

WX81-A-20240126

Issued by DIO TS PGE

0



**Defence
Infrastructure
Organisation**

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

Swindon ARC ACF

26/03/2025

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

WX81-A-20240126

Issued by DIO TS PGE

ESTABLISHMENT KEY PERSONALITIES (GAS) CONTACTS

Role	Name	Tel No.	Email
Head of Establishment	Lt Col Guy Lock	0207 414 5420	guy.lock728@mod.gov.uk
Establishment's SHEF	Capt Andy Skiffington (Site Lead)	07795165017 (Personal mobile)	andrew.skiffington254@mod.gov.uk
Establishments 4C's Coordinator	Capt Andy Skiffington (Site Lead)	01793 588701 0300 166 6415	andrew.skiffington254@mod.gov.uk
	William Spears (Dep Site Lead)	0300 1670225	william.spears261@mod.gov.uk
Senior DIO Estate Representative or Equivalent	Mark Cubitt	01823 217949 07955 280440	wx-est-hd@rfca.mod.uk
Site DIO Estate Representative or Equivalent	Rory Simpson	01823 217941 07957 436139	wx-est-mgr1@rfca.mod.uk
MMO Site Manager or equivalent	Paul Wakeford	07356 101565	paul.wakeford@vivodefence.com
Gas Safety Manager (GSM)	Justin Westcott	07793 222820	justin.westcott@vivodefence.com
Gas Responsible Person (GRP)	Ian Bradley	07793 222771	ian.bradley1@vivodefence.com

Unique Document Reference:

Establishment: Swindon ARC ACF

WX81-A-20240126

Issued by DIO TS PGE

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

Signature: JP Westcott**Date:** 26/03/2025**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 – 26 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:** 12/05/2025**Signature:**.....GWJ Lock.....**Date:**...13/06/2025.....

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

Issued by DIO TS PGE

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.

Version 9.0 – 20/09/2021

WX81-A-20240126

Issued by DIO TS PGE

[illegible]

WX81-A-20240126

Issued by DIO TS PGE

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.

WX81-A-20240126

Issued by DIO TS PGE

Contents

ESTABLISHMENT KEY PERSONALITIES (GAS) CONTACTS	II
REVIEWS AND AMMENDMENTS	IV
FORWARD.....	VI
1 THE DUTY HOLDER AND ESTABLISHMENT LEVEL KEY PERSONALITIES.....	1
1.1. GAS SAFETY CASE DUTY HOLDER.....	1
1.2. DIO TECHNICAL SERVICES PRINCIPAL GAS ENGINEER (PGE).	1
1.3. ESTABLISHMENT PERSONALITIES.....	1
1.4. MAINTENANCE MANAGEMENT ORGANISATION (MMO).....	2
1.5. ADDITIONAL GAS CONTACTS.	3
2 SITE SPECIFIC DETAILS.....	4
2.1 SITE OVERVIEW.	4
2.2 NATURAL GAS.....	4
2.3 LPG GAS.	6
2.4 EXTERNAL INSTALLATION PIPEWORK.	6
2.5 DETAILS OF BUILDINGS SERVED.....	6
2.6 ADDITIONAL DETAILS OF BUILDINGS BEING SERVED.....	6
3 METER DETAILS	7
3.1 PRIMARY METER DETAILS.....	7
3.2 UTILISATION METER DETAILS (METERS SUPPLIED DIRECTLY FROM THE MOD GAS NETWORK).	7
4 DIAGRAMS AND DRAWINGS.....	8
4.1 LINE DIAGRAMS FOR BUILDING(S) INTERNAL GAS INSTALLATION PIPEWORK.....	8
4.2 ADDITIONAL DRAWINGS.	8
5 GAS INCIDENTS.....	9
5.1 SITE REPORTING PROCEDURES FOR DEALING WITH GAS INCIDENTS.....	9
6 GAS EQUIPMENT	10
6.1 EQUIPMENT LIST.....	10
6.2 ADDITIONAL EQUIPMENT INFORMATION.....	10
7 ANNEXES	11

WX81-A-20240126

Issued by DIO TS PGE

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:	Swindon ARC ACF	
Establishment Address:	Church Place, Swindon, Wiltshire SN1 5EH	
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:	Lt Col Guy Lock Commanding Officer MoD 7 Battalion Rifles Battalion Headquarters 1a Iverna Garden Kensington London W8 6TN ☎: 0207 414 5420 ✉: guy.lock728@mod.gov.uk

