



**Defence  
Infrastructure  
Organisation**

**Gas Safety Management Plan  
(Section A)**

**Nailsea JCC ACF ATC**

**17/04/2025**

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

Unique Document Reference:  
WX56-A-20211110  
Issued by DIO TS PGE

Establishment: Nailsea JCC ACF ATC

## ESTABLISHMENT KEY PERSONALITIES (GAS) CONTACTS

Role	Name	Tel No.	Email
Head of Establishment	Brig (Retd) Neville Holmes	01392 256251	<a href="mailto:wx-ce@rfca.mod.uk">wx-ce@rfca.mod.uk</a>
Establishment's SHEF	James Kenworthy	01823 792670 07850 024699	<a href="mailto:wx-som-cqm@rfca.org.uk">wx-som-cqm@rfca.org.uk</a>
Establishments 4C's Coordinator	Steve Shelley	07506 196700	<a href="mailto:wx-som-cqm@rfca.org.uk">wx-som-cqm@rfca.org.uk</a>
Senior DIO Estate Representative or Equivalent	Mark Cubitt	07955 280440	<a href="mailto:wx-est-hd@rfca.mod.uk">wx-est-hd@rfca.mod.uk</a>
Site DIO Estate Representative or Equivalent	Rory Simpson	07957 436139	<a href="mailto:wx-est-mgr1@rfca.mod.uk">wx-est-mgr1@rfca.mod.uk</a>
MMO Site Manager or equivalent	Paul Wakeford	07356101565	<a href="mailto:Paul.wakeford@vivodefence.com">Paul.wakeford@vivodefence.com</a>
Gas Safety Manager (GSM)	Justin Westcott	07793222820	<a href="mailto:Justin.westcott@vivodefence.com">Justin.westcott@vivodefence.com</a>
Gas Responsible Person (GRP)	Jason Cuthbert	07592112763	<a href="mailto:Jason.cuthbert@vivodefence.com">Jason.cuthbert@vivodefence.com</a>

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

Signature: *JP Westcott*

Date: 17/04/2025

### 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 – 10<sup>th</sup> Nov 2021**

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: *M Cubitt*

Date: 08/05/2025

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

Signature: *N Holmes*

Date: 08/05/2025

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## 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
04/03/2022	All	Transferred Part A from Version 5.2 to 9.0
04/03/2022	ii	Added additional key personalities
04/03/2022	3	Updated Corona Energy Office Address
04/03/2022	2	RFCA gas emergency helpdesk telephone number added
04/03/2022	3, 9	Updated Emergency Gas Phone Numbers
16/05/2022	2	Changed Nicola Johns organisation details
16/05/2022	3	Inserted new gas supplier details
04/08/2022	ii	Updated Key Personalities Table
04/08/2022	1	Updated HoE Details
07/11/2022	7	Added Comment to Gas Line Drawing Status
27/03/2023	7 & Annexe	Added Gas Line Drawing Detail, Icon and Drawing
10/05/2023	N/A	No Amendments Required
14/08/2023	N/A	No Amendments Required
21/11/2023	ii, 1, 4 & 6	Updated HoE and SHEF Details, Added Measured Gas Pressure
29/02/2024	N/A	No Amendments Required
15/05/2024	ii & 1	Updated HoE Details
09/08/2024	N/A	No Amendments Required
18/10/2024		GSM re-authorisation (previously authorised 01/11/2021)
14/11/2024	ii & 2	Added New Head of Estates Details and Updated Estates Manager Details
18/02/2025	Various	Updated to reflect VIVO as the MMO and now also responsible for the gas safety management and RP/GSM

