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Defence Infrastructure Organisation

Gas Safety Management Plan (Section A)

Cinderford CTC & ACF

17/04/2025

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	Neville Holmes MBE	01823 217930 or 07850 655017	wx-ce@rfca.mod.uk
Establishment's SHEF	Scott Tait	01242 474088	wx-glo-cqm@rfca.org.uk
Establishments 4C's Coordinator	Scott Tait	01242 474088	wx-glo-cqm@rfca.org.uk
Senior DIO Estate Representative or Equivalent	Mark Cubitt	07955 280440	wx-est-hd@rfca.mod.uk
Site DIO Estate Representative or Equivalent	Mark Armstrong	07508 129987	wx-est-mgr3@rfca.mod.uk
MMO Site Manager or equivalent	Paul Wakeford	07356101565	Paul.wakeford@vivodefence.com
Gas Safety Manager (GSM)	Justin Westcott	07793222820	Justin.westcott@vivodefence.com
Gas Responsible Person (GRP)	Jason Cuthbert	07592112763	Jason.cuthbert@vivodefence.com

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 – 16th January 2024

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: 24/04/2025**

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: 24/04/2025**

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
21/06/2022	All	Initial Development
14/09/2022		No Amendments Required
15/12/2022		No Amendments Required
27/03/2023	7 & Annexes	Inserted Gas Line Drawing, Icon and Drawing
07/06/2023	N/A	No Amendments Required
19/09/2023	N/A	No Amendments Required
19/12/2023	N/A	No Amendments Required
28/03/2024	ii & 1, 9	Updated HoE Details, Added SSOV Comment
12/06/2024	N/A	No Amendments Required
27/09/2024	ii & 2, 4 & 6, 11	Added New Head of Estates Details, Added Measured Gas Pressure, Added SSOV Information
18/10/2024		GSM re-authorisation (previously authorised 15/12/2023)
31/12/2024	N/A	No Amendments Required
18/02/2025	Various	Updated document to reflect VIVO now responsible for Gas safety management and key contacts

Date	Reviewed by	Authorised by	Comments
21/06/2022	M Fenwick		Initial Draft
14/09/2022	M Fenwick	M Fenwick	Quarterly Review
15/12/2022	M Fenwick	N King	Annual Review
27/03/2023	M Fenwick	M Fenwick	Quarterly Review
07/06/2023	M Fenwick	M Fenwick	Quarterly Review
19/09/2023	M Fenwick	M Fenwick	Quarterly Review
15/12/2023	M Fenwick	N King	Annual Review
28/03/2024	M Fenwick	M Fenwick	Quarterly Review
12/06/2024	M Fenwick	M Fenwick	Quarterly Review
27/09/2024	M Fenwick	M Fenwick	Quarterly Review
18/10/2024	Neville King	Neville King	GSM re-authorisation
31/12/2024	M Fenwick	M Fenwick	Quarterly Review
24/01/2025	M Fenwick	M Fenwick	DNV De-Mobilisation Review / Handover
18/02/2025	J Cuthbert	J Westcott	Quarterly review and acceptance of plan
17/04/2025	J Westcott	J Westcott	Initial review / approval

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

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

1.3. Establishment Personalities.		
Name of Establishment:	Cinderford CTC & ACF	
Establishment Address:	Cinderford CTC & ACF Valley Road Cinderford Gloucester GL14 2NX	
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 wx-ce@rfca.mod.uk

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: ☎: ✉:	Mark Cubitt Head of Estates Wessex Reserve Forces' & Cadets' Association Mount House Mount Street Taunton Somerset TA1 3QE 07955 280440 wx-est-hd@rfca.mod.uk

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

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 Steve.Harding@WWUtilities.co.uk

Gas Supplier	Organisation: Address: ☎: ✉:	Total energies Gas & Power 55-57 High Street Redhill Surrey RH1 1RX 01737 275 746 gp.redhill.ccs@totalenergies.com
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 box.ngm.meteringdataenquries@nationalgrid.com
National Gas Emergency Centre (24 Hours)	☎:	0800 111999

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.