WX81-A-20240126

Issued by DIO TS PGE

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' and Cadets' Association Address: Mount House Mount Street Taunton Somerset TA1 3QE ☎: 01823 217949 Mob: 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 escapes on RFCA infrastructure	Organisation: ☎: ✉:	VIVO Helpdesk 25 Goodlass Road Hunts Cross Liverpool L24 9HJ 0800 030 9320 helpdesk@vivodefence.com
Gas Safety Manager (GSM)	Name: Organisation: Address: ☎: ✉:	Justin Westcott VIVO Building 002, CTCRM Lympstone Nr Exmouth Devon, EX8 5AR 07793 222820 justin.westcott@vivodefence.com
Gas Responsible Person (GRP)	Name: Organisation: Address: ☎: ✉:	Ian Bradley VIVO Trenchard Lines, Upavon, Pewsey, Wiltshire. SN9 6BE 07793 222771 ian.bradley1@vivodefence.com

WX81-A-20240126

Issued by DIO TS PGE

1.5. Additional Gas Contacts.		
<p>RFCA National Gas Emergency Centre (24 Hours)</p> <p>Note: Please do not contact the general public National Gas Emergency Service for suspected gas escapes on RFCA infrastructure.</p>	<p>☎:</p> <p>✉:</p>	<p>Wales & West Utilities Ltd Wales & West House Spooner Close Celtic Springs Coedkernew Newport, NP10 8FZ 0800 912 2999 Steve.harding@wwutilities.co.uk</p>
Gas Supplier	<p>Organisation: Address:</p> <p>☎:</p> <p>✉:</p>	<p>TotalEnergies Gas & Power 55-57 High Street, Redhill, Surrey, RH1 1RX. 01737 275 746 gp.redhill.ccs@totalenergies.com</p>
LPG Supplier	<p>Organisation: Address:</p> <p>☎:</p> <p>✉:</p>	<p>Not applicable - no bulk LPG on site.</p>
<p>Meter Asset Manager (MAM)</p> <p>Main Building, Cadets Offices and Old garage Supplies</p>	<p>Organisation: Address:</p> <p>☎:</p> <p>✉:</p>	<p>National Gas Metering, Pavilion Drive, Witton, Birmingham, B6 7BB 01214 248 691 Chris.wood@nationalgas.com</p>
<p>Meter Asset Manager (MAM)</p> <p>Garage Supply</p>	<p>Organisation: Address:</p> <p>☎:</p> <p>✉:</p>	<p>Energy Assets Ltd 6 Almondvale Business Park, Almondvale Way, Livingston EH54 6GA 01506 405 405 info@energyassetsnetworks.co.uk</p>
National Gas Emergency Centre (24 Hours)	☎:	0800 111 999

WX81-A-20240126

Issued by DIO TS PGE

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.

Swindon ARC ACF is a two-site establishment (one site either side of the highway) and a caretaker's flat. The two sites and the caretaker's flat are supplied with gas from the low-pressure EGDN supply.

The main building (1) is used for Office Space, Kitchen, Drill Hall, plant room and cadet offices. The second site is used for office space, workshop, and garages.

The site is currently an Army Reserve and Cadet centre. Day to day there are around twenty-two individuals (staff) on site and there can be up to one hundred Army reservists on Tuesday and Wednesday evenings and one hundred cadets on Monday and Thursday evenings for parade.

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 supplied to Swindon ARC ACF is fed from a WWU (EGDN) single feed low pressure network which supplies four MAM owned and operated meters and regulators, which intern supplies the MoD installation pipework at low pressure (22.8mbar).

The MoD is responsible from the meter outlet valve of the primary meter (demarcation point) at the main building, garage and workshop and cadet offices (previously caretaker's flat) meter outlet up to and including the appliances in the individual buildings.

Main Building Plant Room

The gas supply runs below ground from the meter outlet supply to the basement plant room solenoid in 2" steel pipe and then continues in 54mm copper (2") press fit to supply two 100kw boilers.

Main Building Kitchen

From the basement plant room, the 2" steel supply is teed and a 3/4" iron pipe travels internally below the floor before transitioning to 22mm copper to supply a 47kw range cooker and 23kw fryer.

In the kitchen there is an AECV, and safety shut off solenoid.

Main Building Meter

Primary Meter 1: BK-G25M (40m3/hr)

Location: Left hand side (rear) of main building

Serial No: M040 K02823 14 D6

MPRN: 3803503

Pressure Tier: LP

WX81-A-20240126

Issued by DIO TS PGE

Cadet Offices

From the external bolt on meter box, a 28mm copper outlet gas supply travels externally before entering the building at high level in 22mm copper. This supplies gas to a 28kw boiler in the kitchenette.

There is no visible AECV within 600mm of entry to the building, but there is a valve above worktop level for the supply to the boiler.

Cadet Offices Meter (was previously the Caretakers Flat)**Primary Meter 2:** U6 (6m³/hr)**Location:** Left hand side (rear) of main building**Serial No:** 0072294S**MPRN:** 4262154907**Pressure Tier:** LPNew Garages

From the 40mm steel meter outlet the supply transitions to 63mm PE underground and travels 8m before transitioning back to 40mm steel and entering the building at low level.

