Students are advised to read this Handbook in conjunction with the Conditions of Occupancy Trinity Hall 2021/22.

Due to the ongoing public health measures all students are required to follow Government and Trinity College Dublin guidelines and advice related to reducing the spread of COVID-19.

Students will be required to adhere to social distancing requirements in accordance with public health guidance and may be required to wear face coverings (or other personal protective equipment) as directed.

All students of the College are advised to check the following websites regularly for public health updates:

https://www.tcd.ie/about/coronavirus/  
https://www2.hse.ie/coronavirus/

Students should familiarise themselves with the rules & regulations in this handbook, as well as the protocols for self-isolation and restricted movement.

All residents are required to view on line a MANDATORY Fire Safety Talk at the beginning of term. Attendance will be recorded and residents who fail to view the talk will incur a fine of €250.
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SECTION 1    WELCOME

A Message from the Warden

You are all very welcome to Trinity Hall.

It is wonderful to see the steady return of student and community activities to Hall this semester. I welcome the progress we have been able to make in this regard, and look forward to working with the JCR and colleagues in College to continue that progress. I hope that over the course of these semesters this place will come to feel like home to you. However, this year, at least for the first semester, we will continue to have some remaining restrictions that will impact the work of how we forge our community. I want to thank each of you in advance for your very reasonable recognition that now more than ever we are interconnected and that our decisions and actions have great potential to affect all those who are around us.

As Warden it is my privilege to extend an offer of housing to each person here on behalf of the Provost. In accepting this offer you have affirmed your desire to live in a residential learning community, and you have done so in a year where your responsibilities as a resident are perhaps higher than usual.

You now join a long line of Trinity students for whom Hall holds warm memories and you are all very welcome. Trinity Hall is indeed a special place and it is kept that way by all of us following a few basic rules. These include having respect for ourselves, our neighbours, and our environment.

This place exists primarily to encourage Trinity students to pursue their intellectual and human potential. This year I want to challenge each of you to shoulder squarely the responsibility to live up to your potential, as both students and as human beings.

We are a community of more than 900 people living in close confines in the context of a quiet residential area. It will take all of us working together, trusting each other, and making good decisions to ensure that Trinity Hall remains open as a safe place of rest, study, and support.

Your most immediate point of contact for any questions about life at Trinity Hall is the Assistant Warden (AW) for your House. There is an AW “on call” through Reception every night throughout the year to address any concerns that arise or
supports that are needed. The Warden, Deputy Warden, and Assistant Wardens collectively make up what is known as the Senior Common Room (SCR), which is tasked firstly with the provision of pastoral care, and secondly with disciplinary review. The SCR also works in close concert with the Junior Common Room (JCR) officers on many facets of Hall life.

We will all be working hard to ensure that you have the supports you need to meet the challenges, and engage in the joys, of student life at this moment in time.

Best wishes,

Dr. Roja Fazaeli
Warden
A Welcome Message from the JCR President

Welcome to Halls! I’m Eva Craig and this year I will be your JCR president! We know the past year has been a tough one; it has hit each of us differently and we have done great work to adapt. Now, we are reaching the light at the end of the tunnel. This September you get to be a part of the Halls community arising from the pandemic. Buckle your seatbelts, this year is going to be one crazy ride.

You might not know me yet, but you’ll soon see me around Halls (where you can only call me Madame Princess President). You will soon get to know the JCR team, a student run organisation which was created for you to feel secure, supported and make fun events for everybody. You will also soon make many friends among our strong community of 800 students. It can be challenging to leave the nest and come into the Big Smoke (Dublin). Our main priority is to help you settle in and enjoy the experience. Halls isn’t just any old student accommodation, it is really and truly one big diverse family.

Now a bit about me: I am studying BESS, like everybody else in Trinity. I have surfed in from sunny (actually seriously rainy) Sligo, (where’s that?) in the depths of the West of Ireland. I’m your president and this means my main role is to boss everyone else around, while attending all of the social events and having the time of my life *jokes*. The main objective of the JCR is that YOU are having the best time possible in Halls. We are here to help you with anything whether it’s needing a shoulder to cry on or somebody to play frisbee with in the JCR garden. For real though, our DMs are always open and we are all more than happy to chat! We are here to make sure you are comfortable and happy, enjoying whatever your thing may be, from crazy nights out to wholesome nights in (and everything in between).

If that’s not enough for you, we also have the amazing welfare team who are here to make sure that on nights out you are kept safe. They also are an extra support who are always available for a chat or a helping hand in any situation you are in *yay more friends.*

Keep your eyes and ears open to find out about all of our exciting events. You will see all of these updates on our @trinityhalljcr social media Facebook and Instagram and our website.

My key message to you is to make every second count. Get involved and participate in any events that excites or interest you. Put yourself out there, you won’t regret it. The second you walk out of Halls you’re going to miss it, so embrace it. Let’s make some memories we will never forget and some friends for life <3.
SECTION 2  THE PEOPLE AND STRUCTURES AT HALL

Short Overview of Hall

Trinity Hall has been a student residence of Trinity College for over one hundred years. Beginning in 1907, when a single residence was established for a small number of women who were educational pioneers at Trinity, today it is home to over 1,000 students.

As you enter the main gate the red bricked building in front of you, which has a large glass atrium, houses the main reception area and the administrative offices of the Accommodation Office at Trinity Hall. Facilities located at the rear of this building in house 81 include the convenience store, a self-service laundrette, and student social space.

Across the spine of the campus are the historic buildings of Purser House, home to the Warden and her family, and Oldham House, which is primarily a social space for residents and was named after Alice Oldham, one of the main campaigners for the admission of women to TCD.

The McConnell Sports Hall to the rear of Oldham House contains a sports hall, toilet facilities and a music room.

Trinity College’s lovely and well-kept botanic gardens are located to the rear of the residential area.

The Senior Common Room (SCR)
The SCR of Trinity Hall consists of the Warden, Deputy Warden and Assistant Wardens (AW’s).

Assistant Wardens act as first point of contact for residents who need advice on any aspect of living in Hall or adjusting to life in Trinity. Assistant Wardens are available to discuss any problems that may arise, be they personal or academic. The normal rules of confidentiality apply and where appropriate the Assistant Warden can put residents in contact with relevant support services in College, e.g. Student Counselling, Health Service, College Tutor, etc.

The AWs are responsible for the maintenance of good order within Trinity Hall. They are responsible for ensuring that the behaviour of students is in accordance with the ethos of Hall and that people act in a reasonable way taking into account the needs and rights of the larger community. When requested to do so residents must respond promptly to the instructions of Assistant Wardens, must provide identification if requested, and shall desist from any anti-social behaviour when advised to do so. Failure to comply will result in disciplinary action. The Warden has the authority, on behalf of the Provost, to require a resident to vacate Hall. Residents are held strictly responsible for the behaviour of any guests or visitors they bring into Hall. Overnight guests when permitted (please refer to Trinity Hall Rules), must be signed in electronically, in advance using a resident’s online accommodation account at https://accommodation.tcd.ie/StudentBookings
From time to time, in line with public safety guideline there may be restrictions on hosting overnight guests and having non resident on site.

The Warden's Office is located on the upper floor of Oldham House. Appointments to see the Warden can be made by e-mailing warden@tcd.ie or by contacting an Assistant Warden.

The Warden and her Team

<table>
<thead>
<tr>
<th>Warden</th>
<th>Position in TCD</th>
<th>Email</th>
<th>House Warden</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Roja Fazaeli (Warden)</td>
<td>Lecturer - Islamic Studies</td>
<td><a href="mailto:warden@tcd.ie">warden@tcd.ie</a></td>
<td></td>
</tr>
<tr>
<td>Kevin Sullivan (Deputy Warden)</td>
<td>Schools Team Manager - Trinity Access</td>
<td><a href="mailto:ksulliv@tcd.ie">ksulliv@tcd.ie</a></td>
<td></td>
</tr>
</tbody>
</table>

Assistant Wardens

<table>
<thead>
<tr>
<th>Warden</th>
<th>Position in TCD</th>
<th>Email</th>
<th>House Warden</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Ronan Smith</td>
<td>Head of School &amp; Community Outreach - Trinity Access</td>
<td><a href="mailto:smithro@tcd.ie">smithro@tcd.ie</a></td>
<td>House 80</td>
</tr>
<tr>
<td>Diego Castillo Gonçalves</td>
<td>PhD in Law</td>
<td><a href="mailto:castildi@tcd.ie">castildi@tcd.ie</a></td>
<td>House 81</td>
</tr>
<tr>
<td>Kate Maloney</td>
<td>CodePlus Programme Coordinator</td>
<td><a href="mailto:kate@ta21.ie">kate@ta21.ie</a></td>
<td>House 81 Annexe &amp; House 90</td>
</tr>
<tr>
<td>Ka Lo Yau (Luca)</td>
<td>PhD in History</td>
<td><a href="mailto:kyau@tcd.ie">kyau@tcd.ie</a></td>
<td>House 82</td>
</tr>
<tr>
<td>Louise Staunton</td>
<td>International Student Experience &amp; Global Office Manager</td>
<td><a href="mailto:louise.staunton@tcd.ie">louise.staunton@tcd.ie</a></td>
<td>House 83</td>
</tr>
<tr>
<td>Prossie Nambatya</td>
<td>PhD in Law</td>
<td><a href="mailto:nambatyp@tcd.ie">nambatyp@tcd.ie</a></td>
<td>House 84</td>
</tr>
<tr>
<td>Donncha Millane</td>
<td>Trinity Education Project Implementation Coordinator (TSM)</td>
<td><a href="mailto:millaned@tcd.ie">millaned@tcd.ie</a></td>
<td>House 85</td>
</tr>
<tr>
<td>Grace D’Arcy</td>
<td>Co-creation Coordinator - Science Gallery Dublin</td>
<td><a href="mailto:grdarcy@tcd.ie">grdarcy@tcd.ie</a></td>
<td>House 86</td>
</tr>
<tr>
<td>Grace Lawlor</td>
<td>Research Assistant - Computer Science &amp; Statistics</td>
<td><a href="mailto:grace@bridge21.ie">grace@bridge21.ie</a></td>
<td>House 87</td>
</tr>
<tr>
<td>Dr. Bevin McGeever</td>
<td>Research Project Officer</td>
<td><a href="mailto:bevinmcgeever@gmail.com">bevinmcgeever@gmail.com</a></td>
<td>House 88</td>
</tr>
<tr>
<td>Simon O'Shaughnessy</td>
<td>PhD in Immunology</td>
<td><a href="mailto:sioshaugh@tcd.ie">sioshaugh@tcd.ie</a></td>
<td>House 89</td>
</tr>
<tr>
<td>Kate Maloney</td>
<td>CodePlus Programme Coordinator</td>
<td><a href="mailto:kate@ta21.ie">kate@ta21.ie</a></td>
<td>House 90</td>
</tr>
<tr>
<td>Shaun Ussher</td>
<td>Learning &amp; Engagement Researcher - Science Gallery Dublin</td>
<td><a href="mailto:shaun.ussher@dublin.sciencegallery.com">shaun.ussher@dublin.sciencegallery.com</a></td>
<td>House 91</td>
</tr>
</tbody>
</table>
The Junior Common Room (JCR)

The Junior Common Room Executive is the representative body for all residents living in Hall. It is an elected body made up of a group of current residents. In order to ensure continuity and accuracy in reflecting the views of each year’s residents, JCR elections are held annually at the beginning of the Trinity term, for the following academic year. It aims to improve the welfare of residents, providing support structures for residents’ well-being and creating a community spirit. It is a separate entity to the SCR, the Accommodation Office and the Students Union but works in conjunction with all of these bodies.