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Date	Reviewed by	Authorised by	Comments
24/09/2022	Dave Cooper	N King	Initial Review
04/03/2022	M Fenwick	M Fenwick	Quarterly Review
16/05/2022	M Fenwick	M Fenwick	Quarterly Review
04/08/2022	M Fenwick	M Fenwick	Quarterly Review
17/11/2022	M Fenwick	N King	Annual Review
13/02/2023	M Fenwick	M Fenwick	Quarterly Review
10/05/2023	M Fenwick	M Fenwick	Quarterly Review
14/08/2023	M Fenwick	M Fenwick	Quarterly Review
21/11/2023	M Fenwick	N King	Annual Review
29/02/2024	M Fenwick	M Fenwick	Quarterly Review
15/05/2024	M Fenwick	M Fenwick	Quarterly Review
09/08/2024	M Fenwick	M Fenwick	Quarterly Review
18/10/2024	Neville King	Neville King	GSM re-authorisation
14/11/2024	M Fenwick	N King	Annual Review
24/01/2025	M Fenwick	M Fenwick	DNV De-Mobilisation Review / Handover
18/02/2025	J Cuthbert	J Westcott	Update & Quarterly review.
17/04/2025	J Westcott	J Westcott	Initial review/approval

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## 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.

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## 1 THE DUTY HOLDER AND ESTABLISHMENT LEVEL KEY PERSONALITIES

### 1.1. 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:	Permanent Under Secretary
Address:	Main Building Horse Guards Parade Whitehall London SW1A 2HB

### 1.2. 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:	Jeremy Obbard
Address:	DIO HQ Whittington Barracks Lichfield WS14 9TJ
☎:	07748 903260
✉:	Jeremy.obbard100@mod.gov.uk

### 1.3. Establishment Personalities.

Name of Establishment:	Nailsea JCC ACF ATC	
Establishment Address:	Nailsea JCC ACF ATC The Playing Fields Greenfield Crescent Nailsea BS48 1HW	
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:	Neville Holmes MBE Chief Executive Wessex Reserve Forces' and Cadets' Association Mount House Mount Street Taunton Somerset TA1 3QE  ☎: 01823 217930 or 07850 655017 ✉: <a href="mailto:wx-ce@rfca.mod.uk">wx-ce@rfca.mod.uk</a>



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Senior DIO representative or equivalent  (This may be the SEFM, but will vary depending on the contract this establishment falls under)	Name: Mark Cubitt Position: Head of Estates Organisation: Wessex Reserve Forces' & Cadets' Association Address: Mount House Mount Street Taunton Somerset TA1 3QE ☎: 07955 280440 ✉: <a href="mailto:wx-est-hd@rfca.mod.uk">wx-est-hd@rfca.mod.uk</a>
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#### 1.4. Maintenance Management Organisation (MMO).

The MMO for this establishment is:		<b>VIVO Defence Services</b>
Gas Emergency Helpdesk (Typically, MMO Helpdesk) (24 Hours)  <b>Note:</b> Please do not contact the general public National Gas Emergency Service for suspected gas escapes on RFCA infrastructure.	Organisation:          ☎: 0800 030 9320	VIVO Helpdesk Helpdesk 25 Goodlass Road Hunts Cross Liverpool L24 9HJ
Gas Safety Manager (GSM)	Name: Justin Westcott Organisation: Vivo Defence Address: Bldg. 003, CTCRM Lympstone Nr Exmouth Devon EX8 5AR ☎: 07725 038039 ✉: <a href="mailto:Justin.westcott@vivodefence.com">Justin.westcott@vivodefence.com</a>	
Gas Responsible Person (GRP)	Name: Jason Cuthbert Organisation: Vivo Defence Address: Imjin Barracks Innsworth Gloucester Gloucestershire GL31HW ☎: 07592 112763 ✉: <a href="mailto:Jason.cuthbert@vivodefence.com">Jason.cuthbert@vivodefence.com</a>	

