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| **Christmas & New Year Arrangements & Advice** | **Socrúcháin & Comhairle don Nollaig & don Athbhliain** |
| Access to the University over the Christmas and New Year holidays will be reduced at the end of business on Thursday the 21st of December 2023 to the start of business on Tuesday the 2nd of January 2024. The details are set out below. | Laghdófar rochtain ar an Ollscoil thar laethanta saoire na Nollag agus na hAthbhliana ag am scoir Déardaoin 21 Nollaig 2023 go dtí maidin Dé Máirt 2 Eanáir 2024. Tá na sonraí leagtha amach thíos. |
| Access for Residents & Essential StaffWhen the gates are closed, access for Residents and Essential Staff on foot is through Front Gate only or by vehicle through Lincoln Place Gate only by appointment or by contacting the Security Services Control Room on 01 896 1317 in advance. Essential Staff lists should be submitted to the Estates & Facilities Services [estatesandfacilities@tcd.ie](mailto:estatesandfacilities@tcd.ie) no later than the close of business on Tuesday the 19th of December 2023. | **Rochtain do Chónaitheoirí & do Bhaill Foirne Riachtanacha**  Nuair a bheidh na geataí dúnta, ní bheidh rochtain ag cónaitheoirí agus ag baill foirne riachtanacha atá ag siúl ach tríd an nGeata Tosaigh amháin nó trí fheithicil, le coinne, trí Gheata Phlás Lincoln amháin nó trí theagmháil a dhéanamh le Seomra Rialaithe na Seirbhísí Slándála roimh ré ag 01 896 1317. Ba cheart liostaí de bhaill foirne riachtanacha a chur faoi bhráid Sheirbhís na nEastát agus na Saoráidí [estatesandfacilities@tcd.ie](mailto:estatesandfacilities@tcd.ie) tráth nach déanaí ná am scoir ar an Máirt 19 Nollaig 2023. |
| **City Centre Island Campus Gate Times**  See the Table below. | **Amanna na nGeataí don Champas Oileáin i Lár na Cathrach** |
| **External Campuses**  Access times may vary, and Departmental / School Managers should consult with their Premises Manager. | **Campais Sheachtracha**  D’fhéadfadh na hamanna rochtana athrú, agus ba cheart do Bhainisteoirí Roinne/Scoile dul i gcomhairle leis an mBainisteoir Áitribh atá acu. |
| **University Buildings**  All University buildings will close on Thursday the 21st of December 2023 and will re-open at the appropriate times on Tuesday the 2nd of January 2024. | **Foirgnimh na hOllscoile**  Dúnfaidh foirgnimh uile na hOllscoile Déardaoin 21 Nollaig 2023 agus osclóidh siad arís ag na hamanna cuí ar an Máirt 2 Eanáir 2024. |
| **Post Room Railway Arch No 1**  The Post Room will close on Thursday the 21st of December 2023 at 13:00 and reopen on Wednesday the 3rd of January 2024 at 07:00 when deliveries will commence. | **An Seomra Poist – Droichead Bóthar iarainn Uimh 1**  Dúnfaidh an Seomra Poist ag 13:00 Déardaoin 21 Nollaig 202 agus osclóidh sé arís ag 07:00 ar an gCéadaoin 3 Eanáir 2024 nuair a bheidh earraí ag teacht isteach arís. |
| **Security Advice**  During the Christmas and New Year period the University is more vulnerable to opportunities as some Departments / Schools will have decreased or no activity in their areas from the close of business on Thursday the 21st of December 2023 until Tuesday the 2nd of January 2024. | **Comhairle maidir le Slándáil**  Le linn thréimhse na Nollag agus na hAthbhliana, beidh an Ollscoil níos leochailí toisc go mbeidh an ghníomhaíocht laghdaithe nó ní bheidh gníomhaíocht ar bith i roinnt Ranna/Scoileanna ó am scoir Déardaoin 21 Nollaig 2023 go dtí Dé Máirt 2 Eanáir 2024. |
| It is important Departments / Schools take every necessary precaution to minimise the vulnerability by ensuring that all items of value are secured and out of sight, particularly in the case of ground floor offices and facilities. Petty cash boxes and small portable items such as laptops, cameras etc. should be securely stored in office safes and steel presses. Do not leave the keys of receptacles containing such items in desk drawers or anywhere else in the office. | Tá sé tábhachtach do na Ranna/Scoileanna gach réamhchúram is gá a dhéanamh chun an leochaileacht a íoslaghdú trína chinntiú go bhfuil gach ní luachmhar daingnithe agus as radharc, go háirithe i gcás oifigí agus saoráidí ar urlár na talún. Ba cheart boscaí mionairgid agus earraí beaga iniompartha cosúil le ríomhairí glúine, ceamaraí srl. a stóráil go daingean i dtaisceáin oifige agus i gcófraí cruach. Ná fág eochracha gabhdán ina bhfuil nithe den sórt sin i dtarraiceáin deisce nó in áit ar bith eile san oifig. |