The JCR is most visible through the organisation of social events. As part of maintaining the welfare of students and improving the community spirit, the JCR organises parties, themed days, competitions and outings. Membership of the JCR is compulsory, and payment of the annual subscription is mandatory (this is included in the utility charges); refunds of the JCR subscription will not be given to residents who leave early from Hall. The subscription income is the only form of funding the JCR receives and is predominantly spent on organised events and equipment (such as that in the music room); membership entitles each resident to the use of JCR facilities and equipment.

The office of the Junior Common Room is located on the second floor of Oldham House. Office hours are posted on each office door.

**JCR Committee 2021/22**

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>Eva Craig</td>
<td><a href="mailto:president@trinityhalljcr.com">president@trinityhalljcr.com</a></td>
</tr>
<tr>
<td>Vice President &amp; Treasurer</td>
<td>Rory Chinn</td>
<td><a href="mailto:vptreasurer@trinityhalljcr.com">vptreasurer@trinityhalljcr.com</a></td>
</tr>
<tr>
<td>Secretary</td>
<td>Sanjana Pradheep</td>
<td><a href="mailto:secretary@trinityhalljcr.com">secretary@trinityhalljcr.com</a></td>
</tr>
<tr>
<td>Ents</td>
<td>Olivia Orr</td>
<td><a href="mailto:ents@trinityhalljcr.com">ents@trinityhalljcr.com</a></td>
</tr>
<tr>
<td>Music</td>
<td>Edward Moss</td>
<td><a href="mailto:music@trinityhalljcr.com">music@trinityhalljcr.com</a></td>
</tr>
<tr>
<td>Sport</td>
<td>Fergal Mooney</td>
<td><a href="mailto:sports@trinityhalljcr.com">sports@trinityhalljcr.com</a></td>
</tr>
<tr>
<td>Welfare</td>
<td>Aoife Bennett</td>
<td><a href="mailto:welfare@trinityhalljcr.com">welfare@trinityhalljcr.com</a></td>
</tr>
<tr>
<td>International</td>
<td>Michael Gonzalez</td>
<td><a href="mailto:international@trinityhalljcr.com">international@trinityhalljcr.com</a></td>
</tr>
<tr>
<td>Tech</td>
<td>Aisling Gallagher</td>
<td><a href="mailto:tech@trinityhalljcr.com">tech@trinityhalljcr.com</a></td>
</tr>
</tbody>
</table>
### The Trinity Hall Peer Support Network

The Trinity Hall Peer Support Network (PSN, or Welfare Team) is a student run support network for any students in Trinity Hall having problems inside or outside college. All the Peer Supporters are Trinity students and Hall residents themselves who are trained to listen and help with any issues a student may have. The Hall PSN is run as part of the College's overall network.

You can contact the Welfare Team by phone or email to set up a time to meet with a Peer Supporter to discuss whatever is on your mind. Their contact details are posted on the Blue notice board in each house entrance lobby.

#### Welfare Team 2021/22

<table>
<thead>
<tr>
<th>House 80</th>
<th>House 81</th>
<th>House 82</th>
</tr>
</thead>
<tbody>
<tr>
<td>Caroline Loughlin</td>
<td>Ella Sloane</td>
<td>Ronan Peyton</td>
</tr>
<tr>
<td>House 83</td>
<td>House 84</td>
<td>House 85</td>
</tr>
<tr>
<td>Olivia O'Keane</td>
<td>Arvind Behl</td>
<td>Kate O'Connor</td>
</tr>
<tr>
<td>House 86</td>
<td>House 87</td>
<td>House 88</td>
</tr>
<tr>
<td>Erin O'Hagan</td>
<td>Patrick Kay</td>
<td>Eli O'Neill</td>
</tr>
<tr>
<td>House 89</td>
<td>House 90</td>
<td>House 91</td>
</tr>
<tr>
<td>Clodagh Ryan</td>
<td>Charlie Howard</td>
<td>Roisin Meagher</td>
</tr>
</tbody>
</table>
Trinity Hall Residents’ Council

Trinity Hall Residents’ Council deals with local issues. The Residents’ Council meets at least once a term and its membership is as follows:

The Dean of Students (*Chairperson*)
The Senior Tutor
The Warden
The Accommodation Office
An Assistant Warden
Vice President JCR
President JCR
Treasurer JCR
International Officer
Secretary to the Committee
Director of the Botanic Gardens
Facilities Officer
Buildings Officer

Accommodation Administrative and Operational Staff

The reception area of House 81 houses the Trinity Hall Accommodation Office, the Residential Services Attendants/Security Desk and the administrative offices for Hall. The reception area is staffed 24 hours a day.

Staff of the Accommodation Office are responsible for all matters relating to occupancy of a room and licence to reside, resident’s accounts, early departures as well as the physical property itself and maintenance requests.

The staff of the Trinity Hall Accommodation Office are:

- **Accommodation Officer**: Anne-Marie Looney
- **Operations Manager**: Linda McCarthy
- **Assistant Operations**: Alex Fogarty
- **Allocations Officer**: Santa Zulge
- **Executive Officer**: Dinin Molloy
- **Residential Service Attendants (RSA)**: John Carroll, John Phelan, Seamus Dunne, Paul Delaney, Gabrielle Tapley & Muhammad Irfan
- **Housekeeping Staff**: Josie Crowe, Susan Edgeworth, Amanda Lynch & Jacqui Roche
- **Maintenance Staff**: Denis O’Donovan & Brian Terry
SECTION 3  BASIC RULES AND REGULATIONS

Rules and Regulations 2021/22

The following is a brief summary of the main rules and regulations that will guide the Trinity Hall community for the 2021-22 academic year. It is not exhaustive, but serves as a quick reference point in order to ensure that the year proceeds as smoothly as possible with the safety and wellbeing of each and every resident being the foremost priority as they pursue their academic studies at Trinity College Dublin.

IMPORTANT: Due to the ongoing public health requirements associated with COVID-19, student residents in Trinity Hall are required to follow Government and Trinity College Dublin guidelines related to reducing the spread of COVID-19:

- Parties are not permitted until at least the Study/Review week (25th October 2021). These conditions apply to all College Accommodation. This policy will be reviewed following Study/Review week (25th October 2021).

- Residents are not permitted to have external visitors or overnight guests (non-residents) in their rooms until at least Study/Review week (25th October 2021). This policy will be reviewed following Study/Review week (25th October 2021).

- Until at least Study/Review week (25th October 2021) the number of residents gathered in an apartment will be capped at 12 people. This policy will be reviewed following Study/Review week (25th October 2021).

Students are required to adhere to social distancing requirements in accordance with current public health and College guidance, and may be required to wear face coverings (or other personal protective equipment) as directed.

Due to the ongoing public health measures caused by COVID-19 the rules and regulations set out in this document are subject to change. Any changes to these rules and regulations will be communicated to you. All students of the College are advised to check the following website regularly for public health updates: https://www.tcd.ie/about/coronavirus/#key-updates

Rules and Regulations of Trinity Hall 2021-22

1. Demonstrate respect and care for all members of this community, including, students, staff, and neighbours. Mutual respect has long been a cornerstone of the Trinity Hall community. This year, as ever, it is critical to proceed with respect for each other at the heart of every choice and action.

2. Follow current HSE guidelines at all times, especially with regard to hygiene, social distancing, and masking protocols: https://www2.hse.ie/conditions/coronavirus/protect-yourself-and-others.html

3. If you develop any common symptoms of the coronavirus (Covid-19), follow the HSE advice: https://www2.hse.ie/conditions/coronavirus/symptoms.html
a. You should **self-isolate** immediately.  

b. You must **call and inform** Trinity Hall Reception at (01) 896 8024

c. If you have been a close contact of a confirmed case of coronavirus, OR live with someone who has the symptoms of coronavirus you must follow the **HSE guidelines**:  

4. **Social distancing restrictions and face covering requirements are to be observed at all times** in all communal areas of Hall such as Reception, Oldham House, the Laundrette, An Siopa/Convenience Store (if operating), and lifts (where lift usage is an access requirement).

5. There are **no guests (non-residents) allowed daytime or overnight** at Trinity Hall until study/review week (25th October 2021). Any students in breach of this regulation will face disciplinary action and a fine.

6. Students are **not permitted to host parties** until study/review week (25th October 2021). Any students in breach of this regulation will face disciplinary action and a fine.

Gatherings of **up to 12 residents** in an apartment are allowed.

7. There is **no drinking outside**. Alcohol consumption is confined to apartments; no bottles or cans of any kind should be consumed on the grounds of Trinity Hall and are not to be taken off site. Any student in breach of this regulation will face disciplinary action and a fine.

8. There is **no smoking indoors**. Smokers should additionally be respectful of others by not smoking at the doors of Houses or under apartment windows. Smoking is not permitted in any of the Trinity Hall residences in enclosed entrances, porticos or tunnels and within a distance of 4m from entrance doors, opening windows and entrances to enclosed areas, tunnels or porticos. If found smoking indoors a resident faces disciplinary action and a fine.

9. **No illegal drugs** are allowed. Failure to adhere to this will lead to a disciplinary investigation which may result in the revocation of a student’s licence to reside in College.

10. **No jumping over gates or walls** is allowed at any time. Any student caught climbing the walls or gates will face disciplinary action and a fine.

11. **Quiet time is from 10.30 p.m.** Noise levels should be respectful at all hours, whether in your House, in a courtyard, entering or leaving Hall, or on Temple Road. Residents are required to respond to Assistant Warden and RSA requests for quiet after this hour or face disciplinary action and a fine.

12. **Misuse of College/College Residential ID:** The College ID and College Residential Key are the responsibility of the member
of College to whom they have been issued. Passing over such means of identification to another party, College member or not, is an offence. Using such identification falsely is an offence. When a College ID or College Residential Key has been improperly shared both parties are liable and may face reprimand and a fine. In the case of the improper use of a College Residential ID/Key the resident may also face the possible revocation of guest privileges on a temporary or permanent basis. The student found in possession of the College Residential ID/Key in such a case may also face barring from College residences on a temporary or permanent basis.

13. **Shared spaces in apartments are to be kept clean and disinfected regularly.** Apartments should be kept clean and rubbish, recycling, and glass should be disposed of responsibly in appropriate bin storage units. Failure to do this will result in the levying of a cleaning fee for the apartment.

