Defence
Infrastructure
Organisation

Gas Safety Management Plan (Section A)

Tavistock JCC ACF ATC

18/02/25

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	Lee S Davis	01392 307006	wx-dev-cqm@rfca.org.uk
Establishments 4C's Coordinator	Scott Henshaw	07384 252560	wx-dev-bcoy@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	Kelvin Walker	07508 130359	wx-est-mgr2@rfca.mod.uk
MMO Site Manager or equivalent	Scott Henshaw	01752 261525	wx-dev-bcoy@rfca.org.uk
Gas Safety Manager (GSM)	Justin Westcott	07793222820	justin.westcott@vivodefence.com
Gas Responsible Person (GRP)	Scott Bayton	07793223104	scott.bayton@vivodefence.com

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

Signature: JP Westcott **Date: 18/02/2025**

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: 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
26/09/2022	N/A	No Amendments Required
21/12/2022	N/A	No Amendments Required
27/03/2023	N/A	No Amendments Required
12/06/2023	4 & 9	Inserted New Boiler Details
18/09/2023	4	Updated EGDN Riser Size
18/09/2023	ii & 1	Updated HoE Details
20/12/2023	N/A	No Amendments Required
28/03/2024	ii & 1	Updated HoE Details
15/06/2024	N/A	No Amendments Required
30/09/2024	ii, 1, 2	Updated HoE & Estate Rep details
18/10/2024		GSM re-authorisation (previously authorised 20/12/2023)
31/12/2024	N/A	No Amendments Required
18/02/2025		Amend all key personalities and remove DNV from the GSMP and add Vivo's details instead.
07/11/2025	4	Remove key codes from section 2

Date	Reviewed by	Authorised by	Comments
21/06/2022	M Fenwick	Neville King	Initial Review
26/09/2022	M Fenwick	M Fenwick	Quarterly Review
21/12/2022	M Fenwick	M Fenwick	Quarterly Review
27/03/2023	M Fenwick	M Fenwick	Quarterly Review
12/06/2023	M Fenwick		Annual Review
18/09/2023	M Fenwick	M Fenwick	Quarterly Review
20/12/2023	M Fenwick	Neville King	Quarterly Review
28/03/2024	M Fenwick	M Fenwick	Quarterly Review
15/06/2024	M Fenwick		Annual Review
30/09/2024	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
28/01/2025	M Fenwick	M Fenwick	DNV De-Mobilisation Review / Handover
18/02/2025	S Bayton	S Bayton	Annual review
18/02/2025	J Westcott	J Westcott	Initial review / Approval
28/05/2025	S Bayton	S Bayton	Quarterly Review
19/08/25	S Bayton	S Bayton	Quarterly Review

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: 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:	Tavistock JCC ACF ATC	
Establishment Address:	Tavistock JCC ACF ATC Pixon Lane Tavistock Devon PL19 9BH	
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 Bld 003 CTCRM Lympstone Nr Exmouth Devon EX8 5AR 07793222820 Justin.Westcott@vivodefence.com
Gas Responsible Person (GRP)	Name: Organisation: Address: ☎: ✉:	Scott Bayton VIVO Building W75 RNAS Culdrose Helston Cornwall TR12 7RH 07793223104 Scott.Bayton@vivodefence.com

1.5. Additional Gas Contacts.		
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: ☎: ✉:	No LPG
Meter Asset Manager (MAM)	Organisation: Address: ☎: ✉:	Energy Assets Ltd 6 Almondvale Business Park Almondvale Way Livingston EH54 6GA 0800 001 4310 box.ngm.meteringdataenquries@nationalgrid.com
National Gas Emergency Centre (24 Hours)	 ☎:	 0800 111 999

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.

Tavistock JCC ACF ATC is a single site establishment with one building on site supplied with gas direct from the Low Pressure (LP) EGDN network via a single stream MAM owned and operated gas meter and regulator.
The Joint Cadet Centre is occupied by the Devon ACF Tavistock detachment and 2312 (Tavistock) Squadron of the ATC.
The main building is used for office space, drill hall and Classrooms.
The site is generally unmanned day to day but can have around 30 people on site for parades or events.

(To find the site use what3words: **stray.aims.heat**)

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 Tavistock JCC ACF ATC is fed direct from the EGDN Low Pressure (LP) network via a 63mm PE riser. This enters the internal meter cupboard and transitions to 1½" steel before feeding the single stream MAM owned and operated meter and regulator which supplies the installation pipework at 21.9 mbar.
The meter is known as single supply meter 01 and is in an internal meter cupboard.

Single Supply Meter 001- Elster BK-G16M
S/N – M025 K03956 14 D6
25m3/hr
MPRN – 3810006

The gas continues through the meter outlet valve in 40mm steel before transitioning to 28mm copper. The copper pipework exits the meter cupboard at low level, continues through the classroom and drill hall in a vented duct before entering the plant room. Within the plant room the gas runs through a manual isolating valve before reducing to 22mm copper and running through the appliance isolation valve before feeding the single gas appliance.

Appliance – Keston Heat 2 55 Heating Boiler

The total load on this installation is 55 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.

There is no external installation 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	Office space, Classrooms, Stores, Drill Hall	EGDN Network	Heating

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	3810006	Main Building	In Classroom, Internal Meter Cupboard	LP	LP	21.9	steel	50	25

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
WX84-A-A3	Main Building	Not to Scale Gas Line Drawing
		WX84-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 Team on **0800 030 9320** open 24 hours per day.
- The Helpdesk will in turn call National Gas **0800 111 999** to attend and make safe a gas incident.
- The Vivo Gas Responsible Person shall be informed immediately by the site personnel.

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	Keston Heat 2 55	22082200001661	55	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.

Not Applicable

7 ANNEXES

Gas Line Drawing