



An Roinn Oideachais
agus Scileanna
Department of
Education and Skills

**Emergency Works Application Form
For
Primary & Post Primary Schools**

**Devolved Projects Section,
Department of Education and Skills
Portlaoise Road
Tullamore
Co. Offaly**

emergency_works@education.gov.ie

057-932 4442/4348

Year of Application

2025

SCHOOL DETAILS – The following information must be provided:

County	Kildare
Roll No.	70730J
School Name	Ardscoil Rath Iomghain
School Address	Rathangan, Co. Kildare
Eircode	R51 DA36
Contact name	
School Telephone No.	
E-mail address	
Principal Mob. No.	N/A
Current enrolment	760
School size sq.m (approx.)	5650
Is school building a protected structure	No
Local Authority	Kildare County Council
Date of Application	06/10/2025

THIS APPLICATION FORM HAS THREE SECTIONS

Section 1	Important information in relation to the scheme including the completion and submission of the application form.
Section 2	To be completed by a school authority applying for emergency works funding and signed in all cases by the Chairperson, Board of Management or Chief Executive Officer.
Section 2	To be completed by a suitably qualified Consultant to support an application for emergency works funding.

SECTION 1

Governing Circular

Before completing this application form, the Board of Management is advised to read the full terms and conditions of the Emergency Works Scheme which are contained in Circular Letter at <https://www.education.ie/en/Circulars-and-Forms/Active-Circulars>. The Board must also fully satisfy itself as to the absolute necessity of the emergency works being applied for, as the onus is on the school authority to bear the costs associated with the application.

Mandatory Documentation to be Submitted with Application Form

- Appropriate Photographic Evidence (see appendix A of Circular)

To compress a picture:

1. Select the picture you want to compress, then click the Format tab.
2. Click the Compress Pictures command. Clicking the Compress Pictures command.
3. A dialog box will appear.
4. Un-check Apply only to this picture
5. Place a check mark next to Delete cropped areas of pictures. ...
6. Choose a Target output. ... E-mail (96 ppi): minimize document size for sharing
7. Click OK.

- In relation to Projects to facilitate the inclusion and access of pupils with special needs, supporting documentation as per appendix B of Circular
- Confirmation that the school authority have investigated the possibility of a valid claim against their insurance provider prior to applying for EWS funding.

Returning Completed Application Form and Supporting Documentation

Completed applications, together with supporting documentation, where appropriate, are to be uploaded on the Esinet system

Turnaround Time for EWS Applications

EWS Applications will be assessed and a decision issued to the school authority within 15 working days of receipt of application subject to the following conditions:

- No technical input is required from the Departments Professional and Technical Team
- No additional information is required from the school authority

If additional information is required school authorities will be contacted directly by email

Conditions of the Scheme

- Application must relate to immediate and unforeseen capital works only
- The approved grant must be spent on the approved works only
- Application form must be signed by the appropriate parties
- As schools are now required by legislation to report annually on their energy usage through the SEAI's website Energy-in-business/Monitoring and Reporting for schools, payment of the grant to schools who receive funding under this new SWS scheme will be subject to them registering on the SEAI website and making a commitment to submitting the appropriate returns.

Freedom of Information ACT, 1997

Persons signing this application form are reminded that the Department may be obliged to release information supplied to a third party under the term of the Freedom of Information Act, 1997.

SECTION 2

TABLE TO BE COMPLETED BY THE SCHOOL AUTHORITY		
	Yes	No
Is the project within the scope of the Emergency Works Scheme? (An emergency is a situation which poses an immediate risk to health, life, property or the environment, which is sudden, unforeseen and requires immediate action and in the case of a school, if not corrected would prevent the school, or part thereof, from opening)	✓	
School or part thereof, is closed or will be forced to close in the immediate future if emergency works are not carried out. (Not required in respect of applications to provide facilities for special needs pupils)	✓	
Grant aid being sought is the minimum amount required to correct the immediate problem. (i.e. repair the burst pipe, replace the boiler or repair the damaged roof)	✓	
Funding sought will not be used to supplement grant aid already approved under another Department Scheme.	✓	
Is the Consultant appropriately qualified/insured for the particular project? (see Section 3- Consultants Report)	✓	
In relation to applications to facilitate inclusion and access for special needs pupils has the supporting documentation outlined at Appendix B, Circular Letter 0018/2011 been attached	N/A	
Has a Consultant's report been fully and properly completed to include details of the minimum works required to correct the immediate problem?	✓	
Has the Consultant appended the mandatory photographic evidence where possible?	✓	
Is the application signed by the Chairperson of the Board of Management or CEO (as appropriate)?	✓	
Has the Consultant completed the cost breakdown and included descriptions, quantities and rates?	✓	
Has an insurance claim been investigated?	✓	
Consultant has signed and stamped and dated application	✓	

Current Status Ongoing Projects (if any/applicable)