14. Do not engage in activity that poses risk to your health and safety, or that of others. Specifically, **it is prohibited to tamper with fire alarms, disable fire safety equipment, such as smoke detectors, or fail to evacuate in the case of a fire alarm.** Any student found engaging in this behaviour will face disciplinary action and a fine and may also face barring from College residences on a temporary or permanent basis.

Residents or guests who fail to evacuate a building in which a fire alarm has sounded will also face disciplinary action and a fine and/or a fine. Any student who fails to evacuate their room in the event of a fire alarm being sounded may also have their licence to reside in College revoked.

15. It is a College offence not to give your name or produce your Student I.D. card where requested by a member of Trinity Hall staff or the Warden Team. A student who fails to cooperate on this point will face disciplinary action and a fine.

**Disciplinary Procedures:**

In the event that a student is brought up on charges with regard to a breach of rules and regulations they will first be interviewed by the Warden, or Deputy Warden, and one of the Assistant Wardens in a disciplinary meeting (held in-person, or online in some circumstances) before a course of action is determined. Students may choose to have their College Tutor present during the disciplinary meeting. All fines and disciplinary action are subject to the judgement of the Warden, Deputy Warden, and the Junior Dean. Disciplinary fines range from €20 to €250.

**Covid-19 Procedures**

During the Covid-19 pandemic Trinity Hall will be guided in its duty of care and responsibilities toward students and staff by the Implementation Guidelines for Public Health Measures in Higher Education Institutions (HEIs), as well as by HSE guidance and government regulations.

**General Comment**
Students are advised to be vigilant with regard to the signs and symptoms of Covid-19 and should encourage and support each other to self-isolate and seek medical advice if there is any question of infection. Students will be fully resourced with regard to academic extensions and personal supports in cases where self-isolation or restricted movement is required and so should feel no hesitation in erring on the side of caution in seeking medical advice, guidance, and attention. Such decisions reflect respect for the community at Trinity Hall, the wider university, and society at large; it is expected that each resident at Trinity Hall will take personal responsibility with the utmost seriousness in this regard. Any failure to disclose signs and symptoms associated with Covid-19 is a breach of community trust and endangers the health of others. Any breach of the Self-Isolation and Restricted Movement Protocol is grounds for immediate dismissal from Trinity Hall.

Self-Isolation Protocol

1. If you develop any common symptoms of the coronavirus (Covid-19): [https://www2.hse.ie/conditions/coronavirus/symptoms.html](https://www2.hse.ie/conditions/coronavirus/symptoms.html)
   b. Remain in your room and avoid contact with people/other flat mates.
   c. Do not enter any of the communal facilities (living space, kitchen or shared bathrooms) within your apartment; neither should you access any communal areas within Trinity Hall such as the Accommodation Office/Reception, Launderette, or social areas.
   d. You should immediately call Trinity Hall Reception at (01) 896 8024 and alert them that you are Self Isolating. You will need to clearly communicate your name, House, Apartment Number, and contact details.
   e. You should phone the College Health Centre on 01 896 1591 or 01 896 1556 during their opening hours to arrange testing.
   f. You can also get a free COVID-19 (coronavirus) PCR test at a HSE COVID-19 test centre: [https://www2.hse.ie/conditions/covid19/testing/get-tested/](https://www2.hse.ie/conditions/covid19/testing/get-tested/)
   g. You must contact your flat mates by phone, not in person, and let them know that you are awaiting further assessment re-Covid 19.
   h. You must inform your housemates that you are Self Isolating so that they can Restrict Movements. Only unvaccinated housemates have to restrict their movement unless they display symptoms of COVID19. Please follow HSE guidelines: [https://www2.hse.ie/conditions/covid19/contact-tracing/close-contact/](https://www2.hse.ie/conditions/covid19/contact-tracing/close-contact/)

How to get to the test Centre:
1. College Doctor will advise you on whether you need to be tested. There is a test centre on campus.

2. You can also get a free COVID-19 (coronavirus) PCR test at a HSE COVID-19 test centre: https://www2.hse.ie/conditions/covid19/testing/get-tested/

3. In order to access test centre (campus or HSE test centre):
   a. wear face covering and keep two meters physical distance at all time
   b. do not use public transport
   c. walk or cycle
   d. you can also avail of Lynk Taxis: +353 -1- 820 2020 (https://www.lynk.ie/contact/)

After Receiving Test Results

1. Negative Results:

2. If the test result for Covid-19 is positive follow HSE guidelines: https://www2.hse.ie/conditions/covid19/testing/positive-result/

Also:

a. Any student in a single room may continue to remain in their own accommodation if they can self-isolate safely and independently.

b. If a student in a twin room needs to self-isolate, they will have to move to a designated accommodation area.

c. An Irish Domiciled Resident may also return home without using public transport if they have previously visited their home within the last two weeks and if they do not pose a risk to any vulnerable individual in their home. If being collected by family/friends, they must continue to self-isolate until they are collected.

d. When leaving the site to return home in the event of a positive test Irish domiciled residents should at all times wear a mask. Family/friends assisting to leave/collecting should also wear a mask at all times.

e. The Irish domiciled resident is also responsible for informing the Accommodation Office by phone that they intend to leave the site.

f. During the site departure no one should enter the resident’s room and the resident should ensure their room is locked on departure.

g. An international Resident / or a Resident who cannot go home may remain in their own accommodation if they can self-isolate safely and independently.

h. If an international Resident, or any Resident who cannot safely return home, is unable to self-isolate independently in their own accommodation then they must move to designated isolation area of Trinity Hall and will be directed in doing so by the Accommodation Office.
Moving residents into a designated Isolation-Area

1. If your Covid-19 test has come back positive and you have been advised to move to a new designated accommodation area which is not your own room:
   a. The Accommodation Office will be in contact with you on the details of where you are moving.
   b. belongings for 10 days - clothes, toiletries, books, charger(s), medications, and other necessities.
   c. Plastic bags/ boxes and a trolley (or two) will be made available to you outside your bedroom door by the Accommodation Office.
   d. Make sure you advise other residents by phone to keep out of the circulation spaces while your packing and move is taking place.
   e. You do not need to pack bedlinen, towels, cleaning materials or toilet paper as these will be provided in the new designated isolation accommodation.

Day to day living for residents in self-isolation:
1. Stay in contact with your Assistant Warden by phone/text/WhatsApp or e-mail on a regular basis.
2. Stay in contact with your family, friends and tutor by phone.
3. Check your symptoms and call your doctor/phone the reception immediately if your symptoms are worsened or you feel unwell. Do not go to your GP or to a pharmacy in person for any reason until instructed over the phone.
4. If they are required and you have coordinated with the Accommodation Office for their delivery, then meals will be left daily outside your bedroom door. A set charge for meals required will be applied to your residential account. All food items should be kept then be refrigerated in your room until they are going to be eaten or heated and then eaten. Microwaves will be provided within the unit you are moved to for self-isolation. If you are self-isolating in your own room and have opted for a meal plan, you will require your flat mates help to keep the food refrigerated and heated.
5. If you need any extra supplies, medications, items contact the Accommodation Office and/or your assistant Warden.
6. Make sure to keep your room well ventilated.
7. Put all personal waste (food containers etc.), including used tissues, masks and all cleaning waste in a plastic rubbish bag. Refuse bags will be available in your room. Once this bag is ¾ full it should be tied closed and then placed in a second a second bin bag, which is also to be tied. These refuse bags then need to be left in your room for 3 days/72 hours before being placed outside of your room for collection.
8. You will need to bring enough clothing with you for the period you will be in self-isolation. There will be no access to laundry facilities. If you need clean bedlinen or sheets you should contact the Accommodation Office. Clean linen supplies will be left outside your room in a clear bag. Any dirty linen should be doubled bagged in clear plastic bags (made available in your room), tied and left in your room for 3 days. These may then be placed outside of your room for collection.
9. You should not spend any time in the communal areas of your isolation accommodation, and you should never use the kitchen in the apartment.

10. If there is a fire alarm activation while you are self-isolating, you should still immediately proceed to evacuate. You must however wear a mask and avoid touching anything as you leave. If you have gloves use them. One outside stay apart from the other people exiting. Make it know to someone in charge that you are self-isolating, and they will direct you to a location where you must remain while keeping your distance from others. You will be directed how and when you can return to your room.

Restricted Movement Protocol

1. If you discover that you have been a close contact of a confirmed case of coronavirus, OR live with someone who has the symptoms of coronavirus, even if you feel well, you must immediately place yourself on Restricted Movement if you are NOT fully  vaccinated residents do not need to restrict their movements unless they display symptoms of COVID

a. You should immediately follow the HSE guidelines: https://www2.hse.ie/conditions/coronavirus/managing-coronavirus-at-home/if-you-live-with-someone-who-has-coronavirus.html#restrict

b. You should immediately call Trinity Hall Reception at (01) 896 8024 to alert them that you are on Restricted Movement. You will need to clearly communicate your name, House, Apartment Number, and contact details.

c. If you are a close contact of someone with Covid-19 You should phone the College Health Centre on 01 896 1591 or 01 896 1556 during their opening hours to arrange testing. You will also be sent an appointment for a second test 7 days later if the first test is negative. Even if both tests are negative you will still have to restrict your movements for 14 days.

d. During your period of Restricted Movement, you must at all times avoid contact with other people, other residents within the accommodation, and staff.

e. If you are sharing communal areas of kitchens and dining areas, you must only use the area when there is no one else using the spaces and you must wear a mask.

f. You must limit your time in all communal areas.

g. In all cases, if there are other residents sharing the communal kitchen with you during your period of restricted movement you must clean the area before and after use.

h. You may take exercise in and around the grounds of your residence as long as you maintain a distance of 2 meters from other people.

i. While taking exercise, walking or running only, there should be no participation in sports and social distancing must be maintained.

j. When you leave your residence to dispose of refuse, access meals or to go out to exercise on the grounds you must wear a mask at all times in the communal areas.

k. You should keep to a minimum the number of areas that you touch (including door handles, railings, worktops etc).
l. You must not enter any of the teaching areas, libraries, Reading Rooms, buildings, Gym or communal areas, or the Laundrette on the main College campus or at Trinity Hall.

m. You must not meet up with other residents.

n. You must not leave your place of accommodation to go to the shops or a pharmacy unless it is absolutely necessary to do so. You can order online deliveries to an agreed collection point.
   i. You can also opt for a daily meal service for the duration of your period of restricted movement. Please contact the Accommodation Office to arrange a meal plan.
   ii. If you will need anything else during the period of restricted movement, you can order it online to be delivered to your place of accommodation.
   iii. For Trinity Hall residents the convenience shop is located on the ground floor of House 81 to the rear of Reception. You must wear a mask at all times when visiting this shop.

o. If you become unwell at any stage during RM you must contact College Health or your GP. At the weekend and after hours contact the afterhours doctor immediately (Dub Doc 01 45 45 607) and stay in your room. You must also notify Trinity Hall Reception immediately at 01-8968024.

p. If person you live with has been referred for a test for coronavirus and the test result returns negative then you no longer need to restrict your movements.

**Noise**

The most common complaint at Hall is that of excessive noise.