There is an AECV and solenoid valve at the entrance to the building with a 32mm steel pipe that travels within the building to supply a 40kw boiler in the store. The steel pipework continues at high level to a 40kw boiler in the plant room, which also has an AECV.

New Garages Meter**Primary Meter 3:** BK-G10E (16m³/hr)**Location:** Right hand side of Main gate entrance**Serial No:** E016 K03493 20 D6**MPRN:** 9385421104**Pressure Tier:** LPOld Garage Meter**Primary Meter 3:** BK-G10M (16m³/hr)**Location:** Left hand boundary side of garages**Serial No:** M016 K04745 14 D6**MPRN:** 3803604**Pressure Tier:** LP

There are no appliances installed or use for this meter/ supply. The gas supply is capped inside the garage, the pipework is in poor condition and not supported.

DIO Utilities contacted to arrange removal of the meter.

WX81-A-20240126

Issued by DIO TS PGE

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 site.

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.

The caretaker's flat has nine meters of 28mm copper pipe running externally above ground.

There is eight metres of 63mm PE from the BFPM going underground to the garage/workshop which transitions to a 400mm long 40mm steel riser. Where visible the pipework appears to be in good condition with the steel pipe being painted in yellow ochre.

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 (1)	Offices	EGDN	Heating, hot water and catering.
2	Cadet offices (2)	Offices and classrooms	EGDN	Heating and hot water
3	New Garages (3)	Garages and workshop	EGDN	Heating and hot water
4	Old garage (4)	Garage	EGDN	No appliances
5				

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.

No SFA property.

Unique Document Reference:

Establishment: Swindon ARC ACF

WX81-A-20240126

Issued by DIO TS PGE

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:		3							
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)	
G25 K02823 14 D6	3803503	1	External brick housing	LP	LP	22.8	Steel	50	40
U6 0072294s	4262154907	2	External bolt on box	LP	LP	19.9	Copper	28	6
G10E K03493 20 D6	9385421104	3	External GRP housing	LP	LP	21.1	Steel	40	16
G10 K04745 14 D6	3803604	4	External brick housing	LP	LP	21.9	Steel	25	16

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								
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)	

WX81-A-20240126

Issued by DIO TS PGE

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
WX81-A-A3 Sheet1	Main Building	SW-Swindon-GAS-SCH-001
WX81-A-A3 Sheet3	Caretaker Flat	SW-Swindon-GAS-SCH-002
WX81-A-A3 Sheet1	Workshops	SW-Swindon-GAS-SCH-003

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
WX81-A-A3 Sheet1		DNVGL Drawing
WX81-A-A3 Sheet3		DNVGL Drawing
WX81-A-A3 Sheet1		DNVGL Drawing

WX81-A-20240126

Issued by DIO TS PGE

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 External Installation Pipework on site:

- Call VIVO Helpdesk Team on **0800 030 0930** open 24 hours per day.
- Helpdesk will in turn will call National Grid **0800 111 999** to attend and make safe a gas incident.
- VIVO Helpdesk Team will send a text message to alert the Responsible Person Gas who should attend/discuss the incident with the Site Team/POC.
- Once the 1st Responders have attended and made safe, the Site Team should contact the VIVO Helpdesk and raise a job to repair the reported leak and get the gas reinstated.
- Out of hours is as above.

Procedure for an incident involving the Internal Installation Pipework on site:

- Call VIVO Helpdesk Team on **0800 030 9320** open 24 hours per day.
- Helpdesk will in turn will call National Grid **0800 111 999** to attend and make safe a gas incident.
- VIVO Helpdesk Team will send a text message to alert the Responsible Person Gas who should attend/discuss the incident with the Site Team/POC.
- Once the 1st Responders have attended and made safe, the Site Team should contact the VIVO Helpdesk and raise a job to repair the reported leak and get the gas reinstated.
- Out of hours is as above.

Procedure for Equipment Faults:

- Call VIVO Helpdesk Team on **0800 030 9320** open 24 hours per day.
- VIVO Helpdesk Team will raise a job for a contractor to attend, repair and reinstate the equipment.
- Out of hours is as above.

Unique Document Reference:

Establishment: Swindon ARC ACF

WX81-A-20240126

Issued by DIO TS PGE

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 GB162 V2 boiler (1)	3290-178-000043 - 7736701037	100	Open flue	
Main building	Plant Room	Worcester GB162 V2 boiler (2)	3290-178-000041 - 7736701037	100	Open flue	
Main building	Kitchen	Blue seal range cooker	424141	47	Flueless	
Main building	Kitchen	Lincat OG8106/N fryer	30183072	23	Flueless	
Cadet offices	Kitchenette	Worcester	6670 377 000505 77336000054	28	Fan flued	
New garages	Store	Potterton Titanium 40Combi boiler	RAD204370016EC	40	Fan flued	
New garages	Plant Room	Potterton Titanium 40Combi boiler	RAD204370019EC	40	Fan flued	

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.

