



Circular Letter PBU 0085/2006
School Building Section, Tullamore, Co. Offaly.

Re: Clarifications Concerning Circular Letter PBU5/2005

**Review of Occupational Health and Safety
In the
Technologies in Post-Primary Schools**

Background

In 2004 the State Claims Agency (SCA), in co-operation with the Department of Education and Science (DES), conducted a risk review to assess occupational health and safety standards in post-primary technology workshops. The report which resulted from this review was recently published and copies were circulated to relevant schools. Also, circulated to schools with this report was [circular letter PBU5/ 2005](#) which gave details of DES grant aid for the purpose of addressing health and safety issues identified in technology subject workshops in post-primary schools. This circular letter also gave details of how this grant aid should be spent. Following certain findings in schools, along with receipt of a number of queries, this letter is being issued to provide clarity with regard to some issues concerning [circular letter PBU5/ 2005](#), and in particular the spending of the health and safety grant.

- (1) Paragraph 5 of circular letter [PBU 5/2005](#) indicates that the second instalment of the health and safety grant aid for Metalwork/Engineering and Technology workshops (i.e., 20%) will be paid in 2006 upon receipt by the Department of Education and Science of written confirmation from school management authorities that certain criteria have been adhered to. These criteria are listed in paragraph 5 of the circular letter¹.

¹ (a) that the SMA has carried out an audit of all the equipment in their workshops in accordance with the guidelines outlined in the report. SMA to provide report on number and type of rooms audited and if these rooms require new/upgraded equipment

(b) that tenders for the replacement/upgrading of all non compliant machines have been obtained in accordance with the DES guidelines (Circular M6/02 available on www.education.gov.ie) and DES specifications

(c) that a contract has been placed with the companies that have provided the lowest tender meeting DES specifications

(d) that all obsolete machines have been disposed of in compliance with Health, Safety and Environmental requirements.

Schools are requested to retain copies of records that will indicate adherence to these criteria (e.g., reports on audit processes undertaken, copies of tenders for the replacement/upgrading of machinery, copies of quotations received for any contracts awarded and copies of contracts themselves, as well as copies of documentation supporting the disposal of any obsolete equipment in compliance with health, safety and environmental requirements). Please note also that the usual public procurement requirements apply. As part of the Department's financial control procedures, it is envisaged that a sample of schools will be followed up with site visits by Department personnel for verification purposes. Further, an examination of these records may form part of a subject inspection in the relevant subject area that may take place in post-primary schools.

The second instalment of 20% may not be paid if it is found that the relevant criteria outlined in [circular letter PBU 5/2005](#) were not adhered to.

- (2) As per paragraph 6 in [circular letter PBU 5/2005](#) all equipment and machinery purchased with the grant aid must be taken from the current ENGM (Engineering) and TECH (Technology) lists. Both of these lists appear on the Department of Education and Science website (www.education.ie) and are dated January 2006. These two lists have recently been updated to accommodate the new/revised Leaving Certificate syllabi in the subject areas. Schools should not refer to older versions of these lists.

Please note that a separate grant(s) will accompany the introduction and implementation of the revised subject Design and Communication Graphics and the new subject Technology at Leaving Certificate level.

- (3) Schools are reminded to take cognisance of paragraph 7 of [circular letter PBU 5/2005](#) which refers to *value for money*. This paragraph details procedures that should be followed when purchasing equipment and machinery from the ENGM and TECH lists.

The ENGM and TECH lists specify that 'all equipment, machinery and tools shall be durable and safe for school use'. Further, the lists state that all equipment, machinery and tools must comply fully with European standards, both established and developing, to include CE standards.

These standards, specifications and conditions must apply in the case of all equipment, machinery or tools acquired by schools. It is the responsibility of schools to ensure that this is the case with those companies involved in the quoting/tendering for equipment, machinery or tools.

- (4) The ENGM and TECH equipment lists do not refer to any branding in the specifications listed for the various equipment, machinery and tools. As a consequence, when seeking quotations for equipment, machinery and tools on these lists schools should refrain from seeking quotations for specific brands of product.
- (5) School management authorities are requested to bring [circular letter PBU 5/2005](#), and this letter of clarification, to the attention of relevant school personnel, to include the school's Board of Management and relevant teachers. [Circular letter PBU 5/2005](#) and this letter of clarification can be found at www.education.ie.
- (6) Schools are reminded that dust extraction projects (Circular Letter M45/01) are now eligible for inclusion in applications for the Summer Works Scheme 2007. Please see [Circular Letter 0064/2006](#).

- (7) Any queries regarding this letter, or [circular letter PBU 0005/2005](#) should be referred to Joan Lowbridge at 057-9324451 or Tracey Tobin at 057-9325338.

Planning and Building Unit Section
Department of Education and Science

REVIEW OF OCCUPATIONAL HEALTH AND SAFETY STANDARDS IN POST-PRIMARY TECHNOLOGY WORKSHOPS.

The Department of Education and Science has already issued 80% payment of grant in respect of Health and Safety issues identified in the Metalwork/Engineering and Technology workshops. Schools are asked to note the following with regard to the drawdown of the remaining 20% of this Grant:

How to claim the remaining 20%

1. Complete Appendix 6 Machinery Risk Assessment Tool at the back of the Report **"Review Of Occupational Health And Safety Standards In Post-Primary Technology Schools"**
2. This will indicate specific equipment needs
3. Schools should then decide whether to upgrade or purchase new equipment.
4. Schools should then place tenders for either their replacement or upgraded equipment needs.
5. Schools should then place a contract with the lowest tender which meets the Department's specification requirements. Please retain copies of all documentation.
6. Remove and dispose of all obsolete machinery in Metalwork/Technology workshops.
7. Return to the Department written confirmation that points 2-6 above are complete.
8. The Department will then issue the remaining 20% of the Grant.

This document should be read in conjunction with [Circular Letter PBU 5/2005](#), PBU 0085/2006 and the recently issued report, "Review of Occupational Health and Safety in the Technologies in Post-Primary Schools". Schools are reminded that dust extraction projects (Circular Letter M45/01) are now eligible for inclusion in applications for the Summer Works Scheme 2007. Please see [Circular Letter 0064/2006](#).