- Noise must be kept within reasonable bounds at all times. Noise regulations are in place limiting social gatherings to those occurring before 10:30pm and at all times during examination periods.
- Residents should be especially attentive to the way in which noise reverberates in the central courtyards and take care to have respect for fellow residents when moving through these at any hour.
- Residents should also take special care to respect Hall neighbours along Temple Road when walking to the Luas and on Dartry Road when walking to Dublin Bus.
- Failure to comply with these regulations may result in disciplinary action.

**Fire safety equipment**

- It is a criminal offence to tamper with fire safety equipment. Anyone tampering with fire safety equipment may be expelled under the Hall's disciplinary procedure.
- Fire emergency procedures are posted on the back of the main door in every apartment. Please read these carefully and note the location of the fire extinguishers and emergency exits. There are random fire drills during the year and your participation in these is compulsory. There is also a mandatory fire safety meeting at Hall at the beginning of the Michaelmas term.
**Fire Assembly Points**

 Residents of houses 80 - 82  
 Area A (Luce box grass area)

 Residents of houses 83 - 86  
 Area B (beside Purser house)

 Residents of houses 87 - 91  
 Area C (outside the sports hall)

 McConnell Sports Hall  
 Cunningham House green

 Greenane  
 Car park in front of Greenane

 Oldham House  
 Area A (Luce box grass area)

All buildings at Trinity Hall are designated as No-Smoking Areas in line with College policy:

'It is the policy of the Provost, Fellows and Scholars of the University of Dublin, Trinity College to comply with the legislation on smoking and with legislation designed to protect the Safety, Health and Welfare of employees and others in the workplace. It is College policy to promote and facilitate good health among staff and students of the College. To this end all buildings and vehicles in the ownership or use of College are ‘smoke-free’ and smoking is prohibited within such buildings or vehicles, in enclosed entrances, porticos or tunnels and within a distance of 4m from entrance doors, opening windows and entrances to enclosed areas, tunnels or porticos'.

This includes e-cigarettes.

**Overnight Guests**

Please note: Guests will not be permitted on site for Michaelmas Term 2021 until at least the Study/Review week (25th October 2021). This will be reviewed for Hilary Term and students should take note of any updates as they occur.

- All guests must be signed in at Reception before 10:30pm. All non-residents must leave Hall prior to 10:30pm, unless they have been registered in person.
- Resident hosts are responsible at all times for the behaviour and actions of their guests.
- Guests may be asked to leave Hall if they are too noisy or disruptive.
- Residents may only host one overnight guest at any time, and for no more than 2 nights in succession, without the permission of the Warden.
- Residents who are in twin-rooms must receive a permission in writing from the other resident in the twin-room prior to inviting an overnight guest.
• Guests will not be admitted to Hall Campus after 10:30pm unless they are in the company of their host.
• Guests will not be allowed during the orientation weekend, the night of the Trinity Ball and during the main College examination period in May-June without advance permission from the Warden.
• Any resident who hosts overnight guests with what the Warden considers to be excessive frequency may, at the Warden’s discretion, be required to obtain advance permission from the Warden for each occasion that an overnight guest is to be hosted. The Warden may decline to give such permission.
• The Warden may prohibit any resident from hosting overnight further guests for a period of time at the Warden’s discretion.
• The Warden may suspend or restrict for any period the facility to host overnight guests where this is, in the Warden’s view, in the interests of Hall residents generally or is of assistance to the management and operation of the facility.
• Failure to adhere to the above regulations will be treated as a potentially serious disciplinary offence, especially if the offence occurs during the examination period.

**Security**
It is a College offence not to give your name and produce your Student I.D. card to any member of Hall staff or SCR when requested to do so.

Assistant Wardens are responsible for the maintenance of good order in Hall. They must not be impeded in any way in the exercise of their duties.

**The Disciplinary System**
For incidents in Hall the Warden, or her deputy, administers the College disciplinary system. When a potential offence is reported to the Warden she will send for the student to meet her in the Warden’s office for a formal meeting. The Warden may impose a fine, or other allowed sanction, where it is found that the student is in breach of a minor offence. If the resident disputes the Warden’s findings they can ask for a follow-up meeting in the company of their College tutor. The procedure to be followed for major offences is outlined in the College statutes.

Residents should be aware of the fact that they reside in Hall under licence from the Provost and the Warden has the authority to revoke that licence and require a resident to vacate Hall.

Information in relation to discipline can be found here.
Resolution of Disputes within Apartments

In a large community such as Hall, with people living in close confines with each other, it is natural that from time to time friction or disagreements may arise between people sharing an apartment. Common sources of friction are excessive untidiness, making noise at night or having unsigned guests (in periods when residents are allowed to have guests on site). Examination time is often when these matters come to a head; however it is much better to deal with them earlier in the year. Rather than treat every incident within an apartment as a disciplinary one it is much better if the residents of an apartment work out their differences among themselves if possible. While all serious matters (or when residents fail to resolve the issue themselves) should of course be brought to the attention of your Assistant Warden, the following first steps should be followed, if possible, to resolve the tension within an apartment:

Step 1. Hold an apartment meeting. All residents should get together and in a conciliatory fashion and non-confrontational manner, outlining their concerns/issues to one another.

Step 2. Notify the Assistant Warden for the apartment who will then chair a more formal meeting of all the residents within the apartment with a view to reaching an agreement.

Step 3. Notify the Warden. At this stage the matter potentially becomes a disciplinary one and may be dealt with accordingly. If the behaviour of a resident is deemed to be very anti-social that resident may be required to leave Hall.

SECTION 4  FIRE, PERSONAL SAFETY & SECURITY

Fire Safety Precautions and Equipment

Instructions for escape in the event of fire are on the back of each apartment door in Houses 80 to 91. Information and the regulations regarding fire safety precautions are included elsewhere in this handbook (see appendix 1 Fire Safety Regulations).

Smoking

Smoking is not permitted in any of the Trinity Hall residences in enclosed entrances, porticos or tunnels and within a distance of 4m from entrance doors, opening windows and entrances to enclosed areas, tunnels or porticos. There is a designated smoking shelter beside the pond in front of house 82. Residents are asked to dispose of cigarette butts responsibly and to use the bins provided for this purpose and to refrain from making loud noise when using this area.
Fire Alarm
Fire alarm, smoke detection and emergency lighting systems are installed throughout residences. These systems are tested on a quarterly basis and access is required to all rooms fitted with detectors. Testing periods of the alarm bells and system will be advised in advance by email notification.

All residents MUST view the MANDATORY online Fire safety and orientation talk before taking up occupancy on site. Viewing of this is recorded and residents who fail to do so will incur a fine of €250.

False Fire Alarm Activations
Detectors are sensitive. Residents are requested to take every care to prevent false fire alarm activations. When cooking, please keep kitchen doors closed, use the kitchen extractor fans and ventilate the room. The use of candles or incense sticks is not permitted anywhere in Hall. In Houses 80 to 91 the heavy use of aerosols or steam from the bathrooms can trigger the smoke detector heads. Therefore, please keep bathroom doors shut when using the shower and avoid spraying aerosols directly under or near the smoke detector heads.

It is a serious offence to tamper with detectors or maliciously activate a Break Glass Unit. In such cases the resident will be liable for the cost of the resulting service call (approx cost €160-€250) and may be prosecuted. Please note that faults immediately register on the control panel in the reception area.

Security & Insurance of Personal Belongings
Insurance cover for residents is included in the utility charges. For information on the cover provided students should download the Insurance Schedule on the following web page:

https://www.tcd.ie/accommodation/assets/pdf/Insurance.pdf

Access & Keys
All residential houses have locking hall doors. It is important that these hall doors are never held open as this compromises the security of the house against the spread of fire and theft.

You must not give your keys to anyone else and are advised to keep your keys with you at all times. Students locked out of rooms may have to wait several hours before someone is available to let them in.
Replacement key cards may be purchased in the convenience store or from the vending machines in the reception area and should then be brought to reception for programming. For security reasons, do not put your full name and address on the keys; and 'Trinity College' is adequate.

Security Advice from the Security Services Manager Trinity College, Dublin.

Security Advice for Residents

- Ensure that your doors and windows are secured whenever your room is unattended and when retiring to bed for the night. Those occupying ground floor residences should pay particular attention to this advice and ensure bedroom windows are not left open in unoccupied rooms on the ground floor.

- Lock your room or flat doors when using the kitchen, showers or toilets. Do not jam open apartment doors even for a short time; this is a serious security and fire safety risk to you and all other Hall residents. Residents of apartments found doing this will be subject to a disciplinary meeting with the Warden resulting in a fine.

- When entering main doors to Houses be careful of strangers trying to enter with you. Be inquisitive – enquire of them who they are visiting. If you are not satisfied with their reply or you are suspicious of them, report the matter immediately to the Main Reception Desk (open 24 hours on 01-8968024).

- Ensure that the house main door is secured after entering or leaving. Report to the reception desk any strangers or suspicious characters loitering in house corridors.

- Do not tag your key with your name or residence number. Never lend out your keys. If you lose your keys report the matter immediately to the Accommodation Office or to a member of security.

- Do not advertise your absence by putting notes on your doors e.g. to friends or visitors, stating that you are away. Nor should you pin notes or messages to other resident's doors. These are indicators that the occupiers are away from their rooms.

Security Advice for Your Personal Property

- Avoid having large amounts of money or valuables in your room or on your person.

- Keep items of value and money out of sight if occupying ground floor residences, do not leave them on the window ledges.

- Record the serial numbers of items (especially bikes) bearing them and mark property with an indelible pen or by using tipex. Marked property is hard to dispose of and criminals usually ignore it.

- Large and unwieldy items, such as shopping trolleys should not be brought into the buildings as they may impede residents' exit from the buildings in the event of an evacuation. If such items are found within a House you may be subject to a disciplinary meeting with the Warden.
Security Advice for Your Personal Safety

- Confine your walking to well lighted and regularly travelled routes.
- Report any lighting out of action to College Security on campus or the reception desk at Trinity Hall.
- Always report anything, which could be deemed a safety hazard i.e. open manhole or drain cover, unprotected road works, obstructed pathways etc.
- Report to the Reception desk any suspicious persons or activities which you may come across on or around the grounds.
- Security is a common concern. Please play your part by being aware, being alert, and communicating any concerns.
Section 5 TRINITY HALL USEFUL INFORMATION

Covid-19 Considerations

Students living in Trinity Halls for the coming academic year will be considered a ‘family unit’ for the purposes of dealing with potential cases of Covid-19. As such, students should be aware that they may be called upon to assist their flatmates should the need arise. It is advised that students sharing an apartment sit down during the first week to discuss.

