

CARBON MONOXIDE (CO) ALARM ACTIVATION in integral boiler rooms, kitchens or classrooms (Where plant rooms, kitchen and classrooms are within the school building)

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

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, classrooms or kitchens to shut down 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 attend and investigate.

After phone call the 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 stop button located at the front door.

BM to **SHUT DOWN** all fuel burning appliances (turn off boilers and other appliances in classrooms and kitchen) Turn off all emergency control valves or emergency stop button in classrooms or kitchen areas) and **VENTILATE** the area where the alarm has activated letting CO out and fresh air in (boiler room, classroom kitchen etc.), leaving doors and windows wide open.

The HT/DHT/DUTY HOLDER (or on-site designate) should now 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.

BM to **SILENCE THE ALARM** by pushing the test/hush button and immediately step outside the boiler room, classroom or kitchen area. Fuel appliances not to be used again until they have been checked by a competent engineer.

Emergency Response Centre (ERC)	Estates Representatives	National Gas Emergency SGN	Health & Safety Team
0141-574-5773 for gas emergencies.	Milngavie/Bearsden 07831802075	0800 111 999	07919413698
Health & Safety Manager (Laura Gold) 07785657205 or 0141 777 3210	07391381360	Gas and Oil Contractors	07785657183
Estates Team Leader: Allan Donoghue 07425628803	Kirkintilloch/ Lenzie/ Twechar 07530078436	McKenna Heating Ltd 07717343371	07464652048
	Bishopbriggs/Lennoxtown/ Milton of Campsie/ Torrance 07391381361	GKL Plumbing & Heating Ltd 07812122934 or 07976206840	07391381366
			07557439792

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

HT/DHT to evacuate the school in line with the FIRE EVACUATION PLAN, activate a 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 (as you would do during the weekly fire alarm test).
 Do not leave the fire alarm deactivated or disconnected.

HT/DHT 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 site along with a member from the Estates Maintenance Team, SGN (if gas services are present on site) and the relevant fuel contractor

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 Milngavie/Bearsden 07831802075 07391381360 Kirkintilloch/ Lenzie/ Twechar 07530078436 Bishopbriggs/Lennoxtown/ 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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