Cinderford CTC & ACF is a single site establishment with 1 building on site which is supplied by gas direct from the EGDN network and has a single stream MAM owned and operated gas meter and regulator.
The building is occupied by the Cinderford Detachment of the Gloucestershire Army Cadet Force and The Rifles (Gloucestershire Army Cadet Force).
The main building is used for office space, drill hall, a Commercial Kitchen and Classrooms.
The site is generally unmanned day to day but can have around 40 people on site for parades.

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.

The gas supply to Cinderford CTC & ACF is fed direct from the EGDN Low Pressure (LP) network at 29 mbar. The gas enters the building to the right of the entrance doors via a 80mm PE riser. The gas pipework transitions to 80mm steel before entering directly into the gas meter cupboard within the conference room.
The gas continues through an 80mm EGDN ECV and a single stream MAM owned and operated regulator and meter.
The demarcation point between EGDN and MAM responsibility is the ECV. The demarcation point between MAM and MoD responsibility is the meter outlet valve.
The installation pipework is fed at a pressure of 23mbar from the EGDN supply.

Main Building

Single Supply Meter 1 – Elster BK-G40M
S/N – M065 K11710 14 D6
65m3/hr
MPRN – 3493402

The gas exits the meter outlet valve in 65mm steel and runs to high level. The gas pipework exits the conference room and drops to low level and enters the plant room to feed two heating boilers.
Within the conference room there is a tee section with a 40mm steel outlet that runs to the kitchen. This pipework runs through an interlocking solenoid valve to feed a water heater and four catering appliances.

The total load on this gas meter is 698.7 KW.
There is steel and copper pipework on this installation.

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.

No external installation pipework on this establishment

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.

Ser	Building Number	Building description	Supplied by	Gas usage
1	Main Building	Office space, Kitchen, Classrooms, Stores, Drill hall	EGDN	Heating, Hot water and Catering

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

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.

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 (M^3 hr)
					P tier – HP, IP, MP, LP	Pressure (mbar)	Material	Diameter (mm)	
Single Supply Meter 01	3493402	Main Building	Meter Cupboard within Conference Room	LP	LP	23	PE	80	65

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: N/A – No MoD Network on Site

Meter Name / ID	Being supplied from (MOD network ID)	Inlet pipeline				Outlet pipework				Max Flow (M^3 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 IGEM/UP/2 Edition 3 (4.2.14), depending on the installations intended use.

Drawing Number	Building	Comments
WX24-A-A3	Main Building	Not to Scale Gas Line Drawing
		WX24-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 installations on site:

- Call VIVO helpdesk on 0800 030 9320, open 24 hours per day.
- The helpdesk will contact the EGDN who shall attend and make safe a gas incident.
- The helpdesk will also inform the VIVO team and Responsible Person who will attend if required.

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
EGDN Single Supply 1						
Main Building	Plant Room	Ideal Imax Xtra F240 Boiler	VR 202438 1034 00019	266.5	Open Flue	Heating Boiler 1
Main Building	Plant Room	Andrews R306 Boiler	2205090002	243	Open Flue	Heating Boiler 2
Main Building	Kitchen	Fagor HCG-6/11 B Steam Oven	1121322450 0110 0014	14	Open Flue - Canopy Extract System	
Main Building	Kitchen	Fagor 99 AR330 6 Burner Range with Oven	Not Stated	32.6	Open Flue - Canopy Extract System	
Main Building	Kitchen	Zannussi Deep Fat Fryer	No Data	No Data	Open Flue - Canopy Extract System	
Main Building	Kitchen	Edesa Grill	No Data	No Data	Open Flue - Canopy Extract System	
Main Building	Kitchen	Rinnai HD50 Instantaneous Hot Water Boiler	16.04-100952	48.6	Room Sealed	

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.

Safety shut off valves are required to be frequently checked every year in accordance with CRFCA hard FM task list: 160418-GL-EST-Task2Ser9-GasApplianceandPipework
A list of the checks is captured below.

160418-GL-EST-Task 2Ser09-GasAppliance

Kitchen Canopy Gas Interlock installed in Main Building Kitchen, with SSOV and emergency stop button by exit door.
In-line solenoid observed in plantroom, believed to be fire alarm linked, unable to validate and test.

7 ANNEXES

Gas Line Drawing