

**Gas Safety Management Plan**

**(Section A)**

**Redruth AFCO**

**18/02/2022**

**Produced to meet the requirements of the Gas Safety (Installation and Use) Regulations 1998**

# Establishment Key Personalities (Gas) Contacts

|  |  |  |  |
| --- | --- | --- | --- |
| **Role** | **Name** | **Tel No.** | **Email** |
| **Head of Establishment** | Nick Summerhayes | 07925 638340 | Nick.summerhayes@capita.com |
| **Establishment’s SHEF** | Steve Webb | 01209 215785 (Ext 1) | Stephen.Webb726@mod.gov.uk |
| **Establishments** **4C’s Coordinator** | Steve Webb | 01209 215785 (Ext 1) | Stephen.Webb726@mod.gov.uk |
| **Senior DIO Estate Representative or Equivalent**  | Nicola Johns | 01823 250113 | wx-estates@rfca.mod.uk |
| **Site DIO Estate Representative or Equivalent**  | Kelvin Walker | 07508 130359 | wx-estatess@rfca.mod.uk |
| **MMO Site Manager or equivalent** | Steve Webb | 01209 215785 (Ext 1) | Stephen.Webb726@mod.gov.uk |
| **Gas Safety Manager (GSM)** | Neville King | 07816 168471 | neville.king@dnv.com |
| **Gas Responsible Person (GRP)** | Mitchell Fenwick | 07902 106704 | mitchell.fenwick@dnv.com |

The Content of this Gas Safety Management Plan (GSMP) have been Approved by the Gas Safety Manager:

**Signature:…Neville King………………………………………Date:…28/01/2022…………**

**Authorisation for Implementation**

The content and format of this GSMP has been agreed and authorised for implementation by Defence Infrastructure Organisation Technical Services Principal Gas Engineer (DIO TS PGE) and a unique reference number has been generated to support this.

**Approved – J Obbard PGE – 18th Feb 2022**

**Caveat:**

The Content of this GSMP have been agreed by the Senior DIO Estate Representative or Equivalent and future works following the findings will be supported:

**Signature:……………………………………………………………Date:………………………**

The content of this GSMP have been agreed by the Head of Establishment and future works following the findings will be supported

**Signature:……………………………………………………………Date:………………………**

# REVIEWS AND AMMENDMENTS

GSMPs are ‘living documents’ that should be subject to continual review and updating as required. Although the level of attention required will vary considerably depending on the size and complexity of each site, GSMPs should be reviewed at least once per quarter by the GRP, unless otherwise agreed by the PGE. Although it is likely that changes are not required at each review, the date of review and any changes made should be indicated on the tables below. The review of the GSMP will include a site visit to ensure that the site and the content of the GSMP remain valid. The reviews and amendments made will be deleted during the DIO TS three yearly review when the GSMP is re-authorised by the PGE.

|  |  |  |
| --- | --- | --- |
| **Date** | **Page No.** | **Amendment** |
| 25/10/2021 | All | Initial Development |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Reviewed by** | **Authorised by** | **Comments** |
| 28/01/2022 | M Fenwick | N King | Initial Review |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# FORWARD

MOD, as a gas conveyor within Great Britain, has submitted an Exemplar Gas Safety Case (MOD GSC) to demonstrate compliance with the Gas Safety (Management) Regulations 1996 (GS(M)R). Maintenance Management Organisations (MMO’s) are engaged who have the overall contractual responsibility to operate and maintain the gas network assets under their Contract, including the management of the safe flow of gas within the system and the provision of an emergency service. The MOD delegate specific duties to the MMO but accountability for gas safety on each site rests with the Head of Establishment.

Whilst gas downstream of the Emergency Control Valve (ECV) fall outside of the scope of (GS(M)R) similar criteria as those referred to above must be accommodated within an appropriate management system. The specific criteria required to adequately manage gas infrastructure downstream of the ECV are described in the Gas Safety (Installation and Use) Regulations 1998 (GS(IU)R).

The MOD GSC considers all parts of the MOD estates gas supply system that forms part of the gas supply network. This includes all parts of the MOD gas network from the Bulk Primary Meter Installation to the individual gas appliances and the safe release of the products of combustion. The MOD GSC considers primarily those matters that relate to the management of the safe flow of gas within the system and the provision of an emergency service for all aspects of the gas system.

Following initial approval of the Gas Safety Management Plans (GSMPs) by the DIO Principal Gas Engineer (PGE), the Gas Safety Manager (GSM) is required to reapprove this GSMP annually. GSMPs must be submitted to DIO PGE every three years for authorisation.

