



**Defence  
Infrastructure  
Organisation**

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

**Cheltenham ARLE Road JCC ACF ATC**

**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	<a href="mailto:wx-ce@rfca.mod.uk">wx-ce@rfca.mod.uk</a>
Establishment's SHEF	Scott Tait	01242 474088	<a href="mailto:wx-glo-cqm@rfca.org.uk">wx-glo-cqm@rfca.org.uk</a>
Establishments 4C's Coordinator	Scott Tait	01242 474088	<a href="mailto:wx-glo-cqm@rfca.org.uk">wx-glo-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	Mark Armstrong	07508 129987	<a href="mailto:wx-est-mgr3@rfca.mod.uk">wx-est-mgr3@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: <i>JP Westcott</i>	Date: 17/04/2025
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**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 – 27<sup>th</sup> Oct 2022**

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: <i>M Cubitt</i>	Date: 07/05/2025
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The content of this GSMP have been agreed by the Head of Establishment and future works following the findings will be supported

Signature: <i>N Holmes</i>	Date: 07/05/2025
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Unique Document Reference:  
WX23-A-20221027  
Issued by DIO TS PGE

Establishment: Cheltenham Arle Road JCC ACF ATC

## 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
25/03/2022	All	Initial Development
13/01/2023	7	Added Meter Locations
13/01/2023	8 & 12	Added Gas Line Drawings & Details
28/04/2023	N/A	No Amendments Required
14/07/2023	N/A	No Amendments Required
31/10/2023	N/A	No Amendments Required
28/01/2024	N/A	No Amendments Required
03/04/2024	ii & 1	Updated HoE Details
31/07/2024	N/A	No Amendments Required
18/10/2024	ii & 2, 11	Added New Head of Estates Details, Added SSOV Information
18/10/2024		GSM re-authorisation (previously authorised 28/04/2022)
18/02/2025	Various	Document full update to reflect VIVO as MMO and also responsible for gas safety management responsibilities.

Date	Reviewed by	Authorised by	Comments
28/04/2022	M Fenwick	N King	Initial Review
13/01/2023	M Fenwick	M Fenwick	Quarterly Review
28/04/2023	M Fenwick	M Fenwick	Quarterly Review
14/07/2023	M Fenwick	M Fenwick	Quarterly Review
31/10/2023	M Fenwick	N King	Annual Review
28/01/2024	M Fenwick	M Fenwick	Quarterly Review
03/04/2024	M Fenwick	M Fenwick	Quarterly Review
31/07/2024	M Fenwick	M Fenwick	Quarterly Review
18/10/2024	M Fenwick	N King	Annual Review
18/10/2024	Neville King	Neville King	GSM re-authorisation
24/01/2025	M Fenwick	M Fenwick	DNV De-Mobilisation Review / Handover
18/02/2025	J Cuthbert	J Westcott	Update and 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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<p>Senior DIO representative or equivalent</p> <p>(This may be the SEFM, but will vary depending on the contract this establishment falls under)</p>	<p>Name: Position: Organisation:  Address:</p> <p>☎: ✉:</p>	<p>Mark Cubitt Head of Estates Wessex Reserve Forces' &amp; Cadets' Association 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></p>
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#### 1.4. Maintenance Management Organisation (MMO).

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

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 Scotland. EH54 6GA 01506 405 405 <a href="mailto:info@energyassetsnetworks.co.uk">info@energyassetsnetworks.co.uk</a>
National Gas Emergency Centre (24 Hours)	 :	0800 111999 National Gas Emergency Helpline



## 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.

Cheltenham Arle Road JCC ACF ATC is a single site establishment with one building on site which has one single EGDN gas supply to site to feed two single supply meters in a brick-built gas meter house adjoined to the west corner of the main building.

Single Supply 1 feeds the plant room and kitchen within the main building.  
Single Supply 2 feeds the caretakers flat within the main building.

These meters are supplied with gas from the Low Pressure (LP) EGDN Network

The main Building is used for Office Space, a Kitchen, Drill Hall (including events), stores, classrooms, the Caretakers flat and a bar/lounge.

The site is currently occupied by the Gloucestershire ACF HQ, The Arle Road Detachment of the Gloucestershire ACF and The 2322 (Dowty) Squadron of the ATC.

Day to Day there are around 5 - 10 people on site and there can be up to 100 people on site when there are functions, events or 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.

There are two single stream single supply MAM owned and operated meters and regulators on site supplied at Low pressure by the EGDN network (Wales & West Utilities). These meters then supply installation pipework for:

- Main Building Single Supply 1 – Plant Room and Kitchen (U40 Meter)
- Main Building Single Supply 2 – Caretakers Flat (U6 Meter)

These meters are located in the same brick-built gas meter house on the west corner of the main building. They have individual PE risers into the meter house:

Single Supply Meter 1 – Elster BK-G25M  
S/N – M 040 K03025 14 D6  
40 m<sup>3</sup>/hr  
MPRN – 8907239807

Single Supply Meter 2 - Elster BK-G4  
S/N – G4 K0066929 01 01  
6 m<sup>3</sup>/hr  
MPRN – TBC

The EGDN network enters the Meter house in one 63mm PE riser and transitions to 2" Steel on the ECV inlet to feed the U40 meter.  
There is a 2<sup>nd</sup> 20mm PE riser into the meter house, transitioning to ¾" steel on the ECV inlet to feed the U6 meter.