Current status should be one of the following, Approved, Design Stage, Tender Stage, On-Site, Maintenance Period, Final Account

SCHEME	YEAR APPROVED	Description of works	AMOUNT APPROVED	CURRENT STATUS

For Official Use Only

List works carried out in the school in the last 5 years under Summer Works Scheme (SWS) Emergency Works Scheme (EWS) or Additional Schools Accommodation Scheme (ASA)

SCHEME	YEAR	PROJECT	AMOUNT APPROVED

Minor Works Grant

Please confirm if you have any existing funds held on Account arising from Minor Works / Capitation Grant

	Yes	No
I am holding existing funds on account arising from Minor Works/Capitation Grant	N/A	
If yes, please enter amount:	€	

Declaration and Certification of Chairperson Board of Management or CEO

I hereby declare my agreement with the following statements	Yes	No
I am familiar with the terms and conditions of the Emergency Works Scheme and I agree to abide by them.	✓	
The information given in this application form is true and complete to the best of my knowledge and belief.	✓	
Proper tendering and procurement procedures have been followed for the purposes of obtaining a Consultant's Report and that proper tendering and procurement procedures will be followed in the event of our application being successful.	✓	
Responsibility for the proper execution of the project, if approved for grant aid, will be accepted as devolved to the Board of Management.	✓	
Any funds granted will be used solely for the purpose given and may not be used to replace existing funding.	✓	
If this application is successful, the subsequent investment will be secured legally.	✓	
If costs are recoverable from an insurance company the school authority agrees to refund the recovered amount to the Department.	✓	
I hereby confirm the following statements as being true:	Yes	No
I have obtained formal written approval from the Patron for this application.	✓	
All areas included in the application are used by the school and are not sublet to a third party.	✓	
No other applications have been submitted on our behalf by other schools on our campus.	✓	
That the Board of Management notes that the project may be monitored by the Department of Education and Skills or its agents and will allow access to its premises and records, as necessary, for that purpose.	✓	
That, if not already done, the school will sign up to the Department's energy website, www.energyeducation.ie , and submit energy data for future years via the Display Energy Certificate (DEC) process.	✓	

SECTION 3

Ensuring Chairperson/CEO Appoints Appropriately Qualified Consultant to Complete Application for Emergency Works Funding

It is imperative that the correct consultant is appointed to complete this form.

Consultant Disciplines

The Consultant disciplines set out below are appropriate to the Emergency Works Scheme in respect of engaging professional advice to prepare a technical report. Consultants completing reports must be satisfied that they comply with the qualification requirements as set out below. Failure to comply with the qualification requirements, including the carrying of adequate Professional Indemnity Insurance and Employer's & Public Liability Insurance, will result in the application being invalidated and therefore not being considered for funding.

(Please also refer to the Guidance on Procuring Consultants for Small Works (3rd edition April 2016).

Consultant discipline	Classification of Works
Registered Architect	2, 5, 6, 7, 8, 9, 10
Chartered Civil/Structural Engineer	2, 5, 6, 7, 8, 9, 10
Chartered Building Services (Electrical) Engineer	1, 3
Chartered Building Services (Mechanical) Engineer	4
Registered Building Surveyor	2, 5, 6, 7, 8, 9, 10

In the case of multi-disciplinary practices the firm must have a principal (i.e. director or partner) who meets the qualification requirements for the type of works being applied for.

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**FOLLOWING SECTION TO BE COMPLETED BY THE CONSULTANT APPOINTED BY
THE SCHOOL AUTHORITY TO COMPLETE THIS APPLICATION**

Only applications supported by a suitably qualified Consultant will be considered valid. A list of qualifications relevant to particular works is contained in Appendix A of Circular Letter 0018/2011.

- Photographic evidence of the affected area is mandatory as per Appendix A of Circular 0018/2011. Please compress photo's
- A decision concerning this application will be determined from information provided in this application form only. **Separate reports are not required unless requested by DES.**
- **IT IS IMPERATIVE THAT THIS SEGMENT IS COMPLETED. IF IT IS NOT COMPLETED CORRECTLY THE SCHOOL WILL NOT BE CONSIDERED FOR FUNDING.**
- Before completing this report, Consultants are advised to read the notes for guidance for Consultants contained in Appendix A of Circular

CONSULTANTS REPORT

1 (a) Approx. area of entire school

5650 square metres

1 (b) Approx. area of where works are proposed in sq. m

Front Entrance Hall c. 15 sqm

1 (c) Describe the part(s) of the building for which the proposed project is required. Include, if applicable, details of number of rooms affected, size or area of the building affected etc.

This Report is concerned with the damaged Main Front Entrance door screen located near to the car parking area on the northern side of the building. These doors are the primary means of access to the school and located beside the Reception / Office.