1.5. Additional Gas Contacts.		
External Gas Distribution Network (EGDN)	Organisation: Address:  ☎: ✉:	Wales & West Utilities Wales & West House, Spooner Close, Celtic Close Coedkernew Newport NP10 8FZ 0800 912 2999 <a href="mailto:Steve.Harding@WWUtilities.co.uk">Steve.Harding@WWUtilities.co.uk</a>
Gas Supplier	Organisation: Address:  ☎: ✉:	Total energies Gas & Power 55-57 High Street Redhill Surrey RH1 1RX 01737 275 746 <a href="mailto:gp.redhill.ccs@totalenergies.com">gp.redhill.ccs@totalenergies.com</a>
LPG Supplier	Organisation: Address:  ☎: ✉:	Not Applicable, no bulk LPG on site.
Meter Asset Manager (MAM)	Organisation: Address:  ☎: ✉:	Energy Assets Ltd 6 Almond vale Business Park Almond vale Way Livingston EH54 6GA 0800 001 4310 <a href="mailto:box.ngm.meteringdataenquiries@nationalgrid.com">box.ngm.meteringdataenquiries@nationalgrid.com</a>
National Gas Emergency Centre (24 Hours)	☎:	0800 111 999

## 2 SITE SPECIFIC DETAILS

### 2.1 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.

Nailsea JCC ACF ATC is a single site establishment which comprises of a single low pressure gas supply from the Wales and West Utilities network.

This feeds an individual single stream MAM owned and operated meter and regulator within an external wall mounted meter box to the front of the building which supplies gas to a single site appliance located within a small cupboard plant room at 21mbar.

The single supply building is used as a youth facility. The gas is used for heating and hot water.

The site is generally unmanned but when in use around 30 people can be on site.

The building is used by the Nailsea detachment of the Somerset ACF and 2467(Nailsea) squadron of the ATC.

### 2.2 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.

#### Main Building – Single Supply 1

The main building single supply Meter is fed by a low-pressure natural gas supply from the EGDN network which feeds a MAM owned and operated regulator and U6 gas meter which in turn supplies the installation pipework with a low-pressure (21 mbar) natural gas supply to feed the single Combi boiler.

Single Supply Meter – Elster BK-G4M  
 S/N – G4 K00312441201  
 6 m/3hr  
 MPRN - 9315207205

The gas pipe exits the side of the gas meter box in 22mm copper and enters directly into the building. On entry to the building the gas supply transitions to 25mm Trac Pipe and drops below ground and emerges in the boiler cupboard to feed the single room sealed boiler.

**2.3 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

**2.4 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

**2.5 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.

S er	Building Number	Building description	Supplied by	Gas usage
1	Main Building – Main Plant Room	Office space, meeting/conference rooms, stores, drill hall.	EGDN Network	Heating and Hot water

**2.6 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

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### 3 METER DETAILS

#### 3.1 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.*

<b>Number of primary meter installations:</b>			1						
Meter Name / ID	MPRN	Supplying (MOD network ID or Bldg number)	location	Incoming pressure tier – HP, IP, MP, LP	Outlet pipeline				Max Flow (M <sup>3</sup> hr)
					P tier – HP, IP, MP, LP	Pressure (mbar)	Material	Diameter (mm)	
Single Supply Meter	9315207205	Main Building	Wall mounted meter box at the front of the main building	LP	LP	23.6 (Standing)	Copper	22mm	6

#### 3.2 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:			0							
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)	

## 4 DIAGRAMS AND DRAWINGS

### 4.1 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 IGEN/UP/2 Edition 3 (4.2.14), depending on the installations intended use.

Drawing Number	Building	Comments
WX56-A-A3	Main Building	Not to Scale Gas Line Drawing
		 WX56-A-A3.pdf

### 4.2 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

## 5 GAS INCIDENTS

### **5.1 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.

Procedure for an incident involving the gas installation on site:

- Call VIVO helpdesk on 0800 030 9320, open 24 hours per day
- The helpdesk will contact the EGDN emergency service who shall attend and make safe a gas incident.
- The helpdesk will notify the VIVO team and Gas RP via text alert/Teams message.

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## 6 GAS EQUIPMENT

### 6.1 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	Worcester Greenstar 42 CDI Combi Boiler	3730-207-013344-7713331019	42	Room Sealed	



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**6.2 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

7 ANNEXES

Gas Line Drawing

