

PUBLIC NOTICE
SHG SERVICES OPENING AND CLOSING TIMES CHRISTMAS/NEW YEAR 2022/23

All SHG Portfolio's/Services will be closed on 26 and 27 December 2022 and 2 January 2023. The following table provides details of opening hours between 24 and 30 December 2022. Normal business will resume on 3 January 2023.

SHG Directorate	Service	Details
Central Support Service	Central Support Service, the Castle	The Castle will open from 8.30am to 12 noon on 28, 29 and 30 December 2022. Normal opening hours will resume on 3 January 2023.
	Judicial Services	The SHG Archives will close at 4pm on 23 December until 8.30am on 3 January 2023. Closed from 12.30pm on 23 December to 8.30am on 3 January 2023.
Treasury, Infrastructure & Sustainable Development	Post & Customer Service Centre	Opening hours will be 8.45am – 12 noon on 24, 28, 29 and 31 December. Normal opening hours will resume on 3 January 2023.
	Income Tax	Closed 24 December 2022 to 3 January 2023 inclusive.
	Social Security	Closed 23 December 2022 to 3 January 2023 inclusive.
	Civil Aviation	Civil Aviation can be contacted on +290 22477 until 9 December 2022, after which please contact a member of the Sustainable Development team on +290 22470 until 23 December. The office will be closed from 24 December until 2 January 2023. 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 December and will reopen on 4 January 2023. During this time on call services will be provided for emergency repairs <u>only</u> that are the Landlord's responsibility (as specified in tenancy agreements).
	Tourist Office	The Tourist Office will be closed on 24 and 25 December 2022 and 1 January 2023, but will open from 8.30am – 12 noon on 26, 27, 28, 29, 30 and 31 December 2022 and 2 January 2023. Normal opening hours will resume on 3 January 2022.
Education, Skills & Employment	St Helena Community College	The St Helena Community College will close from the week commencing 19 December 2022 and reopen on 3 January 2023. Enquiries during the festive period can be made to Mrs Angela Benjamin on tel: 24544 or mobile: 62331.
	Public Library	Closed from 23 December and will reopen on 3 January 2023.
	St Helena Research Institute	Closed from 19 December and will reopen on 3 January 2023.
	Schools	All schools will close for the Christmas holidays from 19 December 2022 and will reopen on 16 January 2023. The first teaching day will be on 17 January 2023 as 16 January is a Staff Development Day.
	Career Access	Will close from 23 December and will reopen on 3 January 2023.
	Administration	For the period 28 – 30 December, enquiries can be made to Mrs Angela Benjamin on tel: 24544 or mobile: 62331.
Health & Social Care	Mental Health Services	28, 29, and 30 December 2022 – Normal Working Hours
	Dental Department	28, 29 and 30 December 2022 – Open from 8.30am to 12 noon. [Note: On each of these days the Dental Clinic will be open for emergencies from 8.30am to 9.30am, and for pre-booked appointments from 10.30am to 12 noon].
	Environmental Health	Closed on 28, 29 and 30 December 2022. [Note: Staff on-call can be contacted via the Hospital Switchboard on tel: 22500].
	Community Nursing Services	28, 29 and 30 December 2022 – Community Nurses will operate from the Jamestown Outpatient Clinics, open from 8.30am to 12 noon. [Note: Essential Community Nursing Services which include home visits and Palliative Care will be conducted throughout the festive period, as required].
	Pharmacy	24 December 2022 – Closed 28, 29 and 30 December 2022– Open from 9am to 12 noon.
	Laboratory	28, 29 and 30 December 2022 – Open from 8.30am to 12 noon. [Note: Staff on call for emergencies].

SHG Directorate	Service	Details
	General Hospital - Emergency Department	Open 24 hours a day for Emergencies only.
	Doctor's clinics Jamestown Outpatients (<i>pre-booked appointments</i>)	28, 29 and 30 December 2022 – Doctors Outpatient Clinics open 9am to 12 noon. [Note: The Medical Records Office/Appointments will be open from 8.30am to 12 noon on each of these days. Normal Outpatients Services will resume on Tuesday, 3 January 2023. In the event of an emergency please attend the General Hospital].
	Administration	28, 29 and 30 December 2022 – Closed. [Note: Staff on-call can be contacted via the Hospital Switchboard on tel: 22500].
	Children's Social Care	28, 29 and 30 December 2022 – Normal Working Hours.
	Adult's Social Care	28, 29 and 30 December 2022 – Normal Working Hours.
	Probation	28, 29 and 30 December 2022 – Normal Working Hours.
Environment, Natural Resources & Planning	Essex House	Closed from 4pm on 23 December 2022 to 2 January 2023. Normal opening hours will resume on 3 January 2023.
	Scotland	From 4pm on 23 December 2022 to 2 January 2023 will see most operations and the Offices closed. Normal opening hours will resume on 3 January 2023.
	ANRD	Veterinary Emergency calls: 62039 or 26162 Forestry Services call: 24432 or 62701 or 24791 or 64024
	Waste Management Services	All domestic and commercial waste collection and disposal services throughout December 2022 – 2 January 2023 will remain unchanged. For Waste Management issues please contact Waste Management Services Supervisor, Anthony Henry, on mobile: 66380 (AM only).
	Marine Centre	Closed from 4pm on 23 December 2022 to 2 January 2023. Normal opening hours will resume on 3 January 2023.
	Marine Enforcement	Closed on Public Holidays. Open on 28, 29 and 30 December 2022 from 9am to 1pm. Please call: 64642 outside of opening hours. Normal opening hours will resume on 3 January 2023.
Safety, Security & Home Affairs	Royal St Helena Police Service	Normal policing and emergency response maintained throughout the holiday period. For any emergencies call telephone number 999, for non-emergencies call 22626.
	Fire Service	The Fire Service will operate as normal for Emergency response on telephone 999. The Station will operate on the 28, 29 & 30 December 2022 from 8am to 12 noon.
	Prison	HM Prison remains open and operational over the festive and New Year period, however there will be no social visits on 25, 26, and 27 December or 1 and 2 January 2023.
	Immigration	Opening 19 to 23 December 2022 between 8.30am and 4pm. 28 December 2022 to 2 January 2023 - Closed. Normal opening hours will resume on 3 January 2023 from 8.30am. 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 27, 28, 29 and 30 December 2022 - 8am to 12 noon. For an Emergency response please contact the Emergency Control Centre on tel: 999.
	Sea Rescue	Open on 27, 28, 29 and 30 December 2022 – 8am to 12 noon. For an Emergency response please contact the Emergency Control Centre on tel: 999 or Saint Helena Radio on VHF channel 16.
	Customs	Closed from 24 December 2022 – 2 January 2023. An Officer will be on-call during this time. Normal opening Hours will resume on 3 January 2023 at 9am.
	Port Control	Closed 24 December 2022 to 3 January 2023 inclusive. The Harbour Master can be contacted in an emergency on VHF channel 14/16 or mobile numbers: 67383 or 61827 or home tel: 24817 during the Festive period, also via the Police Control Room on tel: 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