GSMP Section A document contains site specific details of the establishments utilisation infrastructure to assist with measures to ensure compliance with the GS(IU)R for installation pipework and associated components.

GSMP Section B documents contain site specific details and arrangements as a direct annex to the MOD GSC in line with the Gas Safety (Management) Regulations 1996 (GS(M)R).

GSMP Section C document contains site specific details and requirements of the establishment’s LPG networks.

Although the legal status of this document applies in the UK only, the MOD apply the same requirements to the management of gas on its overseas estate, in accordance with the currently published Secretary of State’s Health and Safety policy statement.

**Contents**

[Establishment Key Personalities (Gas) Contacts ii](#_Toc81834265)

[REVIEWS AND AMMENDMENTS iii](#_Toc81834266)

[FORWARD iv](#_Toc81834267)

[1 The duty holder and establishment level key personalities 1](#_Toc81834268)

[1.1. Gas Safety Case Duty Holder. 1](#_Toc81834269)

[1.2. DIO Technical Services Principal Gas Engineer (PGE). 1](#_Toc81834270)

[1.3. Establishment Personalities. 1](#_Toc81834271)

[1.4. Maintenance Management Organisation (MMO). 2](#_Toc81834272)

[1.5. Additional Gas Contacts. 2](#_Toc81834273)

[2 SITE SPECIFIC DETAILS 4](#_Toc81834274)

[2.1 Site Overview. 4](#_Toc81834275)

[2.2 Natural Gas. 4](#_Toc81834276)

[2.3 LPG Gas. 4](#_Toc81834277)

[2.4 External Installation Pipework. 4](#_Toc81834278)

[2.5 Details of buildings served. 5](#_Toc81834279)

[2.6 Additional details of buildings being served. 5](#_Toc81834280)

[3 METER DETAILS 6](#_Toc81834283)

[3.1 Primary Meter Details. 6](#_Toc81834284)

[3.2 Utilisation Meter Details. (meters supplied directly from the MOD gas network) 6](#_Toc81834285)

[4 Diagrams and drawings 7](#_Toc81834286)

[4.1 Line diagrams for building(s) internal gas installation pipework. 7](#_Toc81834287)

[4.2 Additional drawings. 7](#_Toc81834290)

[5 GAS INCIDENTS 8](#_Toc81834292)

[5.1 Site reporting procedures for dealing with gas incidents. 8](#_Toc81834293)

[6 Gas EQUIPMENT 9](#_Toc81834295)

[6.1 Equipment List. 9](#_Toc81834296)

[6.2 Additional equipment information. 9](#_Toc81834298)

[7 ANNEXES 10](#_Toc81834299)

# The duty holder and establishment level key personalities

|  |
| --- |
| Gas Safety Case Duty Holder.The duty holder for the MOD Gas Safety Case is the Permanent Under Secretary for Defence (PUS). However, day to day responsibility for the preparation and maintenance of the document is delegated to the DIO TS Head of Engineering and Construction, who also has the responsibility for managing the system in accordance with the Safety Case. PUS delegates maintenance responsibility to the Top-Level Budget Holders (TLB’s), to manage safety of the gas network. The TLB’s utilise MOD Contracts i.e. MMOs who have responsibility for maintaining the gas network on behalf of the MOD. |
| Name:Address: | Permanent Under SecretaryMain BuildingHorse Guards ParadeWhitehallLondonSW1A 2HB |

|  |
| --- |
| DIO Technical Services Principal Gas Engineer (PGE).The PGE assumes the role of Senior Authorising Authority which is a term used within the MOD to recognise the authority of the person responsible for overseeing the appointment of, and auditing Authorising Engineers (AEs). For Gas the AEs are replaced by Gas Safety Managers (GSMs). |
| Name:Address:**🕿:****🖂:** | Jeremy ObbardDIO HQWhittington BarracksLichfieldWS14 9TJ07748 903260Jeremy.obbard100@mod.gov.uk |

