



**Defence
Infrastructure
Organisation**

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

Westbury JCC ACF ATC

18/02/2025

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

Unique Document Reference:

Westbury JCC ACF ATC

WX96-A-20240126

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 | Joey Clough | 07850 024704 | wx-wil-cqm@rfca.org.uk |
| Establishments 4C's Coordinator | Steve Davies | 07775 675268 | wx-wil-ccoy@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 | 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 |

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 |
|------------|----------|--|
| 19/11/2021 | All | Initial development |
| 18/02/2022 | N/A | No amendments required |
| 18/05/2022 | 2 | Section 1.4 updated including RFCA Gas Emergency Helpdesk telephone number. |
| 18/05/2022 | 3 | Updated section 1.5 including new gas supplier details |
| 18/08/2022 | N/A | No amendments or updates required |
| 26/01/2023 | 9 | Updated boiler details |
| 26/04/2023 | N/A | No amendments or updates required |
| 30/06/2023 | N/A | No amendments or updates required |
| 29/09/2023 | N/A | No amendments or updates required |
| 07/12/2023 | N/A | No amendments or updates required |
| 07/03/2024 | N/A | No amendments or updates required |
| 14/03/2024 | ii & 1 | Updated HoE details |
| 07/06/2024 | N/A | No amendment or update required |
| 18/10/2024 | | GSM re-authorisation (previously authorised 07/12/2023) |
| 21/10/2024 | ii & 2 | Updated DIO Estate Representative and Senior DIO Estate Representative details |
| 03/12/2024 | N/A | No amendment or update required |
| 18/02/2025 | Various | Updates due to VIVO taking over the Gas Management Contract. |
| | | |
| | | |
| | | |
| | | |

Unique Document Reference:

Westbury JCC ACF ATC

WX96-A-20240126

Issued by DIO TS PGE

| Date | Reviewed by | Authorised by | Comments |
|------------|--------------|---------------|---|
| 19/11/2021 | D. Cooper | | Initial review |
| 18/02/2022 | D. Cooper | D. Cooper | Q1 review |
| 18/05/2022 | D. Cooper | D. Cooper | Q2 review |
| 18/08/2022 | D. Cooper | D. Cooper | Q3 review |
| 26/01/2023 | D. Cooper | N King | Annual review- site visit |
| 26/04/2023 | D. Cooper | D. Cooper | Q1 review |
| 30/06/2023 | D. Cooper | N King | Q2 review |
| 29/09/2023 | D. Cooper | D. Cooper | Q3 review |
| 07/12/2023 | D. Cooper | N King | Annual review – site visit |
| 07/03/2024 | D. Cooper | | Q1 review |
| 07/06/2024 | D. Cooper | | Q2 review |
| 18/10/2024 | Neville King | Neville King | GSM re-authorisation |
| 21/10/2024 | D. Cooper | | Q3 review |
| 03/12/2024 | D. Cooper | | DNV demobilisation review site visit |
| 18/02/2025 | Ian Bradley | J Westcott | Initial review after site visit |
| 18/02/2025 | J Westcott | J Westcott | Initial review and 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. | 4 |
| 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:

Westbury JCC ACF ATC

WX96-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 |
| ☎: | 07970 171303 |
| ✉: | Jeremy.obbard100@mod.gov.uk |

1.3. Establishment Personalities.

| | | |
|---|---|---|
| Name of Establishment: | Westbury JCC ACF ATC | |
| Establishment Address: | West End Westbury Wiltshire BA13 3JF | |
| 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.) | 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 I wx-ce@rfca.mod.uk |

Unique Document Reference:

Westbury JCC ACF ATC

WX96-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' & 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 |
| Gas Emergency Helpdesk (24 Hours) | 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 |

Unique Document Reference:

Westbury JCC ACF ATC

WX96-A-20240126

Issued by DIO TS PGE

1.5. Additional Gas Contacts.

| | | |
|--|-----------------------------------|--|
| External Gas Distribution Network (EGDN) | | <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>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>Not applicable - no bulk LPG on site.</p> |
| Meter Asset Manager (MAM) | <p>Organisation: Address:</p> | <p>Energy Assets Ltd 6 Almondvale Business Park, Almondvale Way, Livingston EH54 6GA 0150 6405405 info@energyassetsnetworks.co.uk</p> |
| National Gas Emergency Centre (24 Hours) | | <p>0800 111 999</p> |

Unique Document Reference:

Westbury JCC ACF ATC

WX96-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.

Westbury ACF ATC is a single site establishment with one building on site. The gas for this is supplied direct from the EGDN network and has a MAM owned and operated gas meter and regulator.

This site is used by Wiltshire ACF Westbury Detachment and 68 Westbury Squadron ATC on Wednesday and Friday evenings for parade nights.

The building contains parade hall, toilets and kitchen 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 Westbury ACF ATC is fed direct from the EGDN network on to this site and there is a 20mm PE riser entering the external meter box to feed the MAM owned and operated meter and regulator which supplies the installation pipework at low pressure (21.2mbar) for one building only.

Primary Meter: BK-G4 (6m³/hr)

Location: Meter Room

Serial No: G4 K0021078 14 01

MPRN: 5090350505

Pressure Tier: LP

The gas pipe exits the meter box in 28mm copper and enters the building at high level. The gas pipework then goes through the loft area before dropping into the kitchen in 22mm copper where the boiler is situated - this boiler is a domestic 36kw Vaillant boiler.

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.

Unique Document Reference:

Westbury JCC ACF ATC

WX96-A-20240126

Issued by DIO TS PGE

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 6m of 28mm copper pipe at externally, which is painted yellow ochre. This pipe appears to be in good condition with no signs of damage/corrosion. It has is a cage to protect the pipe and the copper pipe is adequately clipped.

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 | Parade hall | EGDN | Heating and 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 – no SFA property.

Unique Document Reference:

Westbury JCC ACF ATC

WX96-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: | | 1 | | | | | | | |
|--|------------|---|--------------------|---|-------------------------|-----------------|----------|---------------|------------------------------|
| 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) | |
| G4 – K0021078 14 01 | 5090350505 | Main building | External meter box | LP | LP | 21.2 | 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: | | N/A no MOD network on this 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) | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |

Unique Document Reference:

Westbury JCC ACF ATC

WX96-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 |
|------------------------------|---------------|----------|
| SW-WESTBURY 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 |
|----------------|----------|----------|
| | | |
| | | |
| | | |
| | | |
| | | |

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:

Westbury JCC ACF ATC

WX96-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 | Kitchen | Vaillant ecofit pure 625 boiler | 21224800100203981300506193N3 | 34 | Room sealed | Installed 16/01/23 |
| | | | | | | |
| | | | | | | |
| | | | | | | |

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 information that will be of benefit to GSMP or emergency procedures.

WX96-A-20240126

Issued by DIO TS PGE

7 ANNEXES

