



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	Wicklow
Roll No.	70740M
School Name	Glenart College
School Address	Coolgreany Road, Arklow Co. Wicklow
Eircode	A67R296
Contact name	
School Telephone No.	
E-mail address	
Principal Mob. No.	
Current enrolment	622
School size sq.m (approx.)	7,264
Is school building a protected structure	No
Local Authority	Wicklow County Council
Date of Application	01/07/2025

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)	N/A	
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	✓	
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		✓
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.	✓	
Chairperson Board of Management/CEO signature (as appropriate):		
Signed:		
Capacity: Chief Executive		
Date: 02/07/2025		

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.

**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

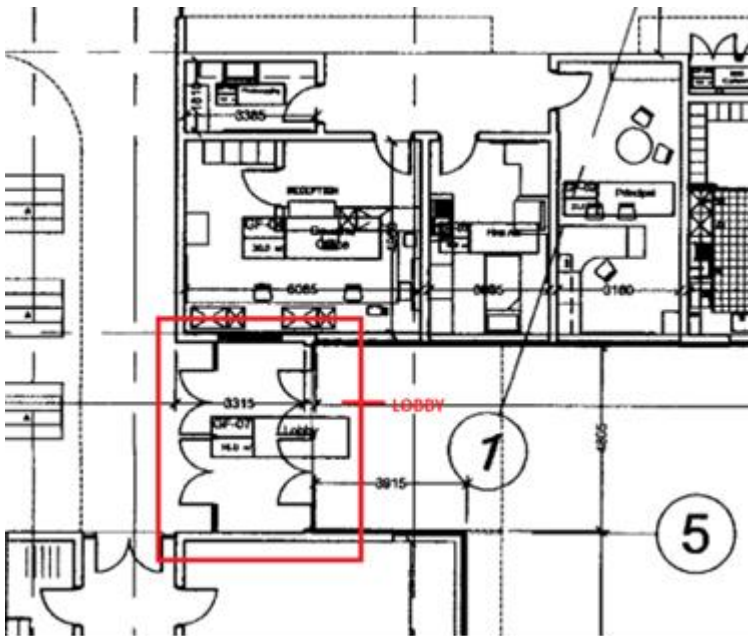
1 (a) Approx. area of entire school in sq. m 7,264.

1 (b) Approx. area of where works are proposed in sq. m 16.

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.

The Project relates to improving accessibility at the Main Entrance to the School. A new student with a significant and progressive disabling condition is due to start in the First Year at the school in September 2025. The current configuration of the main entrance Lobby will not allow the student to access the building. The floor area of the Lobby for proposed project is circa. 16 square metres

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

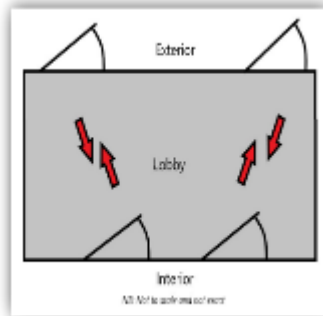


The new student uses a self-propelling wheelchair and a specialist 'Stander' which provide significant therapeutic and mobility benefits.

The existing automated door closers do not appear to have been completed / commissioned at the time of completion of the College. Consequently the 'push button' system is not functional. As a consequence, the new student will not be able to enter or exit the school independently and will

need assistance to open the doors. This would be contrary to the general principles of inclusivity and Access for All. We record below an extract from Report prepared by the students Occupational Therapist

The current configuration of the doors is unsatisfactory with the interior and exterior doors being offset. As a result, the student would be required to 'drive' through one door and cross the flow of students and drive out through the other door. The possibility of accidental collision is high at busy times of the day. The motorized wheelchair and Batec Stander are substantial pieces of equipment.



The recommended solution is to replace one set of the existing swing doors externally and internally with automated sliding doors. These doors would generally be operated by overhead sensors with the possibility of secondary remote operation.

However, the ability of School staff to limit access would be retained which is an important aspect of access control and security currently. The primary use could be provided with a 'fob' device for access at any time.

We observe that the use of automated sliding doors is common in second level colleges managed by KWETB.





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

When notified of new student starting.

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

The School Management has made significant efforts to engage a contractor to reconfigure the existing doors and adjust the access control provisions. This has been unsuccessful due to the unwillingness of specialist contractors to work with existing installations.

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.

N/A

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

The school generally and the doors in question are well maintained and in working order.

For the affected area

Is there an Inspection/Maintenance Programme in Place? N/A

Y		N	
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If Yes How many times a year is Maintenance carried out?

N/A

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

N/A

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

N/A

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

The student will not be able to access the school unassisted.

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

New Automated Doors and Related works are essential

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

Item	Description	Quantity	Unit	Rate	Total €
1	Preliminary and General	1	Item		
2	Remove Existing doors	2	Item		
3	Provide New Automated Sliding Doors	2	Item		
4	Mechanical and Electrical Allowance	2	Item		
5	New Access Control systems for Automated doors	2	Item		
6	Contingency	1	%		
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	Construction	Total (no weeks)			
3	5	8 (excl Tender Process)			