



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

2026

SCHOOL DETAILS – The following information must be provided:	
County	Kildare
Roll No.	16817P
School Name	Brannoxtown, Community National School
School Address	Brannockstown, Co. Kildare
Eircode	W91NY67
Contact name	
School Telephone No.	
E-mail address	schoolscapital@kwetb.ie
Principal Mob. No.	
Current enrolment	
School size sq. m (approx.)	
Is school building a protected structure	The older building is listed.
Local Authority	
Date of Application	

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	NA	
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):		

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 Approx. 512 sq. m

1 (b) Approx. area of where works are proposed in sq. m Approx. 512 sq. m

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.

Brannoxtown National School is a primary school comprising two buildings as follows. Building A is a single storey building, the original school, from the 1800's comprising a staff room, SET room, and toilets. Building B is a two-storey building comprising 4 classrooms. This standalone extension was built in 2013 or so and has 2-classrooms at ground floor level, and 2 at first floor level. A decent size boiler room is in this building also. The school is located in Brannockstown, Co. Kildare. The total area of the 2 buildings is 512 sq. m. approx.

The school has been experiencing ongoing issues with the heating system, with many radiators in both buildings failing to heat adequately. The school has arranged multiple callouts to maintenance plumbers in an effort to resolve the issue however, the problems persist and the system is not operating effectively.

A heat pump upgrade project is currently in place for the school however, the scope of works does not include the replacement of the existing heating pipework or radiators throughout the buildings. There are potential issues within the existing system, including possible leaks in the underground pipework serving the older building, which may be contributing to cold spots, particularly as all distribution pipework in this building is installed below ground. In the newer building, the existing pipework and pumps may be undersized for the current heating demand however, these elements are intended to be addressed as part of the Pathfinder heat pump project.

As part of the proposed works, it is recommended to remove all existing underground heating pipework in the older building and replace it with new above-ground distribution pipework, connecting to the existing radiators serving the 2 classrooms. New radiators shall also be provided in the staffroom and toilets, where existing units are showing signs of corrosion.

For the newer building, in conjunction with the plant upgrade, it is proposed to install additional radiators within each classroom to improve heat distribution, replace existing radiators in the toilets, and upgrade the heating controls to ensure improved system performance.

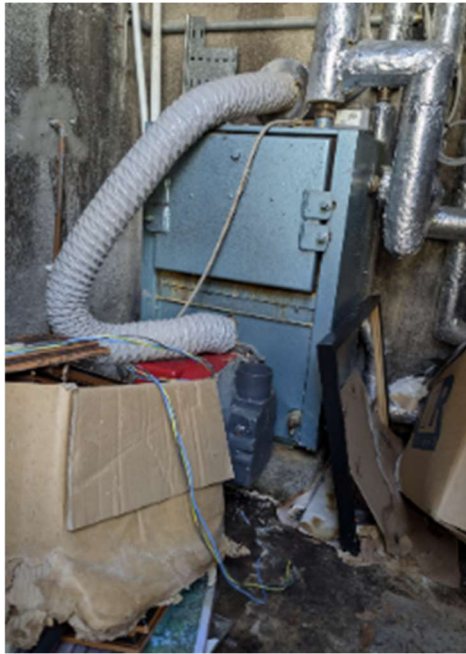
2. Provide a full explanation of the nature and extent of the emergency with supporting photographs as per Appendix 1 Circular 0018/2011



Photograph 1 – Single Pipe System with much of the pipework buried in the concrete floor. Corrosion on the radiator.



Photograph 2 – Rusted radiators in the toilets and staffroom of the older building



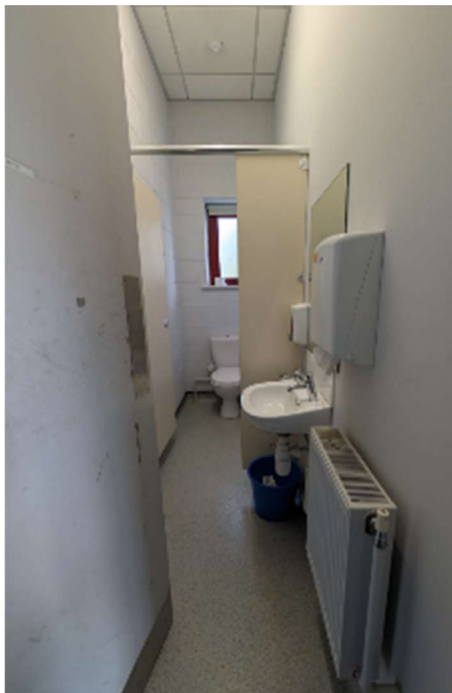
Photograph 3 – Signs of Leak at the boiler in the older boiler house



Photograph 4 – Noticeable rust in pipework throughout the newer building, particularly in bathroom areas



Photograph 5 – Noticeable rust in in all radiators in the toilets of the newer building due to close proximity to the sinks



Photograph 6 – Overall layouts of the toilets. We propose replacing the existing radiators and relocating them at high level.

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

The need for these emergency works first arose due to ongoing and persistent issues with the school's heating system. Over the past several years, the school has experienced frequent cold spots, particularly during the winter months, and has relied on multiple callouts to a plumber, at least once per month, to address recurring problems. Despite these interventions, the heating system continues to underperform, leaving classrooms and staff areas inadequately heated and causing discomfort for students and staff.

If these issues are not addressed through the proposed emergency works, the existing system will remain unreliable, and it will not be feasible to integrate the planned heat pump system effectively. Without resolving the underlying deficiencies, including potential leaks, undersized pipework, and corroded radiators, any upgrade or expansion of the heating system would be compromised, resulting in poor system performance and ongoing disruption to school operations.

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

To manage the emergency, the school has arranged frequent call-outs to a maintenance plumber, typically at least once per month, in an effort to restore heating functionality. Each visit involved remedial works aimed at temporarily resolving the issues, but the underlying problems have persisted, and the heating system continues to underperform. Despite these repeated interventions, classrooms and staff areas remain inadequately heated, demonstrating that the current system is unreliable and requires urgent remedial action.

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.

No works bar minor repairs were carried out to the heating system in the last 12-15 years or so. Plumber call outs, resulted in minor remedial works in the heating system, in hopes to solve the issue. Apart from this, no major works.

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

The school arranged frequent call-outs to a maintenance plumber.

For the affected area

Is there an Inspection/Maintenance Programme in Place?

Y	✓	N	
---	---	---	--

If Yes, how many times a year is Maintenance carried out? *Once a year*

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

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

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

The school will have to close if heating system fails.

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

Replace and relocate corroded radiators in the newer building
Additional Radiators in classrooms (4 No.)
Replace underground pipework in the older building.
New 2-port valves and room stats

Itemised Cost Breakdown of Proposed Works to Address the Emergency

Brannoxtown CNS - Heating Upgrade			16817P		
Item	Description	Quantity	Unit	Rate	Total €
1	Demolition and rubbish removal	1	1 off		
2	Install New Radiators in the older and newer building	13	1 off		
3	Install new overground pipework in the older building	17	1 off		
4	New PICV & Stats for the classrooms	6	1 off		
5	Install new pipework in the newer building	8	1 off		
6					
7					
8					
9					
10					
11					
12					
13	Electrical Works	6	1 off		
14	Builders Work	1	1 off		
15	Preliminaries at 7%				
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)			

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.

