



Defence Infrastructure Organisation

Gas Safety Management Plan (Section A)

Poole ARC ACF

07/04/2025

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

**(Gas Safety Management Plan (Section B) covers the requirements of the
Gas Safety (Management) Regulations 1996**

Unique Document Reference:

Poole ARC ACF

WX65-A-20220629

Issued by DIO TS PGE

ESTABLISHMENT KEY PERSONALITIES (GAS) CONTACTS

Role	Name	Tel No.	Email
Head of Establishment	Lt Col Oliver Bevan	07802 881277	oliver.bevan144@mod.gov.uk
Establishment's SHEF	Steve Barnes	07946 720697	steve.barnes163@mod.gov.uk
Establishments 4C's Coordinator	Jon Nicols	07401379307	jonathan.nichols103@mod.gov.uk
Senior DIO Estate Representative or Equivalent	Mark Cubitt	01823 217949	wx-est-hd@rfca.mod.uk
Site DIO Estate Representative or Equivalent	Kevin Walker	01823 217942 07508 130359	wx-est-mgr2@rfca.mod.uk
MMO Site Manager or equivalent	Paul Wakeford	07356 101565	paul.wakeford@vivodefence.com
Gas Safety Manager (GSM)	Justin Westcott	07793 220820	justin.westcott@vivodefence.com
Gas Responsible Person (GRP)	Ian Jackson	07887 760568	ian.jackson2@vivodefence.com

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

Signature: *JP Westcott*

Date: 07/04/2025

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 – 29th June 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: 28/04/2025

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

Signature: O.Bevan

Date: 04/06/25

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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
07/03/2022	All	Initial development
19/07/2022	2	Section 1.4 updated including RFCA Gas Emergency Helpdesk telephone number.
19/07/2022	3	Updated section 1.5 including new gas supplier details
31/08/2022	10	Updated section 6 new boiler in Caretaker's house
19/10/2022	N/A	No amendment required
19/01/2023	N/A	No amendment required
27/04/2023	10	Updated section 6 replacement water heater details for main building laundry.
27/07/2023	N/A	No amendment required
27/10/2023	N/A	No amendment required
05/02/2024	N/A	No amendment required
26/03/2024	N/A	No amendment or update required
27/07/2024	N/A	No amendment or update required
18/10/2024		GSM re-authorisation (previously authorised 25/03/2022)
22/10/2024	ii	Updated Head of Establishment, Head of Estates and site DIO Representative details
22/10/2024	1 (1.3)	Updated Head of Establishment details
22/10/2024	2 (1.3)	Updated Senior DIO representative
24/01/2025	N/A	No amendment or update required
21/02/2025	ii	Update details of key personnel (GSM & RP)
21/02/2025	2. (1.4)	Change MMO details / personnel (Vivo – GSM & RP)
21/02/2025	3. (1,5)	Changes to emergency number
04/04/2025	ii	Update contact list