|  |
| --- |
| Establishment Personalities. |
| Name of Establishment: | Redruth AFCO |
| Establishment Address: | Redruth AFCOOak HouseChapel StreetRedruthCornwallTR15 2BY |
| Head of Establishment (HoE)(This is the most senior MOD person identified, by the chain of command, as responsible for the establishment. The HoE holds accountability for ensuring site compliance with the requirements of GSMR and the MOD GSC, including this GSMP.) | Name:Position:Organisation:Address:**🕿:****🖂:** | Nick SummerhayesRegional Estates Manager (REM)CAPITAAFCO SwanseaClipper HouseQuay West, Quay ParadeSwansea, SA1 1SR07925 638340Nick.summerhayes@capita.com |
| Senior DIO representative or equivalent(This may be the SEFM, but will vary depending on the contract this establishment falls under) | Name:Position:Organisation:Address:**🕿:****🖂:** | Nicola JohnsHead of EstatesWX RFCAMount HouseMount Street TauntonSomerset TA1 3QE01823 250113wx-estates@rfca.mod.uk |

|  |
| --- |
| Maintenance Management Organisation (MMO). |
| The MMO for this establishment is: | **Wessex Reserve Forces' & Cadets' Association** |
| Gas Emergency Helpdesk(Typically, MMO Helpdesk) (24 Hours)  | Organisation:Address:**🕿:****🖂:** | National Gas Emergency number -0800 111 999- |
| Gas Safety Manager (GSM) | Name:Organisation:Address: **🕿:****🖂:** | Neville KingDNVHolywell Park,Ashby RoadLoughboroughLE11 3GR07902 106704Neville.king@dnv.com |
| Gas Responsible Person (GRP)  | Name:Organisation:Address:**🕿:****🖂:** | Mitchell FenwickDNVHolywell Park,Ashby RoadLoughboroughLE11 3GR07902 106704Mitchell.fenwick@dnv.com |

|  |
| --- |
| Additional Gas Contacts. |
| External Gas Distribution Network (EGDN) | Organisation:Address:**🕿:****🖂:** | Wales and West UtilitiesWWU HouseSpooner CloseCeltic SpringsCoedkernewNewportNP10 8FZ0800 912 2999enquiries@wwutilities.co.uk |
| Gas Supplier | Organisation:Address:**🕿:****🖂:** | Corona EnergyBuilding 2 Level 2Croxley ParkWatfordWD18 8YA0800 804 8589info@coronaenergy.co.uk |
| LPG Supplier  | Organisation:Address:**🕿:****🖂:** | Not Applicable, no bulk LPG on site. |
| Meter Asset Manager (MAM) | Organisation:Address:**🕿:****🖂:** | National Grid Metering35 Homer RoadSolihullB91 3QJ08700 600 005ic.faultymeters@nationalgrid .com |
| National Gas Emergency Centre (24 Hours) | **🕿:** | 0800 111 999 |

# SITE SPECIFIC DETAILS

|  |
| --- |
| Site Overview.A brief description of the establishment and its current use. This should include how many separate sites are present and the number of buildings being supplied by gas. |
| Redruth AFCO is a single site establishment with 1 building on site and this building is supplied with gas direct from the EGDN network and has a MAM owned and operated gas meter and regulator.The building is used for recruitment for the Army and navy.This main building is used for office space only.The site is manned day to day with around 4 people during working hours and ordinarily there are never any more than 5 visitors at any one time. |
| Natural Gas.A brief description of the natural gas installations, including how many MOD networks are present, the number of buildings each MOD network supplies and how many buildings are supplied direct from the EGDN. This should also include any demarcations in place between stakeholders and responsibilities.  |
| The gas supply to Redruth AFCO is low pressure and is fed direct from the EGDN network on to site and there is a 20mm PE riser entering the building directly into the plant room to feed an internal MAM owned and operated meter and regulator which supplies the installation pipework at 21mbar.Meter – Elster BK-G10M S/N – M016 K07579 13 D6 16m3/hr MPRN – 9112480901The gas pipe enters the building via a PE EGDN factory entry riser and on entry to the plant room the gas runs through the ECV to the MAM owned and operated gas meter and regulator. The MoD responsibility begins at the meter outlet valve and the installation pipework is made up entirely of 42mm copper pipework. This travels within the plant room for 3 metres and feeds 2 x Remeha Quinta Pro 45 boilers.Total Load on Meter – 81.6 KWThere is only copper pipework on this installation. |
| LPG Gas.A brief description of the LPG installations, including how many compounds are at the establishment, condition and make up of each compound, the number and size (kg) of vessels in each compound, the number of LPG MOD networks, the number of buildings supplied from the LPG MOD networks, how many buildings are supplied direct and not from an LPG MOD network. Details of the LPG pipework after the first stage regulator up to the building(s).*Note: The demarcation agreement between the LPG supplier and the MOD has been agreed and the MOD take responsibility from the outlet of the first stage regulator. The LPG supplier is responsible for the vessel, vessel associated components (excluding any earth bonding) pipework up to and including the first stage regulator.* |
| No LPG on this establishment |
| External Installation Pipework.A brief description of the external installation pipework (above or below ground) on each building. This is from the ECV to where it enters the building(s), the material, diameter, lengths, supports, conditions etc. |
| There is no external installation pipework. |
| Details of buildings served.A list of the buildings being supplied by gas via an MOD network, LPG compound or directly from the EGDN and the usage of the gas (catering, hot water, heating, fire training, etc) at the building.  |
| Ser | Building Number | Building description | Supplied by  | Gas usage |
| 1 | Main Building | Office space | EGDN | Heating, Hot water. |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| * 1. **Additional details of buildings being served.**

