cleanliness of the Bakeshouse, Ovens and Bread Store, also all machinery and utensils connected therewith.

(3) To report at once to the Master if the supplies are not according to contract.

(4) To enter in the books for that purpose details of bread, etc., produced and issued to the several departments.

(5) To maintain good order in the Bakeshouse and Bread Store, and be responsible for the discipline of the inmates therein.

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Duties of Gardener.

(1) To see to the mowing of all lawns, tennis courts and grass borders and the general attention required for same.

(2) To see to the digging, planting and all other requirements for borders and shrubberies.

(3) To see to the planting out of all borders and flower beds. Spring and Summer.

(4) To see to the preparation and raising of all plants and seedlings.

(5) To see to the potting, staking and tying of all plants and the general management of all that is grown in the Greenhouses.

(6) To supply plants and flowers to the Hospital and Institution Wards and Principal Officers’ Quarters.

(7) To see to the raising and cultivation of vegetables, and general kitchen garden work.

(8) To see to the renovations of the grounds and garden and the general upkeep of the same.

(9) To see to the cleaning and keeping tidy of all roads, paths, etc.

(10) To supervise the work of Test Workers, to keep account of their time, and to issue certificates on completion of their test.

(11) To make a Daily Report of how all test workers have been employed, with particulars of any reason for ceasing work before the specified time.

(12) To furnish the Master with particulars of any test workers requiring repairs to footwear recommended by the Relieving Officers.
(13) To enter in the Time Sheet all work done and materials used during the week.

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Duties of Shoemaker.

(1) To repair all boots, shoes, etc.
(2) To make new boots, shoes, etc.
(3) To keep an accurate account of all boots, shoes, materials entrusted to his charge, and to be responsible for the same to the Master.
(4) To maintain good order in the Shoemaker's Shop among the inmates and other persons under his charge.
(5) To keep his workshop and the machines, tools, etc., therein at all times in a clean and orderly condition.
(6) To enter accurately in the books for that purpose an account of all stock received and work done.

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Duties of Assistant Tailor.

(1) To act generally as assistant to the Tailor and obey all lawful orders.
(2) To relieve the tailor and take over his duties during his absence on leave or at other times as requested in accordance with the rules provided.

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Duties of the Tailor.

(1) To attend all repairs in the Tailor's Shop.
(2) To make the Male Officers Uniforms and Fire Brigade Uniforms.
(3) To see to the cleanliness of the inmates' clothing and the changing and issuing of the male inmates clothing.

(4) To be responsible for all stock under his charge.
(5) To requisition for all goods required in his department.
(6) To examine all materials received into his department, and to call the Master's attention to any faulty or damaged materials before taking same into stock.
(7) To maintain good order and discipline among the inmates and others under his charge.
(8) To perform such other duties as the Committee or the Master may assign to him.

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Duties of the Engineer.

(1) To live near the Institution and be ready to attend in case of emergency, and at other times, if required.
(2) To attend the Master's Office at 9-15 a.m. daily to receive directions for work to be done.
(3) To devote his whole time and attention to
the duties of his office, and use every effort to
prevent extravagance and waste in his Department.

(4) To preserve order and propriety of conduct
among his assistants, to see that they are punctual
in commencing duty, and to report to the Master
without delay any dereliction of duty or miscon-
duct.

(5) To give immediate notice to the Master in
writing if anything should prevent the proper working
of any of the machinery in the Institution.

(6) To see that every part of the engine room,
boiler house, workshop, etc., is kept clean and in
good order.

(7) To keep a book in which he shall enter a
report to the Master of any defects he may notice in
the Institution.

(8) To take control and maintain in proper
order and repair all steam boilers, engines, laundry
and pumping machinery, steam appliances and
apparatus, whether used for heating or cooking pur-
pose, all electric light installation, telephones, lifts
and other electrical appliances, hot water mains,
apparatus and tanks in connection with the Central
Heating System, and all other machinery in use in the
Institution.

(9) To see that all machinery is properly
lubricated and cleaned before starting.

(10) To examine regularly the steam ovens and
pipes in the various kitchens throughout the Institu-
tion and Hospital Blocks, and to take the necessary
steps for repairing any defects in them, seeing that
no waste of steam or water is allowed to continue.

(11) To take indices of electric light and all
meters connected with the Central Heating Scheme
and enter same in a book to be kept for the purpose.

