



Defence Infrastructure Organisation

Gas Safety Management Plan (Section A)

Clevedon JCC ACF ATC

18/02/2025

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

Unique Document Reference:
WX26-A-20211110
Issued by DIO TS PGE

Establishment: Clevedon JCC ACF ATC

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	Steve Shelley	07506 196700	wx-som-gcoy@rfca.org.uk
Senior DIO Estate Representative or Equivalent	Mark Cubitt	07955280440	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	07356101565	Paul.wakeford@vivodefence.com
Gas Safety Manager (GSM)	Justin Westcott	07793222820	Justin.westcott@vivodefence.com
Gas Responsible Person (GRP)	Jason Cuthbert	07592112763	Jason.cuthbert@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.

Signature:..... J Obbard PGE.....Date:..... 10th Nov 2021.....

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: 07/05/2025

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: 07/05/2025

Unique Document Reference:
WX26-A-20211110
Issued by DIO TS PGE

Establishment: Clevedon 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
31/03/2022	All	Initial Development
08/06/2022	All	Transferred from version 5.2 to 9.0
08/06/2022	All	Updated GRP details to M Fenwick Updated Gas Emergency contacts and details Updated key personality details
26/09/2022	N/A	No Amendments Required
15/12/2022	N/A	No Changes
21/02/2023	7 and Annexe	Inserted Gas Line Drawing Detail, Icon and Drawing
10/05/2023	ii and	Updated HoE Details
11/08/2023	N/A	No Amendments Required
22/11/2023	ii, 1 & 6	Updated HoE, 4c's & SHEF Details, Added Recorded Gas Pressure
29/02/2024	N/A	No Amendments Required
15/05/2024	ii & 1	Updated HoE Details
06/08/2024	N/A	No Amendments Required
18/10/2024		GSM re-authorisation (previously authorised 10/05/2023)
14/11/2024	N/A	No Amendments Required
17/02/2025	Various	Updated document to reflect change in MMO to VIVO including gas safety management responsibilities

Date	Reviewed by	Authorised by	Comments
21/04/2021	M Fenwick	N King	Initial Review
04/08/2022	M Fenwick	M Fenwick	Quarterly Review
14/11/2022	M Fenwick	M Fenwick	Quarterly Review
21/02/2023	M Fenwick	M Fenwick	Quarterly Review
10/05/2023	M Fenwick	N King	Annual Review
11/08/2023	M Fenwick	M Fenwick	Quarterly Review
22/11/2023	M Fenwick	M Fenwick	Quarterly Review
29/02/2024	M Fenwick	M Fenwick	Quarterly Review
15/05/2024	M Fenwick		Annual Review
06/08/2024	M Fenwick	M Fenwick	Quarterly Review
18/10/2024	Neville King	Neville King	GSM re-authorisation

Unique Document Reference:
WX26-A-20211110
Issued by DIO TS PGE

Establishment: Clevedon JCC ACF ATC

14/11/2024	M Fenwick	M Fenwick	Quarterly Review
17/01/2025	M Fenwick	M Fenwick	DNV De-Mobilisation Review/Handover
17/02/2025	J Cuthbert	J Westcott	Initial Quarterly review
18/02/2025	J Westcott	J Westcott	Initial review / approval

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.

Contents

ESTABLISHMENT KEY PERSONALITIES (GAS) CONTACTS	II
REVIEWS AND AMMENDMENTS	III
FORWARD.....	V
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.	5
2.4 EXTERNAL INSTALLATION PIPEWORK.	5
2.5 DETAILS OF BUILDINGS SERVED.....	5
2.6 ADDITIONAL DETAILS OF BUILDINGS BEING SERVED.....	5
3 METER DETAILS	6
3.1 PRIMARY METER DETAILS.....	6
3.2 UTILISATION METER DETAILS. (METERS SUPPLIED DIRECTLY FROM THE MOD GAS NETWORK)	6
4 DIAGRAMS AND DRAWINGS.....	7
4.1 LINE DIAGRAMS FOR BUILDING(S) INTERNAL GAS INSTALLATION PIPEWORK.	7
4.2 ADDITIONAL DRAWINGS.	7
5 GAS INCIDENTS.....	8
5.1 SITE REPORTING PROCEDURES FOR DEALING WITH GAS INCIDENTS.....	8
6 GAS EQUIPMENT	9
6.1 EQUIPMENT LIST.....	9
6.2 ADDITIONAL EQUIPMENT INFORMATION.....	9
7 ANNEXES	10










Unique Document Reference:
WX26-A-20211110
Issued by DIO TS PGE

Establishment: Clevedon JCC ACF ATC

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 ☎: 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 Defence Bldg. 003, CTCRM Lympstone Nr Exmouth Devon EX8 5AR 07725 038039 Justin.westcott@vivodefence.com
Gas Responsible Person (GRP)	Name: Organisation: Address: ☎: ✉:	Jason Cuthbert Vivo Defence Imjin Barracks Innsworth Gloucester Gloucestershire GL31HW 07592 112763 Jason.cuthbert@vivodefence.com

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 Steve.Harding@WWUtilities.co.uk
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:  :  :	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 EH54 6GA 0800 001 4310 box.ngm.meteringdataenquiries@nationalgrid.com
National Gas Emergency Centre (24 Hours)	 :	0800 111999

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.

Clevedon JCC ACF ATC is a single site establishment with one building on site which is supplied by gas. This building (The Main Building) is supplied with gas from the Low Pressure (LP) EGDN network with one single supply meter.

The main Building is used for Office Space, Kitchen, Drill Hall, stores, classrooms and an indoor firing range.

The site is currently home to the Clevedon Detachment of the Somerset ACF and the 1446 (Clevedon) Squadron of the Bristol and Gloucestershire Wing of the ATC.

Day to Day there can be around 5 people on site and there can be 50 – 60 people on site when there are 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 is one single stream single supply gas meter on site supplied at Low pressure (LP) by the EGDN network (Wales & West Utilities). This meter then supplies a single supply to the kitchen within the main building at 21 mbar (LP, low pressure).

This feeds an individual regulated MAM owned and operated gas meter and regulator within an external meter box to the front of the building which supplies gas to the single appliance in the kitchen.

Single Supply Meter 001 – Elster BK G4M
S/N – G4 K0030712 15 01
6 m/3hr
MPRN - 419386020

The EGDN network enters the Single Supply Meter house via a 20mm steel below ground entry and runs through the EGDN ECV. The gas continues through the MAM owned and operated regulator and meter and transitions to 28mm copper on the meter outlet.

The gas pipework continues into the building direct from the meter house reducing to 22mm copper before entering the kitchen.

Main Building

Kitchen

The gas pipework enters the kitchen in 22mm copper and supplies a single combi boiler via the appliance isolation valve.

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, Kitchen, Drill Hall, stores, classrooms and an indoor firing range.	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

Unique Document Reference:

Establishment: Clevedon JCC ACF ATC

WX26-A-20211110

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:		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 001	4193860206	Main Building	Meter House adjoined to the front of the main Building	LP	LP	22.7	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
WX26-A-A3	Main Building	Not to Scale Gas Line Drawing
		 WX26-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 the VIVO helpdesk on 0800 030 9320, open 24 hours per day
- The helpdesk will contact the EGDN emergency service and inform the VIVO team/RP
- The EGDN shall attend and make safe a gas incident.

Unique Document Reference:
WX26-A-20211110
Issued by DIO TS PGE

Establishment: Clevedon JCC ACF ATC

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	Kitchen	Worcester Greenstar 36 CDI Compact	8370-660-000049-7733600056	36	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