Day to day living for residents in self-isolation:

1. Stay in contact with your Assistant Warden by phone/text/WhatsApp or e-mail on a regular basis.
2. Stay in contact with your family, friends and tutor by phone.
3. Check your symptoms and call your doctor /phone the reception immediately if your symptoms are worsened or you feel unwell.
4. If they are required and you have coordinated with the Accommodation Office for their delivery, then meals will be left daily outside your bedroom door. A set charge for meals required will be applied to your residential account. All food items should be kept then be refrigerated in your room until they are going to be eaten or heated and then eaten. Microwaves will be provided within the unit you are moved to for self-isolation. If you are self-isolating in your own room and have opted for a meal plan, you will require your flatmates help to keep the food refrigerated and heated.
5. If you need any extra supplies, medications, items contact the Accommodation Office and/or your assistant Warden.
6. Make sure to keep your room well ventilated.
7. Put all personal waste (food containers etc), including used tissues, masks and all cleaning waste in a plastic rubbish bag. Refuse bags will be available in your room. Once this bag is ¾ full it should be tied closed and then placed in a second a second bin bag, which is also to be tied. These refuse bags then need to be left in your room for 3 days/72 hours before being placed outside of your room for collection.
8. You will need to bring enough clothing with you for the period you will be in self-isolation. There will be no access to laundry facilities. If you need clean bedlinen or sheets you should contact the Accommodation Office. Clean linen supplies will be left outside your room in a clear bag. Any dirty linen should be doubled bagged in clear plastic bags(made available in your room), tied and left in your room for 3 days. These may then be placed outside of your room for collection.
9. You should not spend any time in the communal areas of your isolation accommodation and you should never use the kitchen in the apartment.
10. If there is a fire alarm activation while you are self-isolating you should still immediately proceed to evacuate. You must however wear a mask and avoid touching anything as you leave. If you have gloves use them. One outside stay apart from the other people exiting. Make it know to someone in charge that you are self-isolating and they will direct you to a location where you must remain while keeping your distance from others. You will be directed how and when you can return to your room.

Mail

Due to the daily volume of mail arriving at Trinity Hall, it is vital that it is addressed properly as follows:

Name, Room No. (e.g. 85.15.02)
Trinity Hall, Dartry Road,
Rathmines, Dublin 6
D06 R838

Incoming mail for residents in Houses 80 to 91 is put in the post box for their apartment which are located beside the laundrette. Students are strongly advised to provide their own padlock for post boxes outside of the reception area. Students will be notified if they have received a parcel, registered letter or item that will not fit in their mail box and may collect it from reception on production of their ID card, during the designated mail/parcel collection times. For information on designated parcel collection times please contact reception.

Any items of mail, parcels etc if not collected within two months will be returned to the delivering company they will not be held in Hall.

Hall does not offer a mail redirection service. All mail for residents who are no longer living at Hall will be returned to sender. Residents need to make arrangements with those from whom they expect mail to be delivered and An Post for mail redirection services once they have left Hall.

Telephone Numbers

Due to the number of residents living here, the Hall Office cannot take non-urgent personal messages for students. In the case of an emergency, contact the Hall Office on: +353 (1) 896 8024 (staffed 24 hours a day).
Social Activities, Amenities and Use of Facilities

Social activities play an important role in the life of Trinity Hall. The JCR liaises with the SCR and sometimes the SU to regularly provide various forms of relaxation and enjoyment. Events include day and weekend trips to places of interest, functions such as nights out to clubs, showing films and themed days. Frequent sporting events and competitions are run throughout the year, and range from football to pool to Trinity Hall Ball.

Assistant Wardens will also organise a number of activities during the year. Such events provide an opportunity to get to know the other residents living in your House in a relaxed and fun setting and also allows you to get to know your Assistant Warden better. During the first weeks of term you and your housemates will be invited to an informal meeting hosted by your Assistant Warden. This is to ensure that all residents are settling into Hall and to provide you with an opportunity to find out more about how to make the most of your time in Hall.

The majority of the communal areas open to Trinity Hall residents are located in Oldham House. Access to Oldham House and the McConnell Sports Hall is via the main steps leading to the front door and is by key card swipe. However, it is possible that during the year 2021/22 some areas may not be available due to public health guidelines and restrictions on gatherings. Access to Oldham House is from 8.00am to 11.30pm. Residents wishing to hold functions and events can book various rooms and areas throughout the communal social space. For more information see the section on Social Space.

Social Space Bookings

The important role that organized events play in building and nurturing a sense of community among the residents at Hall is acknowledged, and there are a number of areas available for the use of residents in Trinity Hall, these are detailed below. Booking of a venue is subject to availability and venue/activity suitability as well as current public health guidelines. Additional restrictions or requirements for the use of these areas may be in place during extended periods in 2021/22 due to Covid-19.

Advertising of Hall events or event ticket sales to non-Hall Residents should not take place on any form of social media (or other form of communication) unless permission has been granted by the Warden.

- An event form must be filled in with a minimum of 5 working days advance notice given to the Accommodation Office (10 days notice, if third parties are involved), in order to allow time for the Warden, Accommodation Office
and Health & Safety approval.

- All events must end by 10.30pm, unless an extension is agreed in advance with the Warden.
- Alcohol may not be consumed without prior agreement from the Warden. When alcohol is being consumed the college alcohol policy applies.
- The organisers of an event will take full responsibility for any breakages or damages that occur at an event.
- Breakages or damages shall be the responsibility of the event organiser and the individuals responsible may be asked to make good any costs directly resulting from their actions.
- It is the responsibility of the event organiser/s to leave the area (and toilets if using the canteen) in the same condition they were found.
- Event organisers are responsible to ensure that the venue is clean after use, usually within 2 hours of the event ceasing – in exceptional circumstances the organizers can have until 12 noon on the morning following the event to clean the area. This must be agreed in advance with the Accommodation Office.
- The Accommodation Office will provide cleaning materials on request (must be requested within 48 hours of the event start time). If the venue is not left in a clean state after an event the organisers will have the cleaning charges levied against their account.
- Event organizers undertake to respect the maximum venue capacity numbers for which permission is given to host an event (see table below for details) in addition to any social distancing requirements in place at the time of the event. The venue capacities will be shaped by government guidelines on social distancing etc in place at the time.

MAXIMUM NUMBERS PER AREA. These attendance numbers do not take into consideration any government stipulated social distance guidelines.

<table>
<thead>
<tr>
<th>Location</th>
<th>Approx. area (sq. m)</th>
<th>Maximum allowable capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sports Hall</td>
<td>324</td>
<td>360</td>
</tr>
<tr>
<td>Mezzanine</td>
<td>186</td>
<td>100 (JCR/resident organised event)</td>
</tr>
</tbody>
</table>

**CANTEEN AREA**  
*Exit doors and routes must be kept clear.*

<table>
<thead>
<tr>
<th>Location</th>
<th>Maximum allowable capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Canteen South Wing (81 end)</td>
<td>320 (JCR/SCR or AO organized events)</td>
</tr>
<tr>
<td>Area</td>
<td>Capacity</td>
</tr>
<tr>
<td>-------------------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>Canteen North Wing (80 end)</td>
<td>190</td>
</tr>
<tr>
<td>OLDHAM HOUSE AREA</td>
<td></td>
</tr>
<tr>
<td>Blue Room - Old bar area</td>
<td>90</td>
</tr>
<tr>
<td>TV Lounge - Both (doors open)</td>
<td>118</td>
</tr>
<tr>
<td>TV Lounge - Front, or back</td>
<td></td>
</tr>
</tbody>
</table>

Note: max allowable capacity is determined by the size of the exits and **not** the size of the room. **All of the above is based on good safety management practices and adequate trained supervision in place.**

**Note these capacity figures DO NOT TAKE into consideration any social distancing measures or Government COVID Guidelines relating to indoor gatherings which must be followed at all times.**

There are a number of other areas that can be used by residents of Hall subject to availability and current public health guidelines.
Trinity Hall Music Society

Trinity Hall Music Society is a JCR-run initiative, which serves to provide a musical outlet to Hall residents. Members have access to the music room that contains some equipment and caters to both bands and solo musicians. Society members may also run open-mic nights, performances and other live shows throughout the year. It is completely separate from societies within Trinity and is led by a resident of Hall. To be a member and use the equipment, you will have to pay a refundable deposit, membership, equipment and deposits are organised by the Music Society. Access to the facility is via reception, keys to the areas may not be held overnight and the members student ID card will be held in exchange for the keys to access the facilities. Use of this facility will be determined by government guiltiness in place at the time.

Recreation and Sport

Hall sports are organised by the Sports Officer. Teams are entered in inter-house sport leagues. If the sport you play is not offered every effort will be made to make it available. Competitions organised by the JCR Committee usually commence in Michaelmas term. Details will be published by the JCR by email or on their social
media channels. The JCR are responsible for managing and maintaining the sports equipment.

**Parties**

No parties may be held in study-bedrooms or apartments. Common room areas in Hall must remain available for the collective use of all residents, unless pre-booked with an event form submitted and permission granted.

**Thinking of Leaving Early?**

For those wishing to leave Hall before the end of the agreed tenancy period please see Section 5 of the *Conditions of Occupancy* which deals with early departure from rooms.

It is important to note that all correspondence with regard to moving, leaving or extending in rooms must be communicated in writing directly to the Accommodation Office (by letter, or email to trinity.hall@tcd.ie). Due to the important nature of this information it is not sufficient to pass it on to the RSA staff, who staff reception outside of office hours and weekends – it must be communicated in writing directly to the Accommodation Office at Trinity Hall.

**Accommodation Information**

For the year 2021/22, each student apartment will be considered a ‘family unit’. Students should always be respectful of shared spaces and maintain good hygiene and cleaning standards.

**Residential Cleaning**

Hall Housekeeping staff only clean the circulation area of residences such as staircases and landings. Residents are jointly responsible for the cleaning of their own accommodation unit – its communal areas and each student is responsible for cleaning their own bedroom.

College aims to ensure that good housekeeping and hygiene standards are maintained throughout residences, in order to ensure the wellbeing of all residents. It is important that the bedrooms and kitchens are maintained in a good condition. Residents are responsible for cleaning within their own bedrooms and jointly responsible for the shared space within apartments. Residents are advised to agree a roster for cleaning shared areas.
**Vacuum Cleaners**

Vacuum cleaners are available within each apartment and should be used on a regular basis. If you require any help or advice, ask a member of the Housekeeping staff. Vacuums are fitted with reusable (emptyable vacuum bags) or extra disposable vacuum bags can be picked up at Reception. Vacuums should not be used to clean up any kind of liquid or bodily fluids.

**Quality Assurance Checks**

Quality Assurance room checks (QA’s) are carried out by the Operations Manager in conjunction with the Housekeeping Staff once during each term. This involves a very brief visit to all rooms. The purpose of the inspection is to identify any serious defects, necessary maintenance, potential hazards or areas where cleanliness or hygiene could be improved. The visits also give us an opportunity to offer advice on recycling and good housekeeping with the aim of ensuring that you do not incur any additional cleaning or dilapidations charges on your departure from rooms.

Notification of room QA’s will normally be posted one week in advance, within the house. Once your room has been inspected a note will be left stating that the visit has occurred. If your rooms are found to be in an unsatisfactory condition you will be notified to this effect. You will then be requested to clean the rooms within a specified time period, at which time the rooms will be rechecked. If your rooms are still found to be in an unsatisfactory condition you will be notified and staff from the housekeeping department will clean the rooms with the relevant costs being charged to your account.