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Date	Reviewed by	Authorised by	Comments
25/03/2022	D. Cooper	N King	Initial review
19/07/2022	D. Cooper		Q1 review
19/10/2022	D. Cooper		Q2 review
19/01/2023	D. Cooper		Q3 review
27/04/2023	D. Cooper		Annual review site visit
27/07/2023	D. Cooper		Q1 review
27/10/2023	D. Cooper		Q2 review
05/02/2024	D. Cooper		Q3 review
26/03/2024	D. Cooper		Site visit
27/07/2024	D. Cooper		Review
18/10/2024	Neville King	Neville King	GSM re-authorisation
22/10/2024	D. Cooper		Site visit
24/01/2025	D. Cooper		DNV demobilisation review / site audit
21/02/2025	Ian Jackson	J Westcott	3 monthly review following change to Vivo Defence
07/04/2025	J Westcott	J Westcott	Initial review and 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:	Poole ARC ACF												
Establishment Address:	Wallisdown Road Wallisdown, Poole, BH12 5AD												
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 GSCMR and the MOD GSC, including this GSMP.)	<table> <tr> <td>Name:</td><td>Lt Col Oliver Bevan</td></tr> <tr> <td>Position:</td><td>CO</td></tr> <tr> <td>Organisation:</td><td>British Army, MOD</td></tr> <tr> <td>Address:</td><td>BN HQ 6 RIFLES Block 7 Wyvern Bks Exeter Devon EX2 6AR</td></tr> <tr> <td>☎:</td><td>07802 881277</td></tr> <tr> <td>✉:</td><td>oliver.bevan144@mod.gov.uk</td></tr> </table>	Name:	Lt Col Oliver Bevan	Position:	CO	Organisation:	British Army, MOD	Address:	BN HQ 6 RIFLES Block 7 Wyvern Bks Exeter Devon EX2 6AR	☎:	07802 881277	✉:	oliver.bevan144@mod.gov.uk
Name:	Lt Col Oliver Bevan												
Position:	CO												
Organisation:	British Army, MOD												
Address:	BN HQ 6 RIFLES Block 7 Wyvern Bks Exeter Devon EX2 6AR												
☎:	07802 881277												
✉:	oliver.bevan144@mod.gov.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
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1.4. Maintenance Management Organisation (MMO).








The MMO for this establishment is:		VIVO
Gas Emergency Helpdesk (24 Hours) Note: Please do not contact the general public National Gas Emergency Service for suspected 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 BLD 003 CTCRM Lympstone Nr Exmouth Devon EX8 5AR ☎: 07793 222820 ✉: Justin.Westcott@vivodefence.com
Gas Responsible Person (GRP)	Name: Organisation: Address:	Ian Jackson VIVO BLD 311 – Estates Office Cracknore Hard Lane Southampton SO40 4ZG ☎: 07887 760568 ✉: Ian.Jackson2@vivodefence.com

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1.5. Additional Gas Contacts.		
Gas Supplier	Organisation: Address:  :  :	TotalEnergies 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 Almondvale Business Park, Almondvale Way, Livingston EH54 6GA 01506 405405 ralphreekie@EnergyAssets.co.uk
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.

Poole ARC ACF has two buildings on site supplied with gas. One being the Poole ARC ACF building, and the other is the caretaker's house. With gas being supplied direct from the EGDN network at low pressure and each building has its own MAM owned and operated gas meter and regulator.

The Reserve Centre was opened in August 1953 and is now used by 6 Rifles C company. This site is manned during the day and offered to outside agencies as a conference and training facility.

The main building has a drill hall / conference hall, kitchen, bar, offices/classroom, storage, gym, and shower 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.

Main Building

The gas supply to Poole ARC ACF is fed direct from the EGDN network on to this site and there is a 63 mm PE service entering an external meter housing to feed the MAM owned and operated meter and regulator which supplies the MoD network and installation pipework at low pressure (21mbar) for one building only.

Meter – G25 (40m³/hr), S/N –K02607 14 D6, MPRN – 19170010

The demarcation point is at the meter outlet Connection.

The gas supplies two boilers in a plant room, commercial catering equipment in a kitchen and a water heater in a laundry room.

The commercial catering equipment has natural ventilation and mechanical extract system provided. With an extraction interlock connected to a gas solenoid valve.

Caretaker's House

The gas supply to Caretaker's house is teed from the EGDN network entering the site and enters a semi concealed meter box to feed the MAM owned and operated meter and regulator which supplies the installation pipework at low pressure (21mbar) for this building only.

Meter – G4 (6m³/hr), S/N – G4P01872341700, MPRN – 3903865603

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The demarcation point is at the meter outlet connection.

The gas supplies a boiler for heating and hot water and a gas hob which is fed by 22mm copper pipe.

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 to main building. Caretaker's house has 1m of 22mm copper pipework which is in good condition and correctly supported.

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	Network	Heating, hot water and catering
2	2	Caretaker's house	EGDN	Heating, hot water and cooking
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.

