

PUBLIC NOTICE
SHG SERVICES OPENING AND CLOSING TIMES
CHRISTMAS/NEW YEAR 2021/22

All SHG Portfolio's/Services will be closed on the 27th and the 28th December 2021 and the 3rd January 2022. The following table provides details of opening hours between the 24th and 31st December 2021. Normal business will resume on the 4th January 2022.

SHG Directorate	Service	Details
Central Support Services	Central Support Service The Castle	Closed from 1 pm on the 24 th December to Tuesday 28 th December. The Castle will open from 0830 to 12 noon on the 29 th , 30 th & 31 st December 2021. Normal opening hours will resume on Tuesday, 4 January 2022. The SHG Archives will close at 12 noon on the 24 th December until Monday, 3rd January 2022. Normal opening hours will resume on Tuesday, 4 January 2022.
	Judicial Services	Closed from 1230 on Friday, 24 th December to Monday, 3rd January 2022 inclusive. Normal opening hours will resume on Tuesday, 4 January 2022.
Treasure, Infrastructure & Sustainable Development	Post & Customer Service Centre	Opening Hours will be 8.45am – 12 noon on the 24 th , 29 th and 31 st December: Normal opening hours will resume on 4 th January 2022
	Income Tax	Closed 24 th December 2021 to 4 th January 2022 inclusive.
	Social Security	Closed 23 rd December 2021 to 4 th January 2022 inclusive.
	Civil Aviation	Civil Aviation can be contacted on +290 22477 until 8 th December 2021, after which please contact a member of the Sustainable Development team on +290 22470 until 23 December. The office will be closed from 24 th December until 4 th January 2022. Throughout this period, the officer on call can be contacted on mobile number 51461 in the event of an emergency.
	Housing	The Housing Office in Jamestown will be closed from 24 th December and will reopen on 4 th January 2022. During this time on call services will be provided for homelessness concerns and emergency repairs <u>only</u> that are the Landlord's responsibility (as specified in tenancy agreements). Tenants are reminded that Housing team members are the first point of contact for matters pertaining to Government Landlord Housing, and are asked to adhere to this arrangement especially when reporting repairs. The Housing Team can be contacted as follows : 24 th – 26 th December and 3 rd January 25710 or 63753, 27 th December to 2 nd January 67837.
Education, Skills & Employment	St Helena Community College	The St. Helena Community College will close on Tuesday 21 st December 2021 and re-open on Tuesday, 4 th January 2022. Enquiries during the festive period can be made to Mrs. Angela Benjamin Tel: Home 24544 or mobile 51282
	Public Library	Closed from Thursday, 23 rd December and will re-open on Tuesday 4 th January 2022.
	Schools	All schools will close for the Christmas holidays from Tuesday 14 th December 2021 and will re-open on Monday 10 th January

