



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.	W23VH66
School Name	Confey Community College
School Address	Leixlip, Co. Kildare
Eircode	W23VH66
Contact name	
School Telephone No.	
E-mail address	
Principal Mob. No.	N/A
Current enrolment	911
School size sq.m (approx.)	5275
Is school building a protected structure	No
Local Authority	Kildare County Council
Date of Application	21/07/2026

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.

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		✓
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.

**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: circa **10,000 M2**

1 (b) Approx. area of where works are proposed circa **250 m2**

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 building in question was constructed in the following years

1986 Original building constructed

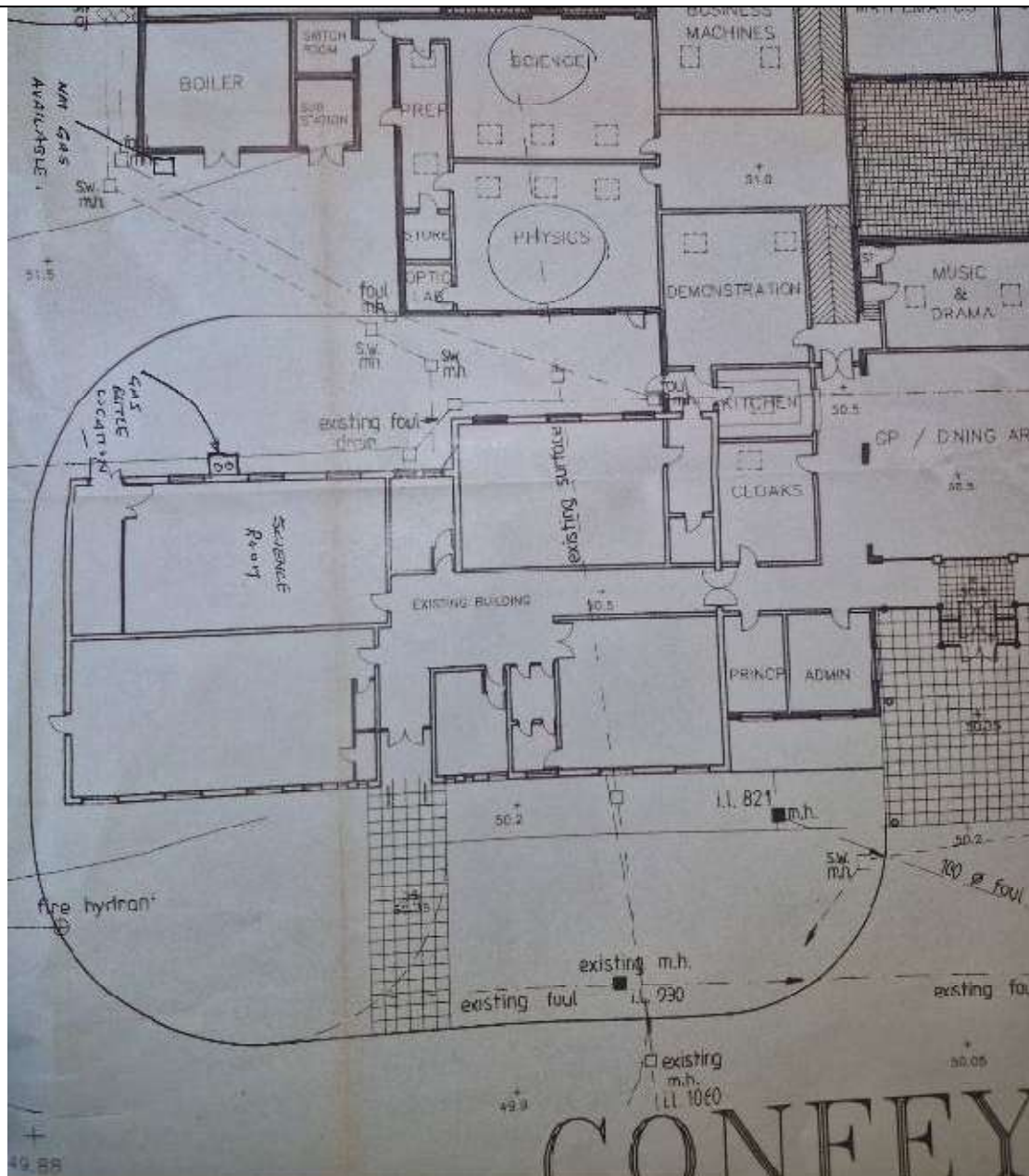
1994 extension including one no science room.

