

# **Harris House**

## **Care Home**

**Leverburgh Road  
TARBERT  
Isle of Harris**

**Tel No: 01859 502194**

# **Fàilte**



**Harris House is a Care Home in Tarbert, which is owned and managed by Comhairle nan Eilean Siar Social Work Department.**

**This information brochure sets out important information for people who are considering coming to Harris House for residential or day care services.**

**Harris House** is a care home for older people. Its purpose is:

"To provide a high standard of personal and social care to older people in a residential setting so that each person is enabled to live as fulfilling and independent a life as possible"

Harris House offers a level of specialist care, provided by trained staff, to enable residents to take as much charge of their lives as is possible while providing the warmth and comfort of a safe and caring environment.

Harris House has an open outlook, with easy access to the village of Tarbert. It was opened in 1966 and the complex includes fourteen sheltered houses.

Tarbert has a bank, post office, shops, a hotel, pubs and craft shops. There is also a doctor's surgery and a dentist.

Harris House is surrounded by an attractive garden with sitting out areas for residents. It is bright with flowers during the summer months.

An annual family day is held each spring when residents and staff invite relatives and members of the community to share a meal and worship with them.

Harris House is staffed twenty four hours a day. Staff encourage residents to continue an active and mentally stimulating way of life for as long as possible. Visitors are welcome at any time. Residents can go out visiting or for a holiday whenever they wish.

A programme of activities is planned each week and the van is used for outings in good weather. Religious services are held regularly.



## Accommodation

Harris House is a two story building with bedrooms located on both floors. There are twenty single rooms, all with a wash basin. Ground floor rooms are suitable for wheelchairs. All residents' rooms are connected with an emergency call system and are attractively decorated and furnished.

There is one large sitting room which is the central hub of the home, also several smaller sitting rooms and a communal dining room. There is a small kitchen for visitors to use.

Residents are encouraged to bring some of their own furniture, television, radio, pictures and any items that will enhance their room. They may decorate and carpet their room at their own expense. All bedrooms are lockable with access from the outside in an emergency.

Residents may have a telephone in their room at their own expense or they can use the mobile pay phones.

Personal laundry can be done on the premises.

Smoking is permitted in the designated smoking room.

Pets are welcome at the Manager's discretion.

## Mealtimes

All mealtimes are flexible. Meals may be eaten in the resident's own room or in the dining room, breakfast may be taken in bed if wished. Special diets are catered for and staff will be pleased to provide for any specific preferences.

Breakfast	8.45am Porridge/cereal, tea/coffee, toast
Snack	10.30am Tea/coffee, biscuits
Lunch	12.00pm Choice of two main meals
Snack	2.30pm Tea/coffee, home baking
High-Tea	4.45pm Choice of menu
Supper	9.30pm Tea/coffee/milk drink, toast, home baking

Residents can have snacks whenever they wish.

## Facilities

Doctor	Residents either keep their own doctor or register with the Tarbert practice. Residents can see their doctor whenever they wish
Community Nursing	Daily
Physiotherapy	As needed
Chiropody	Regularly
Hairdressing	Regularly
Optician	By appointment
Dentist	By appointment
Shop	Twice weekly

**Harris House** offers respite care and day care as well as permanent accommodation for those who wish. If you would like to find out more about Harris House, please feel free to visit for a look around whenever you wish.

If you are interested in applying for a place in Harris House you should contact your local social worker. The social worker will assess your needs and decide with you if Harris House is the right place for you. He or she will also be able to give you an estimate of how much you are likely to pay per week.





# **Harris House**

## ***Our Care Commitment to you***

Harris House will provide twenty-four hour care with experienced and trained staff who are responsive to your needs and wishes. All staff will encourage you to exercise choice in the decisions about your daily living arrangements, to take as much charge of your life as possible and to be as independent as you can.

You will have your own key worker who will be particularly responsible for you and who will get to know you and your specific wishes and preferences. Your key worker will draw up a Personal Plan with you. This is a summary of the care we will provide for you.

The reason for having a written Personal Plan, or Care Plan, is so that we can find out your likes and dislikes, what care and support you need and what we can do to make your life in the home as fulfilling as possible. It is also so that we can make sure that all care staff are aware of these things.

With your permission we may consult your family, your doctor, your social worker or other health care professionals involved in your care. This is so that we can gain as full a picture as possible of the care you need.

Your Personal Plan will be reviewed every three months by your key worker and a senior member of staff and at least once a year by your key worker, a senior, yourself and a family member, if appropriate. Professionals involved in your care may also be invited to this meeting. It can be reviewed at any time if your care needs change.

You are welcome to read your Personal Plan at any time. If you wish you may keep a copy of your Plan. However we would remind you that this is a confidential document, we will keep it in a locked cabinet in a locked room. We would be unhappy if your copy was left where visitors could see it.