| Ensure that all (external) door and window locking devices are in perfect working order.  If maintenance is required on these devices, report it to the Estates & Facilities Service Centre at [estatesandfacilities@tcd.ie](mailto:estatesandfacilities@tcd.ie) without delay.  Check all offices / rooms and other facilities for security and /or other hazards prior to securing the building. | Cinntigh go bhfuil gach gléas glasála (seachtrach) a bhaineann le doirse agus le fuinneoga ag feidhmiú go hiomlán mar is cuí. Más gá cothabháil a dhéanamh ar na gléasanna sin, tuairiscigh é do Lárionad Seirbhíse Oifig na nEastát & na Saoráidí ag [estatesandfacilities@tcd.ie](mailto:estatesandfacilities@tcd.ie) gan mhoill. Seiceáil gach oifig/seomra agus gach saoráid eile le haghaidh guaiseacha slándála agus/nó guaiseacha eile sula ndéantar an foirgneamh a dhaingniú. |
| Make sure that all external doors (including fire doors if buildings are unoccupied on the day in question) and windows are properly secured before departing the University. | Déan deimhin de go bhfuil na doirse (lena n-áirítear doirse dóiteáin mura bhfuil éinne san fhoirgneamh ar an lá atá i gceist) agus na fuinneoga seachtracha go léir daingnithe mar is ceart sula bhfágtar an Ollscoil. |
| Particular attention should be paid to securing ground floor doors and windows on the University perimeter i.e. Pearse Street, Westland Row and Lincoln Place / South Leinster Street, 8 Westland Square, Dunlop Oriel, Fenian Street, the building group at College Green / Foster Place, School of Nursing, D’Olier St., and the Trinity Centre for Health Sciences in St. James’s Hospital and AMNCH. | Ba cheart aird ar leith a thabhairt ar dhoirse agus ar fhuinneoga ar urlár na talún ar imlíne an Choláiste a dhaingniú i.e. Sráid an Phiarsaigh, Rae an Iarthair agus Plás Lincoln/Sráid Laighean Theas, 8 Cearnóg an Iarthair, Teach Dunlop Oriel, Sráid na bhFíníní, an grúpa foirgneamh ag Faiche an Choláiste/Plás Foster, Scoil an Altranais, Sráid D’Olier, Sráid an Chláraigh, Sráid na bhFíníní agus Lárionad Eolaíochtaí Sláinte Choláiste na Tríonóide in Ospidéal San Séamas agus AMNCH. |
| Establish procedures for access during the holiday period, if necessary, which will not compromise building / office security. | Cuir nósanna imeachta ar bun maidir le rochtain le linn na saoire, más gá, nach gcuirfidh isteach ar shlándáil an fhoirgnimh/na hoifige. |
| **Health & Safety**  If access is required over the holiday, please use the “Safezone App” allowing you to call for help in the event of an emergency. Please use the make sure you are aware of the Lone Working Policy. | **Sláinte & Sábháilteacht**  Má tá rochtain ag teastáil le linn na saoire, bain úsáid as an aip SafeZone le do thoil chun cabhair a lorg i gcás éigeandála. Déan cinnte de, le do thoil, go bhfuil tú eolach ar Pholasaí Oibre Aonair an Choláiste. |
| Please make sure in Laboratories and Research Facilities that all gases that are not required for over the holiday period are turned off. Please ensure in Laboratories and Research Facilities that whatever can be is switched off and anything else is left in a safe condition. | Déan cinnte de, le do thoil, go gcastar as na gásanna go léir nach bhfuil gá leo i Saotharlanna agus i Saoráidí Taighde le linn na saoire. Cinntigh, le do thoil, go gcastar as aon ní ar féidir a chasadh as i Saotharlanna agus i Saoráidí Taighde agus go bhfágtar aon ní eile i riocht sábháilte. |
| Please ensure that all non-essential IT equipment, electrical equipment, and lighting that are not required over the holiday period are shut down correctly and safely. Have a look around your desk and make sure any extension leads or charging devices are unplugged whilst you are away. Unplug and switch off any non-essential kitchen items and ensure all doors and windows are closed correctly. | Déan cinnte de, le do thoil, go múchtar i gceart agus go sábháilte gach trealamh TF neamh-riachtanach, trealamh leictreach agus soilsiú nach bhfuil gá leo le linn na saoire. Féach timpeall ar do dheasc agus cinntigh nach bhfuil aon cháblaí sínteacha ná gléasanna luchtaithe plugáilte isteach agus tú imithe. Díphlugáil agus cas as aon ghléasanna neamh-riachtanacha atá sa chistin agus cinntigh go bhfuil na doirse agus fuinneoga go léir dúnta i gceart. |
| If you have additional Christmas decorations make sure they are switched off or unplugged. | Má tá maisiúcháin Nollag bhreise agat, cinntigh go bhfuil siad casta as nó nach bhfuil siad plugáilte isteach. |
| **Contact numbers – Security 01 896 1317 or EMERGENCY 01 896 1999** | **Uimhreacha teagmhála – Slándáil 01 896 1317 nó ÉIGEANDÁIL 01 896 1999** |
| Happy Christmas & New Year  Estates & Facilities Department | Beannachtaí na Nollag agus na hAthbhliana  Roinn na nEastát & na Saoráidí |