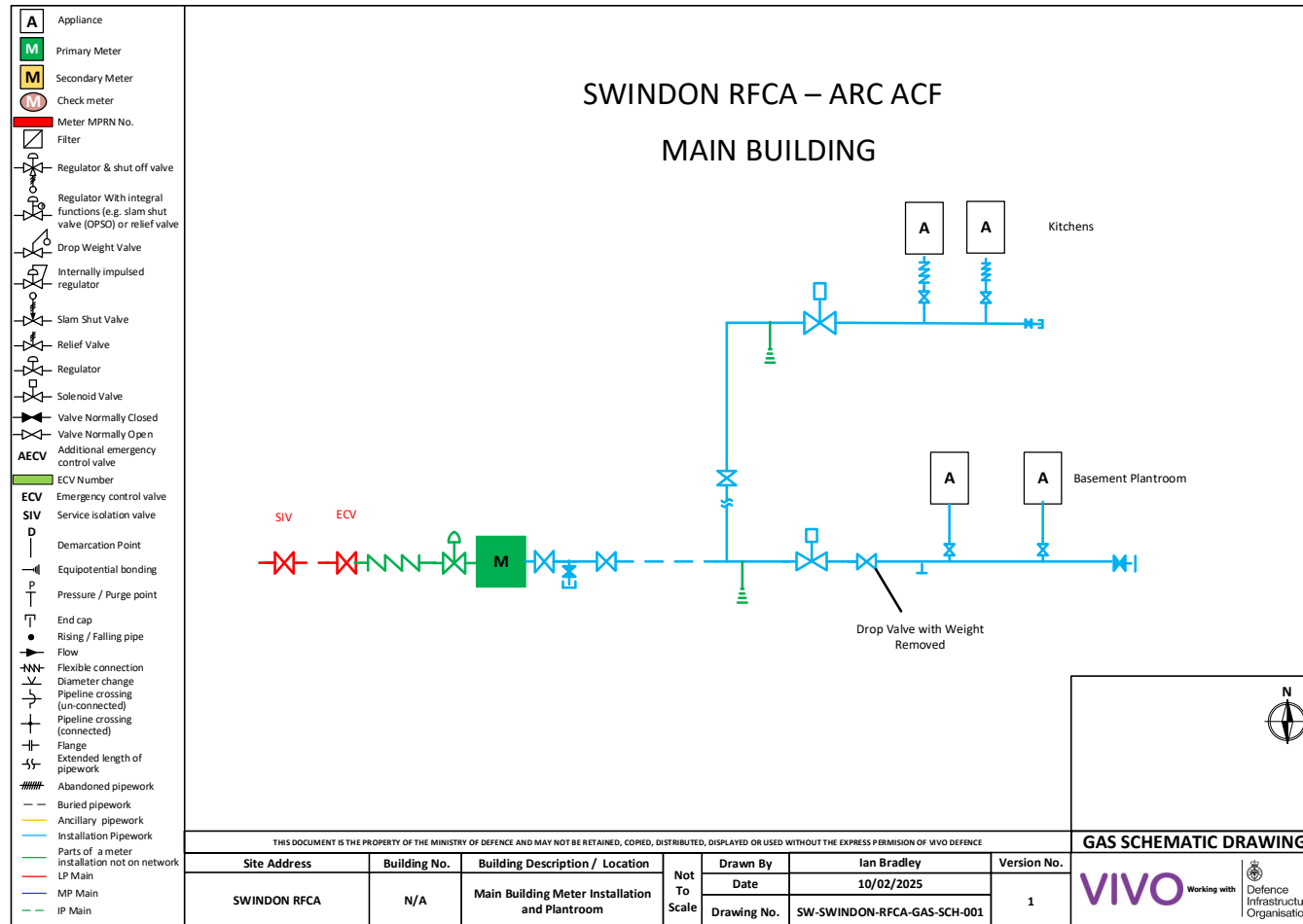
Kitchen Canopy Gas Interlock is installed in main building kitchen, with SSOV to the right of the gas catering appliances, and emergency stop valve adjacent to kitchen servery opening. Working status confirmed by inspection by Allsop and Pitts Ltd (supply chain contractor) on 14/10/2024

Main building has an inline solenoid valve in the plant room, which is believed to be fire alarm linked, unable to validate and test.

New garages have an inline solenoid valve, which is believed to be fire alarm linked, unable to validate and test.

Issued by DIO TS PGE

7 ANNEXES



Issued by DIO TS PGE



WX81-A-20240126
Issued by DIO TS PGE