A. Location of Main Public Entrance

This Report is based on our Site Inspection on 29th August 2025. The dysfunctional automatic doors and screen were demonstrated to us by the School Principal

2 Provide a full explanation of the nature and extent of the emergency with supporting photographs as per Appendix 1 Circular 0018/2011.

The defective doors were first installed circa 2012/2013 with automatic overhead closers operated by motion sensors. The doors are no longer under warranty or defects liability.

The door closers and sensors ceased to function properly some two to three years ago. As can be seen in the photographs below, the practice at the school is to wedge the doors open for ease of access particularly at the very busy times



B. View of Entrance



C. Door held open



D. Dysfunctional Overhead Closers



E. View from Main circulation / Exit corridor



E. View from within Exit Lobby



F. Door is part of Escape and Accessible Route

OBSERVATIONS

- This Entrance is very heavily trafficked and used by the majority of the school population at arrival and departure.
- The door screen is uPVC framed and double glazed. The entire screen including fixed panes is 25400mm wide x 2470mm high. The opening sections are 1700mm high x 2050mm high.
- There may be some distortion in the overall frame of the door screen
- The overhead closers are of an older type and do not respond to the movement sensors. Due to the malfunction of the sensors and the door frame defects the school has had to force the door open manually.
- Replacement of the entire door screen is recommended by a specialist window manufacturer / installer. The motion sensors need to be upgraded to provide options on access control to the school

3. When did the need for these emergency works first arise?

These defects emerged over the last two to three years and have been managed by the School themselves but the issue has worsened and it poses a health and safety risk to any persons entering or leaving the school as it is the main entrance and exit to the building

4. What action has the school taken to manage the emergency?

School staff reported that some attempts had been made to repair the door by local tradesmen. These had not been successful.

5. When was the affected part(s) of the building last replaced and/or remedial works carried out? Where applicable, a description of previous remedial works should be included.

The door would appear to be in place for at least 20 years.

6. What evidence is there of an effective maintenance programme for the affected area?

The location of the defective doors and school generally is well maintained

For the affected area

Is there an Inspection/Maintenance Programme in Place? Yes

Y	✓	N	
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If Yes How many times a year is Maintenance carried out? Ongoing and regular

Name the Person/Company & contact details responsible for Maintenance.

Paul Murphy - School Principal and Staff

Please provide any additional information in relation to your maintenance programme that may be relevant to this application.

As above.

7. In your view, how would the school be affected if the proposed works were not carried out.

The current position where the doors are held open for much of the day is not sustainable. It results in significant heat loss, affects building security and represents a risk to the Staff, Students and Visitors due to condition of the door screen.

Further, the defects also hinder disabled access in and out of the school particularly as

there are no functioning sensors meaning the school are left with no alternative but to leave the door wedged open causing significant heat loss and a security issue.

8. Outline the **minimum works necessary** to address the emergency **only**.

- Remove existing screen doors and frames
- Replacement the entire door assembly
- Install new door automation including upgraded motion sensors / access control

Itemised Cost Breakdown of Proposed Works to Address the Emergency (Estimated)

Item	Description	Quantity sqm	Unit	Rate	Total €
1	New Doors, Screen and Frame	1			
2	Door Automation	1			
3	Preliminaries / Temporary Works	Item			
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
Estimated Construction Sub Total					
VAT @ 13.5%					
Total Estimated Construction Cost					
*Estimated Professional Fees					
VAT @ 23%					
Total Estimated Professional Fees					
Overall Total (Construction & Fees)					
Timeframe for Works (programme/phases/duration)					
Design/ Tender	Construction	Total (no weeks)			
6	4	10			

CONSULTANTS DETAILS AND DECLARATION OF SUITABILITY

Conflicts of Interest

The concept of conflicts of interest shall at least cover any situation where staff members of a contracting authority, or of a service provider acting on behalf of a contracting authority, who are involved in the conduct of a procurement procedure or may influence the outcome of that procedure have, directly or indirectly, a financial, economic or other personal interest which might be perceived to compromise their impartiality and independence in the context of the procurement procedure. In this context, a shareholding, equity or financial interest in a construction industry related contracting or supply company by an Applicant must be disclosed as part of this submission and, unless the Applicant can demonstrate that no conflict of interest exists, will be grounds for exclusion. Failure to disclose a potential conflict of interest which subsequently becomes apparent may be grounds for exclusion from further competitions for the provision of services.

Declaration

I confirm that I understand that failure to comply with the Consultant qualification requirements, including having adequate Professional Indemnity Insurance and Employer's & Public Liability Insurance, will result in the school's application being invalidated and therefore being excluded from consideration for funding.

Please also refer to the Guidance on Procuring Consultants for Small Works (3rd edition April 2016).

Signature of Consultant

If you have any doubts in relation to the suitability of a proposed Consultant, please contact 057-932 4348/4442. The Department's decision will be final as to whether or not a Consultant is appropriately qualified for the purpose of this Scheme.