(12) To provide the Master with an estimate of
tools, materials, etc., required in his Department.

(13) During hours of duty not to leave the
precincts of the Institution without reporting to the
Master.

(14) To carry out all lawful directions of the
Council or Master, and to furnish promptly all
returns, statistics, etc., required and to attend the
Works Committee when requested to do so.

(15) All records, meter readings, logbooks, etc.,
must be properly and accurately entered up and
returned to the Master as soon as possible, so far as
matters affecting his office are concerned, and in other
cases the records, etc., submitted to the Master as
and when required.

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the Management of the Institution.

Duties of Engineer's Assistants.

(1) To act generally as assistants to the
Engineer, and obey all lawful orders.

(2) To relieve the Engineer and take over his
duties during his absence on leave or at other times
as requested in accordance with the rules provided.

(3) To enter in time sheet all work done and
materials used during the week.

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the Management of the Institution.

Duties of the Foreman Plumber.

(1) To make periodical inspection of all
plumbers' work and report to the Master any defects
he may find on the premises.
(2) To attend the Master’s Office at 9-15 a.m. daily to receive directions for work to be done.

(3) To carry out all orders and be responsible for the plumbers’ work required to be done on the premises.

(4) To examine all materials used in his Department and to call the Master’s attention to any faulty or inferior goods before taking the same into stock.

(5) To requisition for all goods required in his Department, such requisitions to be brought to the Master’s Office to be submitted to the Works Committee and attend the Committee when requested to do so.

(6) To enter in the Time Sheet all work done by him during the week.

(7) To maintain good order and discipline among the inmates, and others under his charge.

(8) To be responsible for the maintenance of all pipe circuits, radiators, valves and expansion cylinders in connection with the central heating from the main in basements of all buildings.

(9) All gas fittings and appliances, gas meters, gas fires, geysers, cookers and gas irons.

(10) Supervision and maintenance of cast iron water mains, control valves from the main water meter at the Institution entrance. Also the reservoirs at East Hill. The No. 1 Reservoir supplies water from a 6” main for fire purposes.

(11) Supervision of plant and filter beds for treatment of water for gathering grounds.

(12) To act as Captain of the Fire Brigade and to see that the Members are efficient in the use of fire appliances, etc.

(13) To live near the Institution and liable to be called upon by the Master in case of emergency night or day.

(14) Two telephones are provided at the Plumber’s residence for this purpose and to see that they are kept in working order.

(15) To take readings of the water and gas meters connected with the Institution and enter same in the books set apart for that purpose.

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Duties of Plumber’s Assistants.

(1) To act generally as assistant to the Plumber, and obey all lawful orders.

(2) To act as Deputy Captain of the Fire Brigade.

(3) To see to the cleanliness and proper flushing of all drains, the good order and cleanliness of gullies, stack pipes, areas, manholes, etc.

(4) To relieve the Plumber and take over his duties during his absence on leave or at other times as requested in accordance with the rules provided.

(5) To enter in time sheet all work done and materials used during week.

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Duties of Joiner.

(1) To make periodical inspection of all joiners’ work and report to the Master any defects he may find on the premises.

(2) To attend at the Master’s Office at 9-15 a.m. daily to receive directions for work to be done.
Duties of Handy Man.

(1) To act generally under the supervision of the Joiner.
(2) To carry out his instructions and obey all lawful orders.

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Duties of the Painter.

(1) To attend to all orders for painting, etc., at the Institution.
(2) To act under the control of the Master.
(3) To attend the Master's Office at 9-15 a.m. daily to receive instructions for work to be done.
(4) To requisition for all goods required in his Department, such requisitions to be brought to the Master's Office to be submitted to the Works Committee.
(5) To examine all materials used in his Department, to call the Master's attention to any faulty or inferior goods before taking the same into stock.
(6) To enter in the time sheet all work done and material used by him during the week.
(7) To report to the Master any defects he may find on the premises.
(8) To perform such other duty as the Council or the Master may assign to him.

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Duties of the Stokers.

(1) To average fifty-six hours duty per week each, and to change from night to day shift when required.

(2) Not to leave the Boiler House until relieved by another Stoker.

(3) To see that all bright work in the Boiler House is kept clean, the boiler fronts black-leaded and polished, and the Boilers and Boiler House left in a clean state before going off duty.