**Pre-departure Clean-up**

It is important to note that it is the joint responsibility of ALL residents living in an apartment to clean it at the end of the year prior to departure. It should not be left to the last person leaving to clean the kitchen and communal areas.

There are signs in each kitchen with cleaning tips and maintenance notes to help you with organising and keeping your private and common areas tidy and clean. Residents are strongly advised to wash their mattress protector and bathroom shower curtains during the course of the year, Mattress protectors can be washed at 30°C and dried on a cool cycle in a tumble dryer. Shower curtains can be washed at up to 60°C and should be rehung wet and left to air dry. Routine washing of these two items will ensure they are left in good condition at the end of your period in rooms.
**Bedroom Ventilation**

Due to the nature of modern building design and the use of central heating in the winter condensation can occur on the bedroom windows. At the top of the opening window underneath the blind there is a small plastic vent strip which when pulled downwards opens, allowing a small gap which acts as an air vent. Leaving this open is an ideal way to ensure circulation of fresh air to your room without letting in too much cold air from outside.

**Faults and Maintenance**

Routine faults requiring maintenance should be reported to the Trinity Hall Office by e-mail to thallfix@tcd.ie. This email address is checked throughout the day during office hours (9.00am-5.00pm Monday to Thursday & 9.00am-4.00pm on Friday). Please note this email is NOT checked at weekends or on days when the College is closed for official college and Bank Holidays.

Any urgent maintenance occurring in or outside office hours (e.g. power outages, heat/water issues, leaks or door locks out of order) must be reported to a staff member at Reception, or outside office hours to a Residential Services Attendant (RSA) who may call in Buildings Office staff. A maintenance request form must also be filled in, clearly identifying the nature of the problem. Maintenance request forms are available at the reception desk 24 hours a day. Please call Reception on (01) 896 8024 to report an urgent maintenance issue.

The Buildings Office deals with all the issues on the basis of urgency. Once the problem has been attended to a docket with the outcome or feedback is left in the room for student's information.

**Room Inventory**

All residents are issued with and requested to complete the room inventory checklists on arrival. Further copies of these can be obtained from the reception desk. It is important that these are completed fully, and any missing or damaged items are noted. Residents are strongly advised to record any of the following: (e.g. chips or marks on paintwork and walls, cracks in plaster work, broken ceiling tiles, broken fridge/freezer shelves, tears on seat pads of chairs, marks and stains on lino, carpet, furniture, notice boards, doors etc. Do not assume that somebody else will report damages for you. If these items are not brought to the attention of the Accommodation Office shortly after arrival you may be charged for these when you depart in May.
Damage in study-bedrooms and apartments is the responsibility of the occupant. In the case of disputed responsibility, the Accommodation Office should be informed.

Please remember not to note urgent maintenance on your room inventory, urgent matters need to be reported to Reception on (01) 896 8024.

**Recycling**

At Trinity Hall we operate an active recycling policy and appreciate the cooperation of all residents with this policy. Various recycling receptacles are available for glass (clear, green, and brown), cardboard, organic waste, drinks cans, newspapers and magazines, batteries and general waste. These are located within the various designated recycling bays around the site, with the exception of the battery and printer cartridge-recycling units which are located in the reception area.

In order to conserve energy residents are encouraged to avoid any unnecessary electricity wastage by switching off lights and electrical appliances when not needed.

**Electrical Equipment**

It is the student's responsibility to ensure that any electrical apparatus used in his/her room and/or apartment is electrically safe and in good repair. The Accommodation Officer can arrange for an electrician to check any questionable items. No electrical equipment which is the property of the Hall may be altered in any way. The local voltage is 240 volts. All rooms are fitted with square pin power sockets. Power circuits must not be overloaded. The maximum load for a single room is 7 amps (about 1700 watts) and for a double room 10 amps (about 2400 watts). If a fuse blows, contact the staff in the reception area. In the event that residents overload sockets causing a fuse to trip and necessitating callouts of electricians, students will be charged for the cost of the callout.

**Electronic Locks**

The electronic locks fitted to various entrance doors and the hall door of each apartment are designed to lock when the door is closed. To enable residents to move between the shared areas of the apartment and their bedrooms the locks on bedroom doors are programmed differently. These locks are programmed to lock only after a key card has been passed through the reader. Therefore to lock a bedroom the key card must be used. If privacy or security is required while the occupant is in their bedroom then the card should be passed through the reader.
on the outer side of the door before entry and the door will then lock when closed. For added security the door is also fitted with a 'dead shot' bolt.

All new apartments are equipped with a door-answering intercom and door release mechanism. Apartments may be paged from the Courtyard areas by keying the apartment number into a keypad.

**Connecting to the College Network**

The TCD Wireless network is available in the accommodation, as well as a wired data network point in all bedrooms. Unfortunately IT Services will not make the kitchen data points live, However the kitchens are covered by WiFi. Wireless hotspots are available in the Canteen, Oldham House and Reception area. There are also various other WiFi hotspots around the site.

IT Services run a self-service Network Admission Control (NAC) system for students in residences to connect their personally owned computer to the student network from their room 24/7 for more information see the links below:

[https://www.tcd.ie/itservices/students/](https://www.tcd.ie/itservices/students/)


**NOTE:** If you want to use the wired network will need a network cable; these are available from the Convenicense store behind Reception.

To report data port or network problems you must contact IT Services by one of the following:

- website [www.helpdesk.tcd.ie](http://www.helpdesk.tcd.ie)
- phone call (+353-1-8962000)
- e-mail [helpdesk@tcd.ie](mailto:helpdesk@tcd.ie)
- walk-in helpdesk on the ground floor of Áras An Phiarsaigh in college*
Cars and Motorcycles

Parking on the grounds of Trinity Hall is strictly controlled. Illegally parked cars will be subject to clamping and vehicle owners liable to pay a charge for removal of the clamp. The vehicular entrance is through a controlled barrier system at the front gate. Only cars with valid permits or a valid reason to enter the grounds will be allowed access the site or park on the site.

Any resident wishing to obtain parking at Trinity Hall for a motorised vehicle must obtain the permission of the Accommodation Officer at Trinity Hall and will be issued with a parking permit, which must be displayed at all times on their vehicle. Parking permits will only be issued to residents who are the registered owners of the vehicle to which the permit relates and who produce evidence of up to date insurance, road tax and a full driving licence in respect of that vehicle. No commercial vehicles are to be parked on the grounds.

In order to receive a parking, permit a €50 fully refundable deposit must be left with the accommodation office – this will be returned once the permit is returned to the accommodation office when the resident leaves hall. The number of permits issued each academic year is limited and residency at Hall does not carry the automatic right to the issue of a permit.

Temporary visitor parking is strictly limited to a maximum period of 48 hours, consecutive temporary permits will not be issued, there must be a minimum lapse of 48 hours between the issue of another visitor permit. Requests for temporary permits must be made to the Hall Office or to the RSA on duty outside office hours. Their issue is subject to the number of temporary permits already in use and proof that the vehicle driver holds a full licence and appropriate insurance cover.

The University of Dublin and Trinity Hall accepts no responsibility for theft or damage to vehicles parked on the premises.

For more information parking see Appendix III.

Bicycles

Residents must put their bicycles in the parking areas provided. Motorbikes may be parked in the same area. Under no circumstances may bicycles be brought inside any of the buildings, kept in study bedrooms or apartments, or parked in the entrance corridors or locked to railings. If you do so the bicycle will be removed and you will be required to make a compulsory donation to a charity for the Homeless, in order to have it returned.
The importance of insuring bicycles and of noting their frame numbers must, regrettably, be emphasised. A strong chain to secure your bicycle is also essential. Bicycles must not be left on site during the summer months; when residents are no longer living at Hall all abandoned bikes will be removed from the bike racks and disposed of during the Summer.

The University of Dublin and Trinity Hall accepts no responsibility for theft or damage to bicycles parked on the premises.

Health and Wellbeing

The College Student Health Service covers all post-graduate and undergraduate students throughout the year. There is no charge for routine consultations and up to date information on services is available from the College Health Service website. It offers comprehensive health care services including physiotherapy and psychiatric support. Additional services provided include contraception advice, routine injections, emergency contraception, vaccinations, phlebotomy, STD testing, general health advice, etc.

Any resident who contracts a notifiable communicable disease that could by airborne means infect other residents sharing accommodation, is required to notify the Hall Office by phoning 01 894 8024 at the earliest opportunity. In this event the Hall Office may take advice from the College Health Service and public health authorities. The resident shall comply with the terms of that advice. Please note this would include mumps and measles.

College Health Service

The College Health Service is open from 9.00am to 5.00pm Monday to Friday in the Health Centre and is located underneath Houses 47 a residential block adjacent to the Rugby Pitch. Urgent care is accommodated at 9.30am and 2.00pm by nurse triage. There are also nurse-run clinics in the College Health Service.

Appointments are necessary and can be booked by phoning (01) 896 1591 or (01) 896 1556 from 9.30am-12pm and 2-4pm, initial telephone consultations are available.

Alternatively, students may attend the Cambridge Health Centre by appointment which is located nearby at Cambridge Villas, Belgrave Road, Dublin 6 (tel. 01-4973917). This is not a free service to all students but we have negotiated a reduced fee for Trinity Hall residents.
Out of hours medical services

DUBDOC  (01) 454 5607
Weekday evenings from 6 - 10pm; Weekends & Bank Holidays from 10am - 6pm.
This service is based in St. James’s Hospital. Students (with the exception of non-Irish EU students, or students with medical cards) will be responsible for any fees incurred for consultation or home visits.

LUKE DOC  (01) 406 5158
Weekday evenings from 6 - 10pm; Weekends & Bank Holidays from 10am - 7pm

Click here for details of out of hours services

If outside of these hours again, Medi Serve (01) 453 9333 will send a doctor on request. Students with the exception of medical card holders will be responsible for any fees incurred for home visits.

If you are unwell and have urgent or emergency medical needs you should notify Reception by phoning 01 894 8024. If you are feeling too unwell you should get a friend to do this on your behalf. If a doctor's visit is essential, the office will arrange this for you. Please note that the student is responsible for all payments for out of hours calls and domiciliary visits. There is no nursing service available in the Hall; anyone with more serious or infectious illness may be sent home or hospitalised.

It is important to notify Reception if you have organised a home visit by a medical practitioner. In this way, the staff can direct the medical practitioner to your room on arrival. The same guideline applies if you need to call for an ambulance. You should not call the ambulance yourself, contact Reception to do this for you. They have experience speaking with Emergency services and can assist you until it arrives.

Medical Fees

Students, with the exception of medical card holders or EU students with E108 or E109 or the new European Health Card or students with evidence of UK/Northern Ireland residence, are responsible for any fees or charges incurred for medical treatment. Hospital treatment is supplied under the Hospital Services Scheme. Students will be responsible for any charges and fees incurred as a public or private patient while in hospital. The College Health Service is not responsible for medical attention not sanctioned by one of its medical officers.
Students who are entitled to free medical cards should apply to the Department of Health when registering at the beginning of each academic year. Failure to produce your card and/or number may cause delay and expense in obtaining treatment.