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		2022. The first teaching day will be on Tuesday 11 th January 2022 as Monday 10 th January is a Staff Development Day.
	CASH	Will close on Thursday, 23 rd December and will re-open on Tuesday 4 th January 2022.
Health & Social Care	Administration	24 th , 29 th , 30 th and 31 st December 2021 – Normal Working Hours [* Note : Staff on call. Contactable via the Hospital Switchboard on 22500].
	Mental Health Services	24 th , 29 th , 30 th and 31 st December 2021 – Normal Working Hours
	Dental Department – Emergency Clinics	24 th , 29 th , 30 th and 31 st December 2021 – Open from 08:30 to 12:00hrs only* [* Note : On each of these days the Department will be open for emergencies from 08:30 to 09:30hrs and for pre-booked appointments from 10:30 to 12:00hrs].
	Environmental Health	24 th , 29 th , 30 th and 31 st December 2021 – Closed* [* Note : Staff on call. Contactable via the Hospital Switchboard on 22500].
	Community Nursing Services	24 th , 29 th , 30 th and 31 st December 2021 – Normal Working Hours. [Note : Essential Community Nursing services, which include home visits and Palliative Care will be conducted throughout the festive period, as required].
	Pharmacy	24 th , 29 th , 30 th , and 31 st December 2021– Open from 09:00 to 12:00hrs only.
	Laboratory	24 th , 29 th , 30 th and 31 st December 2021 – Open from 08:30 to 13:00hrs only* [* Note : Staff on call for emergencies].
	General Hospital - Emergency Department	Open 24 hours a day for Emergencies only.
	Doctor's clinics Jamestown Outpatients (pre-booked appointments)	24 th , 29 th , 30 th and 31 st December 2021 – Closed [Note : The Medical Records Office/Appointments will be open from 08:30 to 12:30hrs on each of these days. Normal Outpatients services will resume on Tuesday, 4 th January 2022. In the event of an emergency please attend the General Hospital].
	Covid 19, flight Pre-Departures.	2 nd January 2022 – Open from 08:00 to 16:00hrs 3 rd January 2022 – Open from 10:00 to 14:00hrs
	Children's Social Care	24 th December – Open from 08:30 to 12: 29 th , 30 th and 31 st December 2021 – Normal Working Hours. [Note : Emergency on-call service on 61713]
	Adult's Social Care	24 th December – Open from 08:30 to 12:30hrs 29 th , 30 th and 31 st December 2021 – Normal Working Hours. [Note : Emergency on-call service on 64326]
Environment, Natural Resources & Planning	Probation	24 th , 29 th , 30 th and 31 st December 2021 – Normal Working Hours.
	Essex House	Closed on Friday, 24 th December 2021 to Monday 3 rd January 2022. Normal opening hours will resume on Tuesday, 4 January 2022.
	Scotland	Friday 24 th December 2021 to 3 rd January 2022 will see most operations and the offices closed.

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	ANRD	Agricultural Services – Veterinary Emergency calls – 62039 or 26162 Agricultural Services – Forestry call 24432/62701, 24791 or 64024
	Waste Management Services	Domestic & Commercial Waste Collection and Disposal: All domestic and commercial waste collection and disposal services throughout December 2021 – 3rd January 2022 will remain unchanged. Waste Management Issues: please contact Anthony Henry – Waste Management Services Supervisor – Mobile 66380.
Safety, Security & Home Affairs	Police Headquarters	Throughout the Christmas holiday period, normal operational Policing and Emergency response will be available. For any emergencies call telephone number 999.
	Fire Service	The Fire Service will operate as normal for Emergency response on telephone 999 The Station will operate on the 29 th 30 th & 31 st December 2021 we will open from 0800 to 12 noon
	Prison	Open as usual with the following exceptions: No visits on 25 th , 26 th , 27 th , 28 th December or 1 st and 3 rd January 2022:
	Immigration	Open as follows: 24 th , 29 th , 30 th and 31 st December 2021 - 8am to 12noon 27 th , 28 th December 2021 and 3 rd January 2022 - CLOSED Tuesday 4 th January 2022 Normal opening hours Please contact the Police Office at Coleman House on Tel 22626 should you have an Immigration query outside of the opening hours stated above.
	Emergency Planning	Open on 24 th , 29 th , 30 th and 31 st December 2021 0800 to 12 noon. In an Emergency the response will be via 999 or Saint Helena Radio on VHF channel 16
	Sea Rescue	Open on 24 th , 29 th , 30 th and 31 st December 2021 from 0800 to 12 noon. In an Emergency the response will be via 999 or Saint Helena Radio on VHF channel 16
	Customs	Opening Hours, 20 th – 23 rd December 09:00 – 18:00. 24 th December – 3 rd January 2022 Closed. Normal opening Hours will resume on 4 th January 2022 at 09:00- 15:00
	Port Control	Closed 24 th December 2021 to 4 th January 2022 inclusive - Emergencies only. Harbour Master can be contacted in an emergency on VHF channel 14 or mobile numbers 61784/65661 or home 24817 during the Festive period, also via the police control room on 22626.

We would like to thank you for your custom, we hope you enjoy the holidays and we wish you all the best for the Festive Season.

Susan O'Bey
Chief Secretary