Any additional detail about a building that may be required or useful in an emergency or requires more details than captured above.*NOTE: This section is to be used to capture the Service Family Accommodation (SFA) properties where it is not practical to fit above.* |
| N/A |

# METER DETAILS

|  |
| --- |
| Primary Meter Details.The following table describes the basic arrangement of the primary meter installation(s). (These are the responsibility of the MAM)*NOTE: More detail on the primary meters that supply MOD networks can be seen in the GSMP part B.* |
| **Number of primary meter installations:** | 1 ( EGDN Single Supply ) |
| **Meter Name / ID** | MPRN | Supplying (MOD network ID or Bldg number) | **location** | Incoming pressure tier – HP, IP, MP, LP | Outlet pipeline | Max Flow(M3 hr) |
| P tier – HP, IP, MP, LP | Pressure (mbar) | Material | Diameter(mm) |
| EGDN Single Supply | 9112480901 | Main Building | Internal – In Plant Room | LP | LP | 21 | Copper | 42 | 16 |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| Utilisation Meter Details. (meters supplied directly from the MOD gas network)The following table describes the basic arrangement of the utilisation meter installation(s). (These are the responsibility of the MOD) |
| **Number of utilisation meter installations:** | N/A – No MoD Network on Site |
| Meter Name / ID | Being supplied from (MOD network ID) | Inlet pipeline | Outlet pipework | Max Flow(M3 hr) |
| P tier – HP, IP, MP, LP | Pressure (mbar) | Material | Diameter(mm) | P tier – HP, IP, MP, LP | Pressure (mbar) | Material | Diameter(mm) |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |

# Diagrams and drawings

|  |
| --- |
| * 1. **Line diagrams for building(s) internal gas installation pipework.**

This section is to contain line diagrams for building internal installation pipework and associated components. This diagram should be fixed to the building at a practical and accessible location as well as within any associated document centres. It may be embedded as a PDF to this document for online use.*NOTE: Drawings are only required for commercial installations or for installation in commercial settings (non-domestic use). This may mean more installations than listed in IGEM/UP/2 Edition 3 (4.2.14), depending on the installations intended use.* |
| Drawing Number | Building | Comments |
| TBC | Main Building | No existing drawing. Drawing shall be produced by DNV within 12 months of first issue of this GSMP A. |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| * 1. **Additional drawings.**

This section is to contain any additional drawings that may be required or may be of benefit to this GSMP or emergency procedures. |
| Drawing Number | Building | Comments |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

# GAS INCIDENTS

|  |
| --- |
| * 1. **Site reporting procedures for dealing with gas incidents.**

This section is to contain the establishment’s site-specific procedure for dealing with reports of gas incidents with regards the external installation pipework, internal installation pipework and equipment. Details of all individuals with responsibilities under this procedure should be included. |
| * Call National Gas Emergency line on 0800 111 999, open 24 hours per day.
* The EGDN shall attend and make safe a gas incident.
* DNV Gas Responsible Person shall be informed immediately by the site personnel.
 |

# Gas EQUIPMENT

|  |
| --- |
| * 1. **Equipment List.**

This section is to include details of all the gas equipment being used at the establishment. |
| Building number | Equipment location | Equipment type (make, model) | Serial Number | Appliance kW rating | Flue classification | Comments |
| Main Building | Plant Room | Remeha Quinta Pro 45 | 1834520272990 | 40.8 | Room Sealed |  |
| Main Building | Plant Room | Remeha Quinta Pro 45 | 1834520272960 | 40.8 | Room Sealed |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| * 1. **Additional equipment information.**

This section is to contain any additional equipment information that may be required or may be of benefit to this GSMP or emergency procedures. |
| Not Applicable |

# ANNEXES