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							
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- K02607 14 D6	19170010	Main building	Meter housing	LP	LP	21.5	Steel	50	40
G4 - P01872341700	3903865603	Caretaker's house	Semi concealed meter box	LP	LP	21.0	Copper	22	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:		No utilisation meter.								
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)	
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

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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
WX65-A-A3	Main building and Caretaker's house	 WX65-A-A3.pdf Drawing to be updated due to installation alterations.

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
WX65-B-A1	Network	 WX65-B-A1.pdf Drawing to be updated due to network alterations.

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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 gas installations on site:

- Call VIVO Helpdesk line on 0800 030 9320, open 24 hours per day.
- VIVO helpdesk will contact 0800 111 999
- The EGDN shall attend and make safe a gas incident.
- Vivo Gas Responsible Person shall be informed immediately by the site personnel.

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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	Plantroom	Hamworthy Purewell boiler	LA06A1HGB32934F	78	Open flued	
Main building	Plantroom	Hamworthy Purewell boiler	LA06A1HGB32935F	78	Open flued	
Main building	Kitchen	Blue Seal (Moffat) cooker	319376	36	Flueless	
Main building	Kitchen	Blue Seal (Moffat) fryer	318770	25	Flueless	
Main building	Laundry	Andrews Maxxflo EVO water heater	2220001928	31	Fan flued	
Caretaker's House	Utility room	Vaillant ecoTEC plus 832	21220800100218241300348790N5	32.2	Fan flued	Newly installed 21/6/22
Caretaker's House	Kitchen	Lamona hob		11.5	Flueless	No record available. Date badge not accessible.

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.

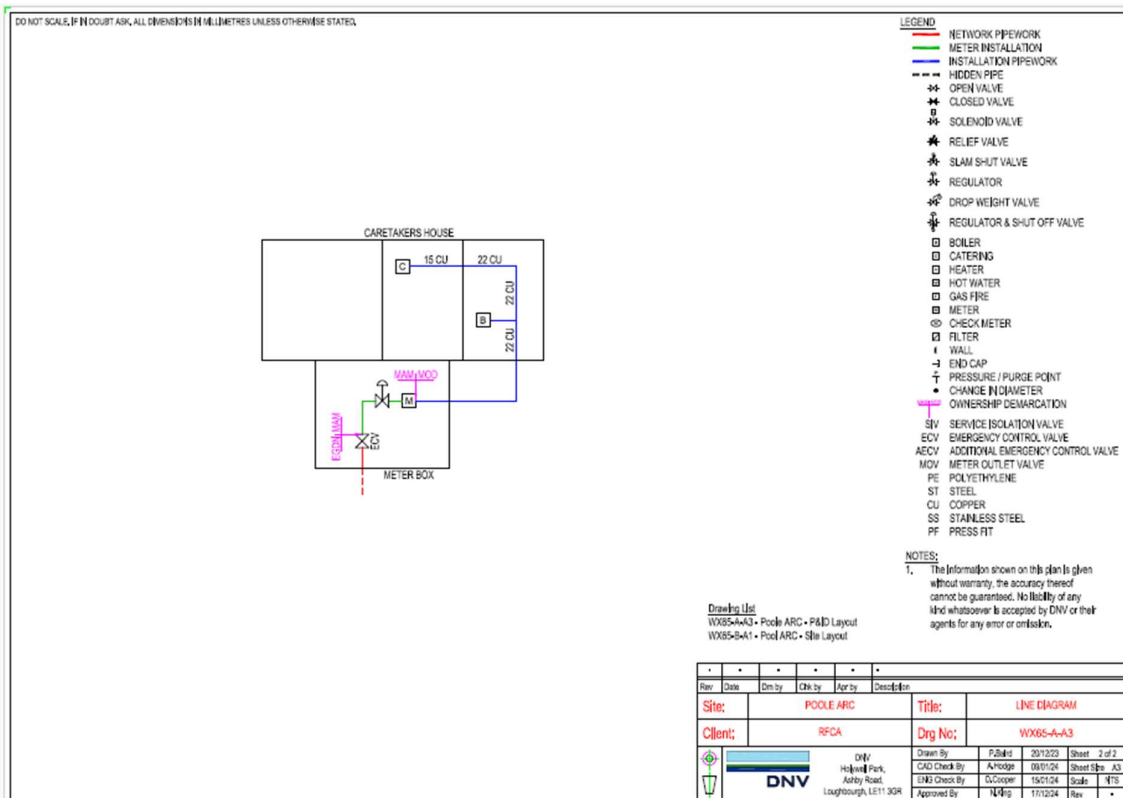
Kitchen Canopy Gas Interlock is installed in the main building kitchen, with SSOV at high level, and emergency stop valve adjacent to kitchen door