### **Main Building**

Single Supply Meter 1 – The gas pipework continues through the U40 meter continuing in 2" steel on the meter outlet, through the meter outlet valve and reducing to 1½" steel after the meter outlet valve at a tee section.

The first outlet continues directly through the back of the meter house into the plant room and runs through a dead weight valve to feed two heating boilers. The dead weight valve is the AECV and will need replacing for a manually operated valve.

The second tee outlet exits the side of the meter house and rises externally to high level and runs around the outside of the building, dropping into the internal courtyard before entering the kitchen.

The gas pipe transitions to 28mm copper continues through an AECV (which is currently not readily accessible) and an interlocking solenoid before feeding two catering appliances.

Single Supply Meter 2 – The gas pipework continues through the U6 meter transitioning to 28mm copper and running through an isolation valve before exiting the gas meter box and running alongside the 1½" steel from single supply 1. When reaching the courtyard, the gas pipe continues at high level towards the Caretakers flat. When reaching the Caretakers flat the gas pipe enters a tee reducing to 15mm on the first outlet and entering the kitchen where the pipework is capped.

The second tee outlet continues in 28mm copper for 3 metres before reducing to 22mm copper and entering the bathroom. The pipework then runs into the boiler cupboard to feed the single combi 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 are two sections of external installation pipework;

Section 1 – This section of 1½” steel pipework exits the gas meter house from Single Supply 1, runs around the building at high level before dropping into the internal courtyard to feed the kitchen. There is approx. 35 metres of pipework on this external section.

Section 2 - This section of 28mm copper pipework exits the gas meter house from Single Supply 2, runs around the building at high level in line with Single Supply 1 external pipework before continuing at high level above the internal courtyard to feed the Caretakers flat. There is approx. 46 metres of pipework on this external section.

#### 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 – Main Plant Room and Kitchen	Office space, meeting/conference rooms, stores, drill hall and a lounge/bar	EGDN Network	Heating, Catering
2	Main Building – Caretakers Flat	Accommodation	EGDN Network	Heating, 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.*

Number of primary meter installations:			2 (EGDN Single Supplies)						
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)	
Cheltenham ARLE Road JCC ACF ATC	8907239807	Single Supply 1	Shared Brick-Built Meter House at West Corner of Main Building	LP	LP	20.7	Steel	50	40
Cheltenham ARLE Road JCC ACF ATC	TBC	Single Supply 2	Shared Brick-Built Meter House at West Corner of Main Building	LP	LP	22.9	Copper	28	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
WX23-A-A3	Main Building	Not to Scale Gas Line Drawing
WX23-A-A3	Caretakers Flat	Not to Scale Gas Line Drawing
		 WX23-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 who shall attend and make safe a gas incident.
- The helpdesk will also contact the VIVO site team and RP with a 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
<b>Single Supply 1</b>						
Main Building	Plant Room	Hamworthy Purewell Classic 95 Auto	SL01A1HGB22390	108.5	Open Flue	Boiler No.1
Main Building	Plant Room	Hamworthy Purewell Classic 95 Auto	SL01A1HGB22389	108.5	Open Flue	Boiler No.2
Main Building	Kitchen	Blue Seal Moffat GT45 Deep Fat Fryer	299858	25	Flueless – Canopy Extract	
Main Building	Kitchen	Blue Seal Moffat G506DF 6 Burner Range with Oven	331711	47	Flueless – Canopy Extract	
<b>Single Supply 2</b>						
	Caretakers Flat	Vaillant Turbomax VUW GB 242-5 Combi Boiler	00003063040010364563	26.7	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.

