

School Roll No18683H, ST CANICES G N S

[Letter](#)

[Appendix 1](#)

[Appendix 2](#)

[Appendix 3](#)

[Appendix 4](#)

Appendix 3

School Authority obligations under Safety Health & Welfare Acts

The school authority, as Client for the project, has responsibilities under the Safety Health and Welfare at Work Act 2005 and the Safety Health and Welfare at Work (Construction) Regulations 2006 - 2013. The main responsibility is to ensure the appointment of competent individuals or corporate bodies to act as Project Supervisor Design Process (PSDP) and Project Supervisor for the Construction Stage (PSCS) and to ensure that such persons have adequate resources to perform their duties. You should follow the guidance in Guidance on Procurement of Consultants for Small Works with regard to the appointment of a PSDP. Failure to comply with Health & Safety Regulations is a criminal offence and may expose the School Authority to criminal prosecution.

Asbestos Management

A guidance document titled "**Duties and Guidance for Board of Managements on dealing with Asbestos containing materials before, during and after School refurbishment works, demolitions and building works projects**" is available on the Department's website: www.education.ie/en/Schools-colleges/Services/Building-Works/Remediation-Programmes/.

The School Authority must adhere to these guidelines when dealing with Asbestos containing materials and you should bring this to the attention of your consultant.

It is essential that once appointed the PSDP and Project Consultant review the School's Safety File and the School's Asbestos Register to establish the position relating to any health and safety issues such as the presence of asbestos. The School Authority must obtain written confirmation that the PSDP and Consultant are aware of the contents of the School's Safety File and the School's Asbestos Register. This requirement is to comply with Health and Safety Legislation and protect the Board from the possibility of criminal prosecution. Where there is a possibility of asbestos in the area of the school which will be affected by the works a Pre-refurbishment / Demolitions Survey (formerly a Type 3 Survey) may be required. This includes the following circumstances:

1. where the school building was built prior to 1990 and
2. where the School Asbestos Survey indicates that the approved works will interfere with asbestos containing materials or
3. where it is known or suspected that the approved works will interfere with asbestos containing materials.

Radon awareness

With regard to projects that impact the fabric of a school building, it is imperative that your Consultant familiarises him or herself with any radon remediation measures previously carried out in your school building and to ensure that these are not interfered with in the course of the new project. In this regard, all schools were previously tested for radon and remediation measures were carried out where necessary. The school's safety file should have both testing details and details of any remediation works carried out.

Form of Contract for Construction

Where the estimated construction cost of the project is less than €500,000, the appropriate Form of Contract for the construction project is the Short Public Works Contract (PW-CF6) and Tender and Schedule for Short Public Works Contract (FTS6). The version used should be that available on www.constructionprocurement.gov.ie 10 days prior to the date set for the receipt of tenders.

For projects where the estimated construction cost exceeds €500,000 the Contract for Minor Building & Civil Engineering Works designed by the Employer (PW-CF5) and Tender and Schedule for Minor Building & Civil Engineering Works (FTS5). The version used should be that available on www.constructionprocurement.gov.ie 10 days prior to the date set for the receipt of tenders. Your consultant will be familiar with these matters and will advise you.

Fire Detection and Alarm Systems

It is a statutory requirement that fire detection and alarm systems for buildings are to be serviced as required by I.S.3218:2013 +A1:2019. The servicing and maintenance of these life safety systems is the responsibility of the school management body. To ensure servicing is carried out from handover, the Department requires that the first year of servicing of the fire alarm system is included within the scope of works in the tender package and that it is the responsibility of the Main Contractor to provide this service for the first year. After one year from practical handover the school board of management must exercise its responsibility to ensure a contract is in place for the servicing and maintenance of these life safety systems. This must be brought to the attention of the school at handover and again on expiration of the one year maintenance period by the Design Team.

Emergency Lighting systems in schools

It is a statutory requirement that emergency lighting systems are to be serviced as required by I.S. 3217:2013+A1:2017. The servicing and maintenance of these life safety systems is the responsibility of the school management body. To ensure servicing is carried out from handover, the Department requires that the first year of servicing of the Emergency Lighting System is included within the scope of works in the tender package and that it is the responsibility of the Main Contractor to provide this service for the first year. After one year from practical handover the school board of management must exercise its responsibility to ensure a contract is in place for the servicing and

maintenance of these life safety systems. This must be brought to the attention of the school at handover and again on expiration of the 1 year maintenance period by the Design Team.

Energy in Schools

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 DPS scheme will be subject to them registering on the SEAI website and making a commitment to submitting the appropriate returns.

[Return to Search](#)