Unique Document Reference:

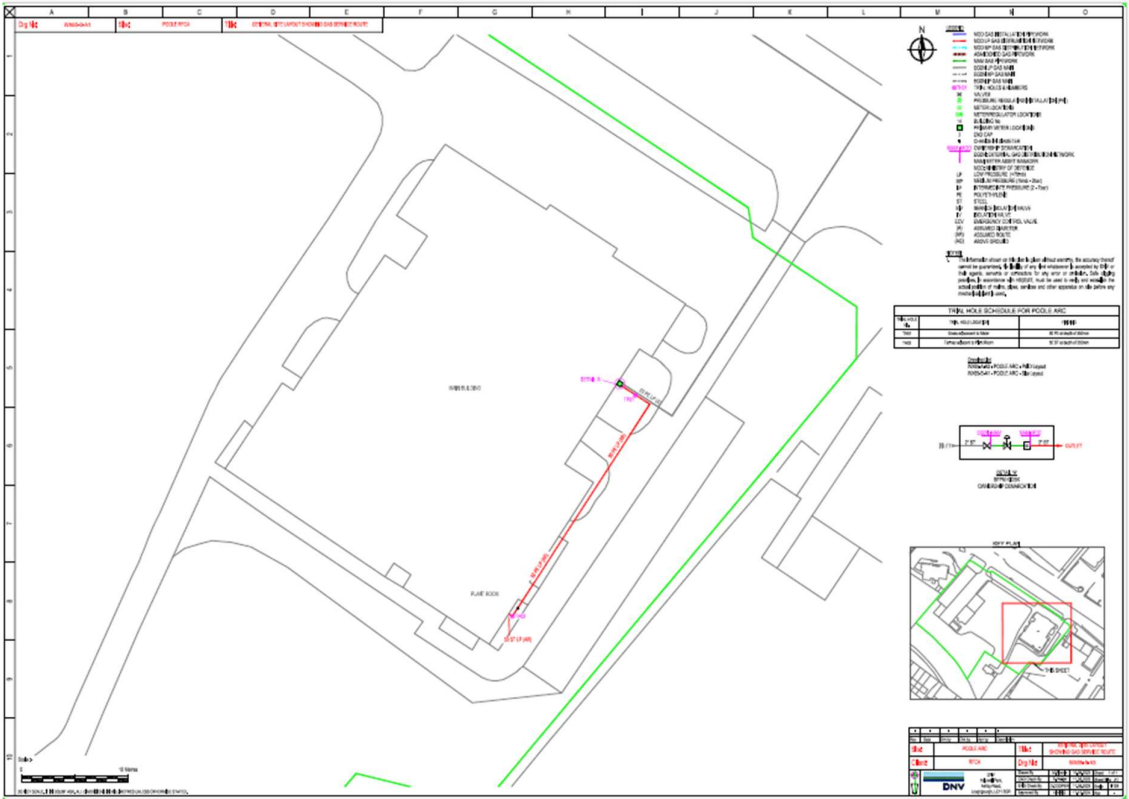
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Drawing to be updated due to network alterations.