It is strongly recommended that students from the European Union should obtain, from their country of origin, either an E.108 or E.109 form or the new European Health Card. Either form entitles the student to free medical service.

**Student Counselling Services at Trinity Hall**

The TCD Student Counselling Service offers a satellite service based in Oldham House.* Counsellors will be available during term time to provide the following services:

- 1:1 professional confidential counselling
- Evening appointments available
- Drop-in appointments available
- Open workshops on specific topics as needed (e.g. anxiety, exam stress, managing mood, relationships etc.)
- Group consultations available if requested (e.g. if concerned about a flatmate, or if flatmates are having difficulty getting along)

The transition to college and living away from home for the first time can be both scary and exciting. While some students have the time of their lives, many can find it really overwhelming. If you find yourself struggling (e.g. difficulty getting out of bed, missing lectures, socially withdrawing, feelings of sadness, anxiety or panic, excessive alcohol use etc) please book an appointment sooner rather than later. It can really help to have someone objective to talk to, and your counsellor will provide you with non-judgmental support and refer you on to any other support services that could help you.

Counselling appointments can be booked by phoning the main SCS number on (01) 896 1407, and requesting an appointment in Trinity Hall.

Updated information about drop-in appointments and upcoming workshops can be found on the SCS website and by following TCD Headspace on Facebook and/or Twitter.

[https://www.facebook.com/TrinityHeadspace](https://www.facebook.com/TrinityHeadspace)

[http://www.tcd.ie(Student_Counselling)](http://www.tcd.ie/Student_Counselling/)
Grounds
Please keep the grounds of the Trinity Hall site tidy. They provide a pleasant environment within the city of Dublin. The pond is an attenuation pool and the water is not suitable for human consumption or for bathing. Students are welcome to visit and enjoy the public areas in the Botanic Gardens located on the Trinity Hall site. Ball games are not allowed in any area of the Trinity Hall site. Please make every effort to contact a member of the Hall staff or the SCR if you should witness any acts of vandalism in the grounds.

Trinity Hall Residents and our Neighbours
Trinity Hall is located in a quiet residential suburb and all of us who live in Hall have a responsibility to ensure that we live in harmony with our neighbours. In interacting with our local environs Hall residents should afford our neighbours the highest levels of respect. In particular residents are asked to avoid making noise late at night when coming to and from Hall be it on the way to the bus stop or Luas stop. Please use the bins at all times and do not carry open bottles or cans on the streets.

We are lucky to have a well serviced network of public transport connections at our doorstep but it only takes a small amount of anti-social behaviour to run the risk of a curtailment or even withdrawal of services.

Disciplinary sanctions may be levied on any resident, or their guests, who are found to be acting in a manner that damages the relationship with our neighbours or brings Hall and Trinity into disrepute.

The Warden is responsible for the maintenance of good order and the welfare of the residents in Trinity Hall. The privilege of holding a place in Trinity Hall may be withdrawn in the event of a serious breach of the regulations relating to occupancy, or if you commit a breach of College discipline.

Conditions of Occupancy
The terms and conditions under which rooms are allocated to you are detailed in the booklet ‘Conditions of Occupancy’. Students are required to sign the agreement form indicating that they have read and agree to abide by the conditions of occupancy. Where students are under the age of 18, this form must be signed also by a parent or legal guardian.

Students in arrears of payment of College fees or incidentals accounts forfeit their rooms.
Maps

Facilities near Hall

Maps of the TCD campus
If you wish to purchase maps of the city centre or surrounding areas, Reads of Nassau St. is an excellent place to go. It is also a good place for all your stationery requirements for college.

How do I get to College?
Walking
It's environmentally friendly, it's free and it's good for you. You arrive in College full of energy and in the evening, you can relax and clear your head while walking back to Hall. The easiest way to walk to the main TCD campus is through Rathmines. A map of the walking route between Trinity College and Trinity Hall is shown below. It takes approximately 52 minutes to walk this route.
Be cautious while walking after dark, as you would anywhere. Please remember: never walk on your own when coming back from a night out.

**Cycling**
Dublin is great for cycling (it doesn't really rain all that much). You need to stay safe though, so always wear a helmet and a high visibility vest. Choose a safe route and stick to the cycle lanes where provided. There is a cycle route from Rathmines into town. Watch out for the buses - sometimes they can't see you!

There is a bike shop in Rathmines (main road, past ALDI supermarket) – a 20 min walk from Trinity Hall. There are also several bike shops in the city centre, although prices vary greatly, so shop around.

You can lock your bike to the bike stands in Trinity Hall, but you cannot keep your bike in your room/kitchen or hallway. Please use a solid D-lock to lock your bike when you are not using it, even inside the gates of Trinity Hall. Other locks can be tampered with and result in your bike being stolen. D-Locks are stronger and will help ensure your bike is not stolen.

Avoid fines! Cyclists in Ireland can get on the spot fines. Please cycle with care to avoid these fines.

**Public transport & Leap card**
Here in Hall, we’re great fans of public transport. It's good for the planet and stress-free. You get on, sit down with a book or your favourite music on your iPod
(just don't crank the volume too high - others might want to travel without your music choices) and enjoy the views. And you’re in College in no time (usually around 20-30 minutes). Please exercise a normal level of caution when travelling to and from Halls in the evenings.

Leap card is a pre-paid smart card that allows you to pay for all public transport across Ireland – buses, trams, trains. There are several different ones to choose from to suit your lifestyle. Leap Cards are usually available from most shops - Spars, Centras, etc.

To avail of discounted Dublin Bus and Luas tickets, you need to buy a Student Leap Card. You can get this from the Students’ Union Shop in Trinity.

If you are 18 years old you are also eligible for a Child’s Leap Card until your 19th birthday, this is cheaper again.

**Bus**

The Dublin Bus 140 stop is located right beside Trinity Hall - go outside the main gate, turn right and at the traffic lights, turn right again. You will see the bus stop approximately 100m on your left-hand side. The 140 service is quite regular and you can usually depend on its' timetable.

If paying cash you have to have the exact change - no change is given. You will instead receive a refund stub, which you can then take to the main Dublin Bus Office on O’Connell Street and exchange it for money. The journey price is less if you use a LEAP card.

The 140 bus is a great service, so please remember to behave in a civil way at the bus stop and on the bus too (especially in the evening). Bus inspectors regularly patrol the stops so please keep your ticket on you at all times of the journey, and don’t forget a face covering.

**Tram - LUAS**

The Green Line goes direct through the city centre, the stop at Dawson Street is right next to the Arts Block Entrance to College on Nassau Street.

The walk from Hall to the Milltown stop takes 7-10 minutes (you can count it as part of your daily workout), but the tram is great and very reliable. However, it's also very popular and it might be difficult to get on it in the morning (between 8 and 10am). Sometimes you might have to let two or three trams go before you can squeeze yourself in among all the other commuters.

To reach the LUAS stop:
- Go out the small white side gate and turn left onto Temple Road
- At the end of Temple Road, turn right
- You will see the Milltown LUAS stop on your left-hand side

Please be quiet if you are walking this route at night as there are children and elderly people living in the houses on this street who may be trying to sleep.

You can buy tickets at the machine located at the stop (return or one way without the Leap card, or you can buy a variety of weekly/monthly cards). Do not attempt to travel on the LUAS without a valid ticket. It may appear tempting to hop on without a valid ticket, however, ticket inspectors are everywhere. An immediate penalty will be issued to anyone without a valid ticket or ID.

**How do I get back to Hall?**

**Bus**
Leave Main Campus through the FRONT ARCH exit. Walk straight up Dame Street. The 140 Bus Stop is situated opposite the Central Plaza (the large cube-like building). The bus stop number is 7581.  
https://www.dublinbus.ie/Your-Journey1/Timetables/All-Timetables/140/

**Tram - LUAS**
DAWSON: Exit campus via the Arts Block exit and immediate in front of you is the DAWSON Stop on Dawson Street.

TRINITY: Exit Campus by the Science Gallery and turn left. Keep walking approx. 5 mins until you reach the TRINITY stop. Alternatively, exit Front Arch and turn right, following the outer walls of the College campus.  
*Note: this stop only moves southbound towards Trinity Hall.*

**What about taxis?**
Taxis can be very convenient and not that expensive. A taxi to and from the city centre should cost you around €12 (depending on traffic and time of day).

Always take a taxi when coming back from a club/pub at night. It will cost you a couple of euro if you're sharing.

Taxi to the airport is at around €25-35 one way – depending upon traffic. Another way to get to the airport is by hopping on the AirCoach (www.aircoach.ie). To get to the airport the coach departs from Dawson St. and from the airport to town
will drop you at Front Arch of College. It is relatively cheap and offers a very reliable service.

Alternatively you can take the Luas to Dundrum and use the Dublin Coach service to the airport via the motorway, a return ticket costs €15 (https://www.dublincoach.ie/timetables-fares/dublin-airport-dundrum-luas-bus.php). Always check the website in advance for any travel disruptions.

Where do I buy my food?

There’s a great little convenience shop right in the middle of Trinity Hall - just behind the reception in the Canteen. You can get all your essentials there. For bigger shopping trips you will have to venture outside.

There are several shops located just 7 minutes from Trinity Hall (Tesco Express, Grocer on the Green, Fresh & Wild, off-licence, delicatessen, butchers, pharmacy). Go out of the main gate, turn right and then continue walking up past the traffic lights towards Rathmines. You will see the shops on your left hand side. If you continue walking for another 10 minutes you will reach Rathmines. You will find a larger Tesco and Dunnes Stores there (Dunnes is inside the Swan Shopping Centre). In Rathmines you will also find a whole variety of shops, cinemas, cafes, restaurants, etc. Aldi and Lidl are also located on the main street and are great for those looking for groceries on a budget.

Remember in Ireland there is a charge for every plastic bag you need, so it’s a great idea to get a few of the more durable and environmentally friendly type of bags to save you money throughout the year.

Where do I get my money from?

You will have to walk up to Rathmines, where there are plenty of ATMs (Bank of Ireland, AIB). There are also ATM machines in College (beside the Dining Hall and in the Hamilton). Many shops also offer a cash back service when you purchase items from them.

Where to buy bed linen/towels (and other things)?

It's amazing how many things we need and take for granted when we live in our family homes, bed linen, towels, mugs, pots, pans. Don't fret - you can get all of this (and more) very close to Trinity Hall.

