

CARBON MONOXIDE (CO) ALARM ACTIVATION in remote plant rooms (Plant room is out-with the main school building)

IF THE CO ALARM ACTIVATES, THE BUILDING MANAGER MUST FOLLOW THE PROCESS

The Building Manager (BM) to immediately inform the Head Teacher/Deputy Head Teacher (HT/DHT) (or on-site designate) of the alarm activation and that he/she is going to enter the boiler house for shut down off all fuel burning appliances

Before entering the BM will phone the ERC team who will contact the Estates Team Leader and The Health & Safety Manager who will arrange for a team member to visit and supervise. ERC will also contact the relevant fuel contractor and SGN (if gas services are present on site) to investigate.

After the phone call, BM will enter the boiler house, opening the door and standing BEHIND the door to allow oxygen and fresh air in the room before entering. NEVER STAND IN FRONT OF THE OPEN DOOR. Shut off the emergency shut off button located at the front door.

BM to SHUT DOWN all fuel burning appliances (turn off boilers and other appliances such as kitchen/shut off valve.) and VENTILATE the area where the alarm has activated letting CO out and fresh air in (boiler room, kitchen etc.), leaving doors and windows wide open.

BM to SILENCE THE ALARM by pushing the test/hush button and immediately step outside the boiler room or kitchen area. Fuel appliances not to be used again until they have been checked by the relevant fuel contractor. WAIT **4 MINUTES** IN CASE THE **ALARM REACTIVATES**, which means there is still CO present in the atmosphere. **NOW** ESCALATE PROCESS BELOW.

If the alarm does NOT reactivate after 4 minutes, wait for SGN (if gas services are present on site), H&S and Estates representative along with the relevant Fuel contractor to complete all checks and tests. School does not need to be evacuated

ESCALATION OF PROCEDURE IF ALARM REACTIVATES

IF THE ALARM REACTIVATES, after **4 minutes** of silencing it and the area has been fully ventilated and appliances turned off, BM must LEAVE THE PLANT ROOM IMMEDIATELY and inform the HT/DHT/DUTY HOLDER (or on-site designate) who should implement the FIRE EVACUATION PLAN. ACTIVATE THE FIRE ALARM CALL POINT AWAY FROM THE AFFECTED AREA. **Please make sure the alarm is disconnected from the Alarm Receiving Centre (ARC) to avoid the fire service turning up** (just as you would do during the weekly fire alarm test). Do not leave the fire alarm deactivated or disconnected.

Emergency Response Centre (ERC)
0141-574-5773 for gas emergencies.

Health & Safety Manager (Laura Gold)
07785657205 or 0141 777 3210

Estates Team Leader: Allan Donoghue
07425628803

Estates Representatives
Mingavie/Bearsden
07831802075 / 07391381360
Kirkintilloch/ Lenzie/ Twechar
07530078436
Bishopbriggs/Lennoxdown/ Milton of Campsie/
Torranoe 07391381361

National Gas Emergency SGN
0800 111 999

Gas and Oil Contractors
McKenna Heating Ltd
07717343371
GKL Plumbing & Heating Ltd
07812122934 or 07976206840

Health & Safety Team

07919413698
07785657183
07464652048
07391381366
07557439792

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IF THE CO ALARM ACTIVATES, THE DUTY HOLDER/HEAD TEACHER (DH/HT) MUST FOLLOW THE PROCESS BELOW:

HT/DH to immediately contact Health & Safety and thereafter the Chief Education officer. In the event that you cannot reach Health & Safety you should alert the Chief Education Officer of this.

The Estates Maintenance Team member to confirm with Health and Safety that SGN (If gas services are present on site) and the relevant fuel contractor have been phoned and is attending site.

Health & Safety will immediately attend the site along with a member from the Estates Maintenance Team, SGN (If gas services are present on site) and the relevant fuel contractor

School TO CONTINUE AS NORMAL. In the event that the school will be without heating and hot water for an extended period, the Duty Holder must liaise with the Chief Education Officer / Depute Chief Executive to discuss further action.

ESCALATION OF PROCEDURE IF CO ALARM REACTIVATES

HT/DH to evacuate the school ONLY IF ESCALATED PROCEDURE takes place and second alarm sounds. Please use fire alarm or other means, however, fire alarm must not automatically call the Fire Service. Use same procedure as when doing weekly fire alarm tests or contact the alarm receiving centre (ARC) to notify it is a CO alarm and not a fire.

Staff and pupils must remain at designated evacuation points (or other such locations as directed by the DH/HT until the school is declared safe by the relevant fuel contractor or H&S, or until such times as a decision is taken to close the school by CEO or DCE.

Estates Team Leader: Allan Donoghue 07425 628803 Chief Education Officer: Greg Bremner 07464652050 Health & Safety Manager (Laura Gold) 07785657205 or 0141 777 3210	Estates Representatives Mingavie/Bearsden 07831802075 07391381360 Kirkintilloch/ Lenzie/ Twechar 07530078436 Bishopbriggs/Lennoxton/ Milton of Campsie/ Torrance 07391381361	National Gas Emergency SGN 0800 111 999 Gas and Oil Contractors McKenna Heating Ltd 07717343371 GKL Plumbing & Heating Ltd 07812122934 or 07976206840	Health & Safety Team 07919413698 07785657183 07464652048 07391381366 07557439792
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