The works applied for in this instance is for the replacement of the gas systems including entire pipework, gas cocks and supplies to fume cupboards the following rooms

- 2No Science rooms and associated prep room***
- 1No Physics room and associated prep rooms***

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

The works in this instance is for the disconnection of the existing gas services pipework and replace with PE pipework underground to serve the rooms as outlined above connected to the natural gas infrastructure that's available on site at the boiler house. The present gas supply was taken from gas bottles located externally; this involves the school caretakers carting the bottles from a truck to more than 40 M away. The pipework system in place is there since the school was constructed in the circa mid 1980's and is no longer fit for purpose and is presently isolated from the gas supply. As the pipework jointing compound and valves installed was specifically for LPG gas it is necessary to replace the entire gas services to include pipework, valves, gas cocks on benches as well as the pressure proving systems. Please also refer to the Health and safety report incorporated in this report which is self-explanatory.



Map of Science Rooms & Physics Rooms



View of plant room on the left hand side with the Gas meter on the wall



View where gas bottles were located recently removed



View of gas cock on the bench



View of gas cock on the bench



View of gas cock on the bench



View of fume cupboard



View of mobile fume cupboard



An tArdán, Gluaise agus Sálachtas
Heath and Safety Authority

An Foirgneadh Uirneadh, Seán James Joyce, Bóla Átha Cláir, D01 K0Y8, Éire
The Metropolitan Building, James Joyce Street, Dublin, D02 K0Y8, Ireland
0125 289 389 contact@hse.ie www.hsa.ie

Conley Community College
River Forest
Leixlip
Co. Kildare
W23 VH66

25th January 2026

Report of Inspection from the Health and Safety Authority

Re: WO-21190- Conley Community College, River Forest, Leixlip, Co. Kildare W23 VH66

Dear Mr O'Byrne,

I refer to my inspection on the 22nd of January 2026 at the above-mentioned place of work. Please can you provide the following documents:

1. The cylinders are not in compliance with I.S. 820:2019 "Non-domestic gas installations" (Edition 3). You should therefore engage with a competent person to ensure that the installation including cylinders are brought into compliance with the above-mentioned standard. The issues identified relating to the cylinders include the following.
 - a) The cylinder cage should be locked to prevent unauthorised access.
 - b) The cylinder installation should be 1 meter from windows.
 - c) For single stage regulator systems, these regulators shall have overpressure protection (OPSO) over pressure shut off.
 - d) The pigtail (flexible connection hose) should conform with BS 3212 or I.S. EN 1762.
 - e) Copper pipe with tee should be removed and replaced.

Please note if the gas installation is being replaced by natural gas, the gas cylinders should be removed by the cylinder provider.

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Health and Safety Authority

2. Provide evidence that pressure control devices (regulators) are maintained and replaced in accordance with the manufacturer's instructions, or in the absence of manufacturer's instructions, replaced 10 years after manufacture. In the intervening period the pressure control devices should be inspected by a competent person annually.
3. Consider the installation of pressure safety device(s) (OPSO and UPSO) on the pressure regulating system.
4. Provide evidence that an emergency plan is in place to address any LPG emergency.
5. Provide evidence that employees have been trained on the tasks to be performed and the measures to be taken in an LPG emergency.
6. Confirm that a carbon monoxide alarm is in place, and it is inspected and maintained.
7. In accordance with Annex E of I.S. 820, your installation (including pipework, fittings and appliances/equipment) should be inspected and tested by a competent person to ensure its safe continued use. Provide a copy of the declaration, by a competent person, that the installation complies with standard set out in I.S. 820. If it is more than one year since the installation was last inspected, then your installation should be recertified by a competent person and provide a copy of same.