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

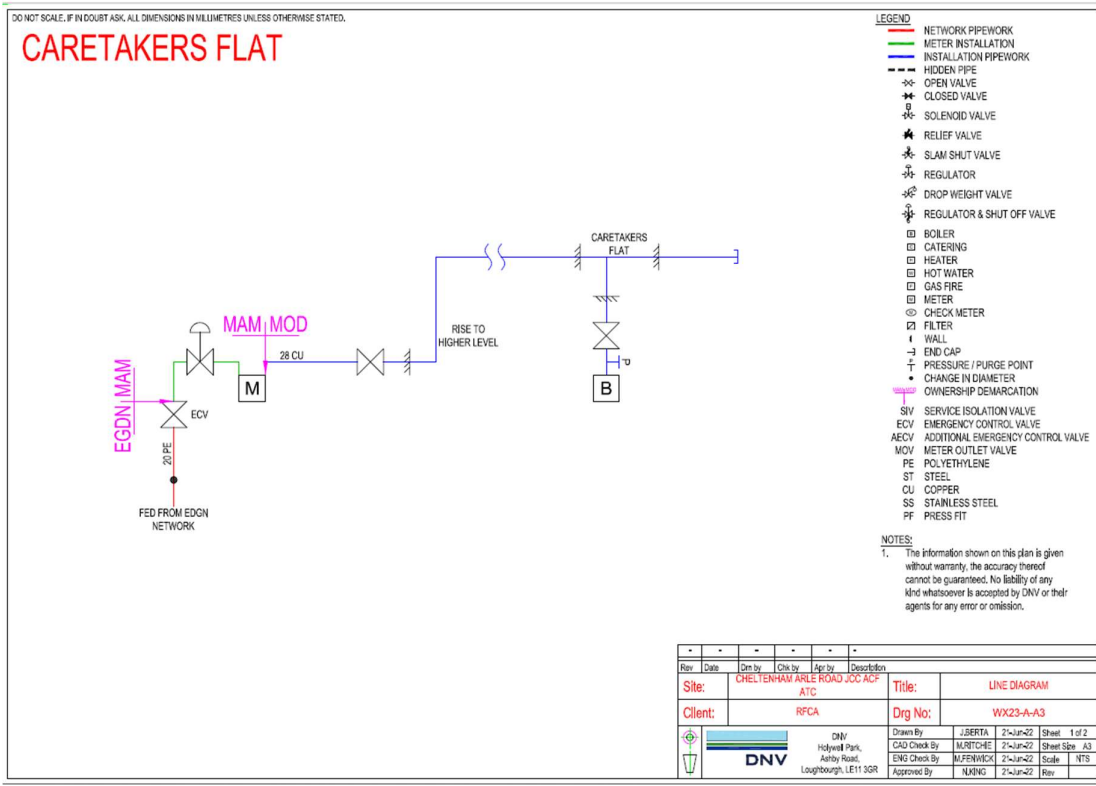
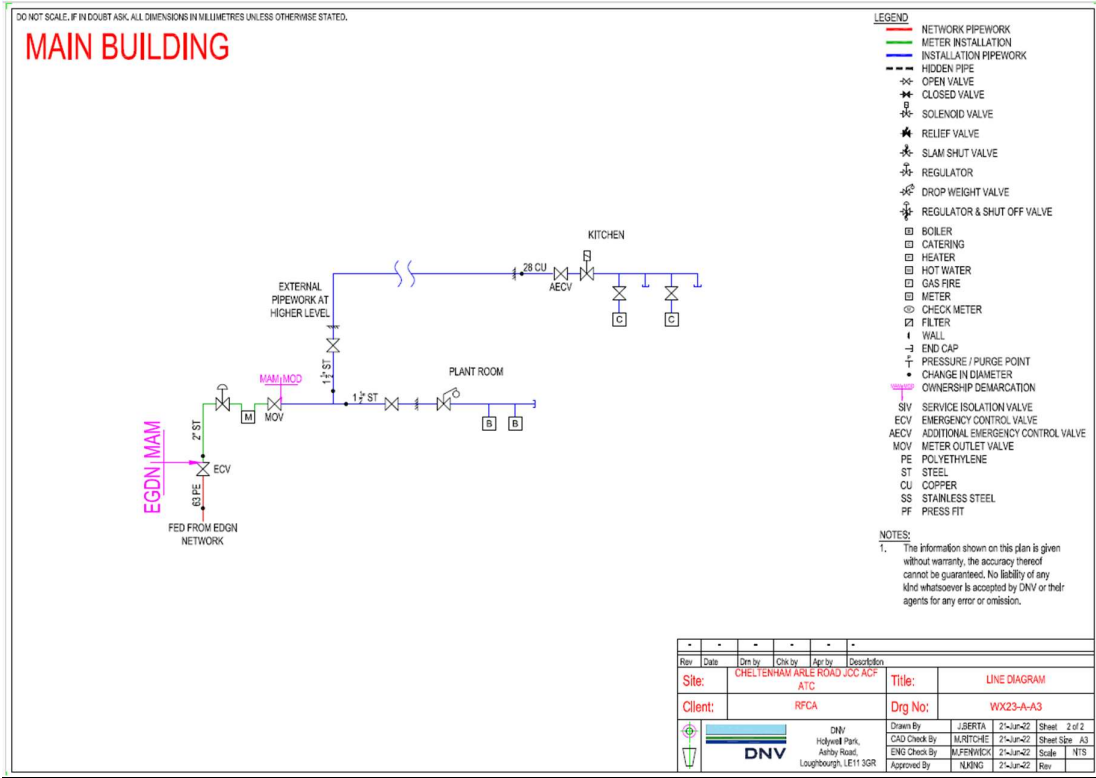
Kitchen Canopy Gas Interlock installed in Main Building Kitchen, with SSOV and emergency stop button by exit door. Confirmed as working on annual gas maintenance checks by inspection by supply chain Allsop and Pitts on 16/08/2023.



Cheltenham ACF  
JB50339 56637 PMV<sub>i</sub>



7 ANNEXES  
Gas Line Drawings



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