<table>
<thead>
<tr>
<th>Store</th>
<th>Locations</th>
<th>What it sells</th>
</tr>
</thead>
</table>
You can take the LUAS to the Dundrum Shopping Centre (named Dundrum Town Centre on Google Maps). Don’t get off at Dundrum LUAS stop – get off at the Ballaly stop instead then follow the signs to the centre as it is much closer. There you will find plenty of shops with varying prices where you can purchase your necessities. Dundrum has a great cinema with student discounts, restaurants, theatre, and hundreds of shops and can be found at [www.dundrum.ie](http://www.dundrum.ie)

Argos is a shop which stocks almost everything. You choose things from their catalogue, go to the store and pick them up there. There will be a number of Argos catalogues located in Oldham House at the start of the term. You can also view their website [www.argos.ie](http://www.argos.ie)

**Where can I wash my clothes?**

There is a launderette on site with washing machines and dryers. It was refurbished in September 2020 and is now a cashless facility. You can either:

- Download the [Circuit app](http://circuitt.ie), use it to set up & add credit to your account or
- Buy a card from vending machine, top the card up online & pay as you go

There are notices in the Launderette on how both options work. You will also be able to track the progress of you washing/ drying from the app - so there is no need to sit and wait for machines to finish etc. There is hand sanitizer and cleaning materials for users to use to clean down the machines after each use. It costs €4.50 per wash and approximately €2.00 to dry clothes. You will be able to buy washing powder etc. from the shop on site.

**Connecting to Student Wi-Fi and Wired Network**

The TCDconnect service is available throughout the accommodation and allows students to connect their computer, mobile phone, or tablet to the Trinity Wi-Fi network, as well as to the wired network in all bedrooms. Wi-Fi coverage is also

| Dunnes Stores | Swan Shopping Centre Rathmines  
Stephen’s Green Shopping Centre  
Nutgrove Shopping Centre | Crockery/Cutlery/  
Kitchenware  
Bed linen/Towels |
|---------------|-----------------------------------------------------------------|
| Argos | Dundrum Shopping Centre  
Stephen’s Green Shopping Centre  
Nutgrove Shopping Centre | Crockery/Cutlery/  
Kitchenware  
Bed linen/Towels |
| Penny’s | Dundrum Shopping Centre  
O’Connell Street – City Centre | Bed linen/Towels |
available in your kitchen (there is no wired network), in the Canteen, Oldham House, and Reception area, as well as various other areas around the site and the University.

Connecting to the TCDconnect service is a self-service process that enables you to connect to the network in a short timeframe, provided your device meets certain requirements.

**Please note:** If you want to use the wired network in your bedroom, you will need a network cable. These are available from the Convenience store behind Reception or the Student Union shop in College. The wired network service is only available in your room and not in kitchen and other communal areas.

For further information about getting connected, see https://www.tcd.ie/itservices/students/connected/

**IT Support**

If you experience any issues with the Wi-Fi or the wired network service, please contact IT Services by one of the following:

- **Email:** itservicedesk@tcd.ie
- **Tel:** (+353-1) 896 2000
- **Website:** https://www.tcd.ie/itservices/contact/
- **Please note:** Availability for walk-in visits to the IT Service Desk on the ground floor of Áras an Phiarsaigh will depend on current Covid-19 restrictions. To find the most up-to-date information, see https://www.tcd.ie/itservices/contact/
- **IT information for students:** https://www.tcd.ie/itservices/students/
- **Orientation pages at** https://www.tcd.ie/itservices/students/orientation/
- **8 things you need to know to get started with IT in Trinity’ video here:** https://youtu.be/QWhJuRrtJg8and
- **Step by Step guide** https://www.youtube.com/watch?v=D6gZ0ipO4ko

**How do I get Wi-Fi or wired network access?**

You will be able to connect to Trinity Wi-Fi or to the wired network in your room, but first you need to register as a student in Trinity College. This means you need to get your student card and your network username and password. Follow the instructions at: https://www.tcd.ie/itservices/students/connected/

**Can I connect my personal computer, phone or tablet?**

Yes, but you will need to check whether your device meets the requirements of the TCDconnect service. See below and
How do I know whether my device meets the network requirements and which devices are supported?

There are wired (modern accommodation) and wireless connection options in Trinity Hall. You need to check what operating system is installed on your computer. You will also need:

- **A supported operating system**: Window 10, Windows 8.1, macOS Mojave (10.14) or later, iOS, iPadOS, Android, ChromeOS, Kindle, Linux. Only devices running the operating systems listed above can be connected to the TCDconnect service. It is not possible to connect other Internet-of-Things (IoT) devices such as music streaming devices and games consoles to the student Wi-Fi or wired network service. See [https://www.tcd.ie/itservices/network/kb/tcdconnect-requirements.php](https://www.tcd.ie/itservices/network/kb/tcdconnect-requirements.php) for further information.

- **Wi-Fi**: your device must support WPA Enterprise if you want to use the wireless network.

- **Wired network**: You will need a Network/Ethernet cable to connect to the wired network in your room. You will be able to buy one in the Convenience store behind Reception or the Student Union shop in College.

I don’t have a mobile phone - How do I get one?

If your phone from home is unlocked (can work with any SIM card), you can purchase a prepaid SIM card from any of the operators (Vodafone, Meteor, Three (3), and Tesco) at a small cost. If you need a new phone (phones from North America/Asia might not work in Ireland) you should shop around for good offers. There is a Carphone Warehouse shop located in Rathmines - they sell phones from all the operators working in Ireland and could offer you advice on price plans/models. You might even find a good offer with cheap phone calls to your home country.

If you urgently need a SIM card call to the Trinity Hall reception and we can give you one.

*As a result of the ongoing changes to public health guidelines, many of the operations and facilities referred to in this handbook will be changing throughout the year in accordance with direction from both the government and College. Please keep up to date with emails and other correspondence for current best practices.*

Residents should check their TCD email address on a regular basis.
APPENDIX I

FIRE REGULATIONS AT TRINITY HALL, GENERAL FIRE SAFETY

Keep all fire doors closed, especially those in the corridors. Never tamper with the fire fighting equipment or the alarm system.

Action on discovering a fire

1. RAISE the alarm by breaking the glass in the nearest alarm switch (red box on wall).
2. LEAVE the building and go to the Assembly Point which has been designated for your house.
3. INFORM the Residential Services Attendants as fully as you can about the fire.
4. DO NOT fight the fire unless you are trained or your only escape is blocked by fire.

On hearing the alarm

- CLOSE but DO NOT lock all doors and windows.
- WALK to the nearest exit. DO NOT RUN.
- REPORT to your ASSEMBLY POINT (indicated on the fire safety notice for your apartment).
- DO NOT ENTER A BUILDING WHILE THE FIRE ALARM IS SOUNDING.
- DO NOT USE THE LIFT.

Means of Escape

Check the means of escape from your room and house ON THE DAY YOU MOVE INTO ROOMS. Generally they are as follows:

a) Cunningham House (House 79), the main staircases act as escape routes.
b) Houses 80 to 91 - the main staircases act as escape routes.

Fire Assembly Points

The Assembly Points are as follows:

Residents of houses 80 - 82: Area A (Luce box grass area)
Residents of houses 83 - 86: Area B (beside Purser house)
Residents of houses 87 - 91: Area C (outside the sports hall)
McConnell Sports Hall: Cunningham house green
Greenane: Car park in front of Greenane
Oldham house: Area A (Luce box grass area)
Fire Escape, Warning and Safety Equipment
Please report immediately any interference with, or damage or deficiency in the fire and safety equipment located in your house. You owe it to yourself and your fellow residents to avoid the possibility of starting a fire or compromising safety by play acting (or condoning such action) with means of firefighting, fire warning or fire escape.

Extracts From:

Fire Services Act 1981

It shall be the duty of every person, being on the premises to which this section applies, to conduct him/herself in such a way as to ensure that as far as is reasonably practicable any person on the premises is not exposed to danger from fire as a consequence of any act or omission of him/hers.

Penalties

A person guilty of an offence under this act shall be liable on summary conviction to fine not exceeding €635 or, at the discretion of the court, to imprisonment for a term not exceeding 6 months or to both the fine and the imprisonment.

The Board of the College has resolved that tampering with or misuse of fire equipment or means of escape, is a most serious offence against the college community.
APPENDIX II
FIRE PREVENTION CHECK LIST FOR RESIDENTS AT TRINITY HALL

1. Checks to be carried out before retiring at night

- Ensure that all litter bins do not contain smouldering materials.
- Do not leave litter bins under or near any combustible items, for example, desk, tables, curtains, etc.
- Switch off all electrical equipment and pull out all non-essential plugs.
- Ensure that access to escape exits is unobstructed.
- Check your electric blanket.
- Ensure that the draw cords are firmly secured to the mattress.

2. Checks to be carried out before leaving your apartment

If you are the last person to leave the apartment, ensure that all internal doors are closed and that you carry out the checks detailed in paragraph 1 above. When leaving the building ensure that all fire doors are properly closed.

3. General precautions

- Do not use multiple adaptors or extension leads without specific approval from Hall office.
- Do not leave cooking appliances unattended when in use.
- Do not leave unattended any food being cooked in your kitchen.
- Do not interfere with the electrical service or fuse boards.
- Do not use chip pans.
- Do not leave burnt food debris in the ovens or operate the oven when it is dirty. Ovens should be cleaned regularly.

Familiarise yourself with escape routes, the location and type of firefighting appliances and fire drills. The Warden and his Assistant Wardens are the residential fire wardens and will be overseeing the arrangements for Fire Drills during the year.

Report immediately to the Trinity Hall Office any defective or missing firefighting appliances.

APPENDIX III
PARKING PERMIT HOLDER INFORMATION – TRINITY HALL

There are a number of areas where parking is not permitted at any time, for however short a period and any residents who park in such areas will have their parking permit revoked and/ or may be clamped. The clamping service at Trinity Hall is operated by
an independent company who manage the collection of release charges. They will clamp residents cars (with or without a permit) if they are illegally parked on the site.

Parking is strictly prohibited on or in the following area, vehicles parked in these areas will be clamped:

- Emergency vehicle access routes or areas designated as water hydrants (these are marked by yellow boxes).
- Any spaces signposted as Visitor parking – these are in front of house 82.
- Any space marked as disabled - these are clearly sign posted beside houses 83, & 82 and in the Cunningham house car park.
- The two RESERVED parking spaces in front of Purser House.
- On or along the main driveway.
- Across the access route to Cunningham House.

PINK permit holders may park in any of the valid parking spaces on the grounds.

GREEN permit holders may park in any valid parking space on the site EXCEPT for those in the three rows of spaces in between Block 1 (houses 80 to 82) and Block 2 (houses 83 to 86), i.e. this is the entire car park area immediately to your left as you face reception.

- Cunningham house residents should use the adjoining car park near Cunningham house.
- Car owners must move their vehicle if requested to do so by a member of staff.
- The speed limit must be observed at all times – anyone driving at excess speeds will have their permit revoked.
- Lost or stolen permits will not be replaced so keep your permit safe.

Trinity Hall parking permits do not entitle the holder to use any other College car parking facilities and attempting to do so while using a Trinity Hall permit will result in automatic forfeit of the Hall permit (without the return of the deposit).

*Only one permit will be issued per resident per year. No permits will be issued to academic year residents after the 18th April.*

To apply for a Trinity Hall parking permit send an email to trinity.hall@tcd.ie and you will be sent a link to the application form. You will then be able to attach copies of all the necessary document that you require in support of you application. Once your application has been processed you will be sent an email asking you to leave your refundable cash deposit into reception in exchange for your parking permit.