



Defence Infrastructure Organisation

Gas Safety Management Plan (Section A)

Shepton Mallet JCC ACF ATC

26/03/2025

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

RFSO-A-20221027

Issued by DIO TS PGE

ESTABLISHMENT KEY PERSONALITIES (GAS) CONTACTS

Role	Name	Tel No.	Email
Head of Establishment	Neville Holmes MBE	01823 217930 07850 655017	wx-ce@rfca.mod.uk
Establishment's SHEF	James Kenworthy	01823 792670 07850 024699	wx-som-cqm@rfca.org.uk
Establishments 4C's Coordinator	Mark Danobrega	07775 697326	wx-som-ncoy@rfca.org.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	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

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 – 27th October 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:

M Cubitt

Date: 27/06/2025

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: 27/06/2025

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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.

[illegible]

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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:	Shepton Mallet JCC ACF ATC	
Establishment Address:	Drill Hall Lane, Charlton Road, Shepton Mallet Somerset, BA4 5AR.	
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 Officer MoD Mount House Mount Street Taunton Somerset TA1 3QE ☎: Tel: 01823 217930 Mob: 07850 655017 ✉: wx-ce@rfca.mod.uk

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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 ☎: 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: Justin Westcott Organisation: VIVO Address: Building 002, CTCRM Lympstone Nr Exmouth Devon, EX8 5AR ☎: 07793 222820 ✉: justin.westcott@vivodefence.com
Gas Responsible Person (GRP)	Name: Ian Bradley Organisation: VIVO Address: Trenchard Lines, Upavon, Pewsey, Wiltshire. SN9 6BE ☎: 07793 222771 ✉: ian.bradley1@vivodefence.com

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1.5. Additional Gas Contacts.		
<p>RFCA National Gas Emergency Centre (24hrs)</p> <p>Note: Please do not contact the general public National Gas Emergency Service for suspected escapes on RFCA infrastructure</p>	<p>☎:</p> <p>✉:</p>	<p>Wales & West Utilities Ltd Wales & West House Spooners 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>
Meter Asset Manager (MAM)	<p>Organisation: Address:</p> <p>☎:</p> <p>✉:</p>	<p>Energy Assets Ltd 6 Almondvale Business Park, Almondvale Way, Livingston EH54 6GA 0150 6405405 ralphreekie@EnergyAssets.co.uk</p>
National Gas Emergency Centre (24 Hours)	☎:	0800 111 999

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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.

Shepton Mallet JCC ACF ATC has one building on site supplied with gas. With the gas being supplied direct from the EGDN network at low pressure to a MAM owned and operated gas meter and regulator.

The building is not staffed during the day but is used by ATC 1182 (Shepton Mallet) Squadron and Somerset ACF (Shepton Mallet) detachment in the evening for parade.

The building has a drill hall, kitchen, offices/classroom, storage, and toilet facilities.

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 Shepton Mallet JCC ACF ATC is fed direct from the EGDN network on to this site and there is a 63mm PE service riser which then enters an internal meter cupboard in 2" steel to feed the MAM owned and operated meter and regulator which supplies the installation pipework at low pressure (20.9mbar) for one building only.

Primary Meter 1: BK-G10M (16m³/hr)

Location: Meter Cupboard in Drill Hall below front Left Hand Window

Serial No: M016 K0473 14 D6

MPRN: 4228854302

Pressure Tier: LP

The demarcation point is at the meter outlet valve.

Drill Hall

There are 3 Ambirad heaters supplied by steel pipe at high level. The pipework starts as 1½" steel before transitioning to 1" steel and then ½" steel for final connections to the appliances.

Room 12

From the drill hall a ¾" steel pipe enters room 12 and then transitions to 15mm copper for a Baxi space heater. This appliance is turned off and not in use.

Room 9

From room 12 a ¾" steel pipe enters room 9 and then transitions to 15mm copper a 3.1 kw Baxi space heater.

CAA Store

From room 9 a ¾" steel pipe enters CAA Store and then transitions to 15mm copper a 3.1 kw Baxi space heater.

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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 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.

Ser	Building Number	Building description	Supplied by	Gas usage
1	Main building	Drill Hall	EGDN	Heating
2				
3				
4				
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 building.

Unique Document Reference:

Shepton Mallet JCC ACF ATC

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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:

Meter Name / ID	MPRN	Supplying (MOD network ID or Building 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)	
G10 – K04743 14 D6	4228854302	Main building	Internal meter cupboard	LP	LP	20.9	Steel	40	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 (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)	

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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
SW-Shepton Mallett RFCA-GAS-SCH-001	Main building	

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

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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:

Shepton Mallet JCC ACF ATC

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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	Drill Hall	Ambirad Vision air heater	N/A	36	Fan flued	No record available. Appliance at high level
Main building	Drill Hall	Ambirad Vision air heater	N/A	36	Fan flued	No record available Appliance at high level
Main building	Drill Hall	Ambirad Vision air heater	N/A	36	Fan flued	No record available Appliance at high level
Main building	CAA Store	Baxi Brazilia space heater	N/A	3.1	Room sealed	No record available Data badge not visible
Main building	Room 9	Baxi Brazilia space heater	N/A	3.1	Room sealed	No record available Data badge not visible
Main building	Room 12	Baxi Brazilia space heater	N/A	3.1	Room sealed	No record available Data badge not visible. Turned off not in use since 9/11/22.

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.

No additional equipment information that would be of benefit to this GSMP.

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7 ANNEXES

