

## Employees with service accommodation on the island

Department:	Boating
Responsibilities:	Participate in the 'Island Duty rota' which provides emergency and service cover for the island all year round
Reports to:	Head Boatman

### Principal purpose of role

A number of Mount staff are required to live on the island in order to ensure the safety and security of the castle residents and village community, and be available to assist in emergencies. Service accommodation is provided for this purpose.

### Area of responsibility/tasks

To fulfil all requirements when performing any duty of cover for the protection of the island. In the event of an alarm (fire or security), island employees are required to assemble at the designated meeting point.

### Accommodation

- All properties are 'listed' and any building, DIY and/or decoration work requires prior written consent from the Cornish Heritage Builder Buildings Manager.
- It is the responsibility of the resident to ensure that the property is kept in a presentable condition internally and externally.
- Pets are generally permitted but are to be kept under control. **All mess and waste to be cleaned up immediately.**
- Clear access to the property must be maintained through both the front and rear entrances. Management can request to enter your accommodation at short notice and in the event of an emergency.
- Any problems with the accommodation are to be reported to the Head Boatman.
- Each property is allocated 1 car parking space, currently at the old Manor Office (on the mainland). There are no facilities for private vehicles on the island.

<p><b>Duty Cover</b></p>	<ul style="list-style-type: none"> <li>• Every resident employee will participate in the island duty rota which provides cover for the island 365 days per year. The Evening Duty is separated in to 3 roles which are allocated: <ul style="list-style-type: none"> <li>- Boat Operator</li> <li>- Co-ordinator</li> <li>- Fire Cover</li> </ul> </li> <li>• Training for each role will be provided and your position on the rota will depend on the level of training you have received.</li> <li>• All three roles will be on overnight standby to contact in the event of an incident, or at the sounding of an alarm.</li> <li>• On average each resident employee will carry out 3 duties a week and normally will only be on working days.</li> </ul>
<p><b>Health and Safety</b></p>	<ul style="list-style-type: none"> <li>• To report any potential hazards to the Health and Safety Officer.</li> <li>• To ensure your actions and activities do not cause any potential harm to you or anyone else.</li> </ul>
<p><b>Communication</b></p>	<ul style="list-style-type: none"> <li>• Maintain radio /mobile phone contact when on duty.</li> <li>• Pager notification is to be maintained 24hrs a day.</li> <li>• Ensure that the Head Boatman and Duty Manager are aware of any periods of absence and holidays so duty cover can be arranged.</li> </ul>
<p><b>Other</b></p>	<ul style="list-style-type: none"> <li>• To be aware of parish initiatives and take part in parish meetings (meeting attendance is voluntary)</li> <li>• To be vigilant for suspicious people/boats/vehicles and report such concerns.</li> <li>• To maintain a courteous and welcoming approach to visitors even when 'off-duty'.</li> </ul>