## ***Rights and Responsibilities***

Harris house will provide a relaxed and homely atmosphere where each person is respected and their dignity and privacy is of the utmost importance. Equally everyone will be expected to be respectful of the needs and wishes of others in the home.

As far as possible you will have the right to live your life as you choose. However there may be times when it is necessary to restrict this right, either because you are unaware that your actions are putting you at risk or because your behaviour is placing others at risk.

Your rights will only be restricted if it is clear that the danger to you or others outweighs the effect of you losing your freedom. The Home has a Policy on Risk Taking and the Restriction of Rights, you and your relatives are encouraged to read and discuss these issues.

If you are planning to stay in Harris House permanently you are encouraged to bring items of personal furniture into your room. Rooms can also be re-decorated to personal taste at your own expense, but you should consult with the manager before making any changes to fixtures or fittings. You may have a telephone installed in your room at your own expense.

Any faults should be reported to a senior member of staff who will arrange for repair as soon as possible.

## ***Visitors***

Visitors, including children, are welcome at any reasonable time, however young children should be accompanied by an adult. All visitors are asked to be sensitive to the needs of other residents and to ensure that any disturbance is kept to a minimum. If you are seriously ill or dying your close relatives will be made welcome at any time and facilities will be available for them to have meals and stay overnight.

## ***Policies and Procedures***

The Home has a comprehensive range of Policies and Procedures covering areas such as Health Care, Food Safety, Control of Infection and Health and Safety at Work. You or your representative is welcome to read, or have copies of these at any time. Please ask the Team Leader about this.

Copies of Care Commission Inspection Reports, Fire Inspection Reports and Food Hygiene Reports are available in the office for anyone who wishes to read them.

## ***Independent Representation***

You are welcome to discuss any issues or concerns with someone who is independent of the Home. Your social worker is a useful contact or you can get in touch with the local Advocacy Service. Their address and telephone number is: Advocacy Western Isles, 27 Bayhead Street, Stornoway, Isle of Lewis, HS1 2DU. 01851 701755. Your keyworker or the Team Leader will be happy to make arrangements for you to meet with the person of your choice in privacy.

## ***Residency***

You are welcome to leave the home for holiday periods whenever you wish. However you will continue to be charged for your room in your absence.

If you are in hospital, your room will be retained for you for as long as there is an expectation of you returning home. You will continue to be charged as long as you are in receipt of benefits.

## ***Departure***

You may give up your place in Harris House at any time by giving notice in writing four weeks before departure.

If you move into Harris House you may choose to remain there for the rest of your life. If so, every effort will be made to care for your changing needs. Any further move would only be in the unlikely

event that your medical and nursing needs were so high that you would be at risk without 24-hour medical or nursing care.

If you die while you are staying in Harris House, staff will inform your next of kin at once and will help them with the funeral arrangements according to your wishes.

### ***Your Care is Assured***

In the extremely unlikely event of the Home having to close, Comhairle nan Eilean Siar will be responsible for ensuring that an alternative place is found for you. Your social worker will be contacted, the options will be discussed with you and your family and you will be offered a place in another Care Home.

## **FINANCIAL ARRANGEMENTS**

### ***Weekly Contribution***

Each person pays a weekly contribution, which is determined by the standard charge set annually by the Council. A rebate will be available depending on your income and capital as assessed by the National Assistance Act Regulations as updated annually and any Council policy on the treatment of capital and property.

Initially the weekly contribution is assessed by your Social Worker prior to or on admission. After that weekly contributions will be reviewed annually by the Council in conjunction with you. Please tell the Team Leader of the home of any changes in your income or capital so that we can adjust your weekly contribution.

You can pay your weekly contribution directly to the home, through a bank or by a third party.

### ***Insurance***

The Council insures its premises. The Council provides insurance cover for up to £1,000 worth of personal effects for each person.

Harris House has a safe where you may put specific items for safekeeping. It is advised that items of value, for example, jewellery, are either kept in the safe or insured separately.



***Unhappy with our Service?***

***Please Complain!***

We want you to be satisfied with the service provided by Harris House.

If there is anything you are unsatisfied about please speak to a member of staff or the management of the Home.

If a complaint cannot be resolved within the home, or if you do not wish it to be dealt with by the management of the home, it will be independently investigated by the Director of Social Work. The Social Work Department has a written Complaints Procedure, a copy of which is included in this folder for your use.

The Home is regularly inspected by the Scottish Commission for the Regulation of Care. You are welcome to raise any concerns with the Care Commission. The address and telephone number of the local office is:

Care Commission Office  
Custom House  
Quay Street  
Stornoway  
Isle of Lewis  
HS1 2XX  
01851 706157

***We hope that you will enjoy  
your stay in Harris House and  
that you will feel that it is a  
real 'home from home' for you.***