Please forward a copy of the requested records along with a detailed plan, including a proposed timeframe to bring the tank installation into compliance by **17th of April 2026**.

Kindly send the documentation to emma_keating@hsa.ie.

This constitutes a bona fide request from an Inspector in accordance with the Safety Health and Welfare at Work Act 2005. You should note under Section 77 of the Safety, Health and Welfare at Work Act 2005 (No. 10 of 2005), it is an offence to fail to comply with a bona fide request or instruction from an Inspector.



Asi (Cúlra) Sláinte agus Sàbhàidheachta
Health and Safety Authority

Yours sincerely

Emma Keating
Inspector
Tel: (01) 6247070
Email: emma_keating@hsa.ie

Important Notes

1. The items covered are not listed in order of priority.
2. This list should not be considered exhaustive, but should be considered as a part of your overall management of health and safety.
3. Under section 77 of the Safety, Health and Welfare at Work Act 2005 (No. 10 of 2005), it is an offence to fail to comply with a bona fide request or instruction from an Inspector.
4. Failure to comply with this advice and relevant legal requirements may result in further enforcement action including prosecution.
5. The issue of this Report of Inspection does not relieve you of any liability for failing to comply with any relevant statutory provisions referred to in the Report of Inspection or to perform any other statutory or common law duty resting on you.
6. It is your responsibility to ensure the health and safety of employees and others, such as members of the public, who may be affected by the way you run your business. The inspection sampled how you are complying with your legal responsibilities and did not examine all safety, health and welfare aspects of your business.
7. In offering any advice the Health and Safety Authority (HSA) wishes to make it clear that:
 - a) only the courts can interpret statutory legislation with any authority;
 - b) the advice is based on information to hand and is subject to revision in the event of further information coming to light;
 - c) the advice is not intended to be a definitive guide to, or substitute for, the relevant law. Independent legal advice should be sought where appropriate.
8. It should be noted that the HSA comes within the scope of information and privacy laws including Freedom of Information, Data Protection and Access to Information on the Environment legislation. This means that in particular circumstances the HSA may be obliged to release certain information including the personal information of individuals. For more details on how the HSA handles this, please refer to <http://www.hsa.ie/enq/Privacy/> and to our website www.hsa.ie. It should be further noted that under Section 76 of the Act, Inspectors are obliged, where they consider it necessary, to give information to persons at work or their Safety Representative.
9. If you think that the information in this Report would disclose commercially confidential information, or information about a trade secret or secret manufacturing process, you should contact the Inspector immediately.
10. The HSA Workplace Contact Unit can be contacted on:
 - LO - CALL 0818 289 389
 - E-mail: contactus@hsa.ie
 - Information on health and safety at work can be found at www.hsa.ie

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

This request arose only very recently. The present gas system has been installed in excess of 30 years and the deterioration of the systems is very evident. This was further highlighted during a health and safety inspection of the science rooms recently

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

The Principal / School Management of the school has reacted asap to deal with the matter.

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 major capital works were carried out the gas system since the original installation which is more than 30 years ago

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

From our inspection of the premises, the Principal / School Management have maintained the systems in question to the best of their ability.

For the affected area

Is there an Inspection/Maintenance Programme in Place?

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

As Required

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

Co-ordinated through the BOM of the school

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

No further comment in this instance

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

The rooms in question have no gas supplies to enable teaching staff/pupils to use the Bunsen Burners or fume cupboards for project / lab execution.

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

The works in this instance is for the disconnection of the existing gas services pipework and replace with PE pipework underground to serve the rooms as outlines above connected to the natural gas infrastructure that's available on site at the boiler house. The present gas supply was taken from gas bottles located externally; this involves the school caretakers carting the bottles from a truck to more than 40 M away. The pipework system in place is there since the school was constructed in circa mid 1980s and is no longer fit for purpose and is presently isolated from the gas supply. As the pipework jointing compound and valves installed was specifically for LPG gas it is necessary to replace the entire gas services to include pipework, valves, gas cocks on benches as well as the pressure proving systems.