(4) To keep the pumps in the Boiler House clean.

(5) To keep a constant supply of steam.

(6) To keep water hot in heaters.

(7) To help economise the steam as much as possible, and to see that there is no waste of fuel.

(8) To report to the Engineer any defect in quality of fuel.

(9) To allow no unauthorised person in the Boiler House.

(10) To clean Boilers when required.

(11) To open blow-off cock on Boilers and Economisers daily.

(12) To report to the Engineer before leaving duty any defects which require attention.

(13) To examine the steam pressure and water gauge and all regulating valves on commencing duty, and at other times as directed.

(14) To blow the hooter on receiving a fire call.

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Duties of Night Watchman (Stoker).

(1) To visit externally all parts of the Institution and Hospital frequently during the night.

(2) To acquaint himself with the position of the various Fire Hydrants and the use of the Fire Appliances.

(3) To assist in the night stoking as and when required.

(4) To keep a Night Report Book and carefully enter anything unusual which may occur during the night.

(5) To report to the Master in writing before leaving duty any defects which require attention.

(6) All reports, also the Night Report Book, to be at the Master's Office before 9 a.m. each day.

(7) To perform such other duties as the Committee or the Master may assign to him.

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THE DUTIES OF OFFICERS.

GENERAL.

To make themselves fully acquainted with the duties and regulations prescribed for their office, and all general duties and regulations for the guidance of officers and the control of the Institution.

To carry out obediently all directions of the Council and superior officers.

To report disobedience or insubordinate conduct by assistant officers to the Master forthwith.

To lay no complaint or request whatsoever before the Council without first informing the Master of the intention to do so.
To be punctual in coming on duty, and to remain on duty until relieved.

To wear any uniform prescribed by the Council during hours on duty, and to be clean and neat in appearance.

On no account, except the performance of duty, to leave the grounds of the Institution during hours of duty.

To leave and enter the Institution by the front gates, and see to the due fulfilment of the following Article, No. 82, of the Poor Law Institutions Order, 1913:—"The Council shall cause the name of every officer or inmate, and the name and business of any other person entering or leaving the Institution, and the time of entry and departure to be recorded in a book set apart for the purpose."

If resident in the Institution to return from leave of absence by 11-15 p.m. o'clock, or previously obtain the permission of the Master to return at a later hour.

To take no alcoholic drink during the hours of duty, and at all times to be temperate and well conducted.

To use no questionable language or any show of force whatsoever to any inmate, and at all times to be guarded in language and conduct to other officers, visitors and inmates.

Unless otherwise instructed by the Council or a superior officer, to see that lights are turned down in the Wards at 8:00 o'clock in the evening, and, generally, to prevent any wastage of food, gas, heat, and water consistent with every regard for the comfort and well being of the inmates.

To give every inmate full facility of laying any complaint before a superior officer.

To accept no gifts, whether of money or otherwise, from any visitor or inmate.

On no account shall any officer, servant or other person take any article of food, clothing, commodity, or any other thing being the property of the Council from off the Institution premises without the permission of the Master.

On no account shall a non-resident officer or servant place an order or purchase any goods for his or her own private use for delivery at the Institution.

To attend punctually, unless excused by the Master, all drills of the Institution Fire Brigade, and to respond without delay to any alarm of fire. Every Officer of the Institution shall:

1. Comply with all requirements contained in any Order issued by the Ministry affecting his office;

2. Observe and fulfill all lawful orders and regulations or directions of the Council affecting his office;

3. Account for all provisions or other property of the Council under his charge;

4. Make, on the direction of the Ministry, or of the Council, or of the House Committee, or any other duly appointed Committee or of the Public Assistance Officer, written reports concerning any matters relating to his office;

5. Attend any meeting of the Council, or of the House Committee, or of any other duly appointed Committee when directed by them so to do;

6. Produce all books, documents, or accounts kept by him or in his custody whenever required by the Council, or any other duly appointed Committee or by the Public Assistance Officer;

7. So far as matters affecting his office are concerned, supply to the Public Assistance Officer any information necessary for the purpose of any report, answer, or return required by the Ministry or their Officers, or by the Council;

8. Except so far as provision is made by or with the approval of the Council for assistance in his office, personally discharge the duties of his office, and, where assistance is so provided, be personally responsible for the proper discharge of those duties.