Minimum works to be implemented

We recommend in this case that works that are referred to in this report be implemented in the:

2 No Science rooms and associated prep room

1 No Physics room and associated prep rooms

To include

-External gas pipework

-Internal gas pipework

-Supply and installation of dual and single gas cocks

-Pressure proving system

-Master pressure proving system for principals' control

Considering the vintage of the gas installation system and the present condition of same we recommend the works above as indicated be implemented. This represents the minimum works required to comply with non-domestic gas installation standards and relevant Health and Safety requirements.

Itemised Cost Breakdown of Proposed Works to Address the Emergency

SCIENCE ROOM NO. 1

Item	Description	No. of Items	Rate	Total €
1	DISCONNECT AND REMOVE THE LPG			

	SYSTEM AND MAKE SAFE THE PIPEWORK.			
2	ESCAVATION OF TRENCH AND BACK FILL IN EXTERNAL AREA			
3	SUPPLY AND INSTALL PE BELOW GROUND WHERE POSSIBLE FROM GAS METER			
4	ISOLATION VALVES AND CHAMBERS			
5	PIPEWORK GAS COCKS AND VALVES			
6	SUPPLY AND INSTALL GAS PROVING SYSTEM			
7	Gas pipework connection to fume cupboard to include gas cock			
8	ASSOCIATED ELECTRICS			
9	ASSOCIATED BUILDERS WORK.(internal)			
10	WORKS ASOCIATED WITH THE REMOVAL AND RE INSTALLATION OF CABINETRY TO ALLOW FOR THE INSTALLATION OF PIPEWORK			

SCIENCE ROOM NO. 2

Item	Description	No. of Items	Rate	Total €
11	DISCONNECT AND REMOVE THE LPG SYSTEM AND MAKE SAFE THE PIPEWORK.			
12	ESCAVATION OF TRENCH AND BACK FILL IN EXTERNAL AREA			
13	SUPPLY AND INSTALL PE BELOW GROUND WHERE POSSIBLE FROM GAS METER			
14	ISOLATION VALVES AND CHAMBERS			
15	PIPEWORK GAS COCKS AND VALVES			
16	SUPPLY AND INSTALL GAS PROVING SYSTEM			
17	Gas pipework connection to fume cupboard to include gas cock			
18	ASSOCIATED ELECTRICS			
19	ASSOCIATED BUILDERS WORK.(internal)			
20	WORKS ASOCIATED WITH THE REMOVAL AND RE INSTALLATION OF CABINETRY TO ALLOW FOR THE INSTALLATION OF PIPEWORK			

PHYSICS ROOM

Item	Description	No. of Items	Rate	Total €
21	DISCONNECT AND REMOVE THE LPG SYSTEM AND MAKE SAFE THE PIPEWORK.			
22	ESCAVATION OF TRENCH AND BACK FILL IN EXTERNAL AREA			
23	SUPPLY AND INSTALL PE BELOW GROUND WHERE POSSIBLE FROM GAS METER			
24	ISOLATION VALVES AND CHAMBERS			
25	PIPEWORK GAS COCKS AND VALVES SCIENCE ROOM No1			
26	Gas pipework connection to fume cupboard to include gas cock			
27	SUPPLY AND INSTALL GAS PROVING SYSTEM			
28	Supply and installation of Main gas pressure system for all 3-rooms controlled at principal's office			
29	ASSOCIATED ELECTRICS			
30	ASSOCIATED BUILDERS WORK.(internal)			
31	WORKS ASOCIATED WITH THE REMOVAL AND RE INSTALLATION OF CABINETRY TO ALLOW FOR THE INSTALLATION OF PIPEWORK			
32	PRELIMS			

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.

