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Defence Infrastructure Organisation

Gas Safety Management Plan (Section A)

Bournemouth JCC ACF ATC

23/04/2025

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

Unique Document Reference:

Establishment: Bournemouth JCC ACF ATC

WX08-A-20211006

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	M Griffiths	01305 263954	078griffi@armymail.mod.uk
Establishments 4C's Coordinator	Guy Du Tracy	01305 263954	wx-dor-cqm@rfca.org.uk
Senior DIO Estate Representative or Equivalent	Mark Cubitt	01823 217949	wx-est-hd@rfca.mod.uk
Site DIO Estate Representative or Equivalent	Kelvin Walker	01823 217942	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 222820	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: 23/04/2025

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 – 6th October 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: 06/05/2025

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: 06/05/2025

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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
24/9/2021	All	Initial development
22/12/2021	All	<i>Transferred all information from version 5.2</i>
22/03/2022	N/A	<i>No changes required</i>
25/06/2022	N/A	<i>No amendment required</i>
09/01/2023	N/A	<i>No amendment required</i>
06/04/2023	N/A	<i>No amendment required</i>
06/07/2023	N/A	<i>No amendment required</i>
06/10/2023	ii	<i>Updated SHEF details</i>
09/01/2024	9	<i>Updated appliance information</i>
14/03/2024	ii & 1	<i>Updated HoE details</i>
09/04/2024	N/A	<i>No amendment or update required</i>
09/07/2024	N/A	<i>No amendment or update required</i>
18/10/2024		<i>GSM re-authorisation</i>
21/10/2024	ii (1.3) & 2	<i>Updated Senior DIO Estate Representative details</i>
16/01/2025	N/A	<i>No amendment or update required</i>
21/02/2025	ii	<i>Update details of key personnel (GSM & RP)</i>
21/02/2025	2. (1.4)	<i>Change MMO details / personnel (Vivo – GSM & RP)</i>
21/02/2025	3. (1,5)	<i>Changes to emergency number</i>

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Date	Reviewed by	Authorised by	Comments
24/09/2021	D Cooper	N King	Initial Review
22/12/2021	D Cooper		Q1 review
22/03/2022	D Cooper		Q2 review
25/06/2022	D Cooper		Q3 review
09/01/2023	D Cooper		Annual review
06/04/2023	D Cooper		Q1 review
06/07/2023	D Cooper		Q2 review
06/10/2023	D Cooper		Q3 review
09/01/2024	D Cooper		Annual review site visit
09/04/2024	D Cooper		Q1 review
09/07/2024	D Cooper		Q2 review
18/10/2024	Neville King	Neville King	GSM re-authorisation
21/10/2024	D Cooper		Q3 review
16/01/2025	D Cooper		DNV demobilisation review
21/02/2025	Ian Jackson	J Westcott	3 monthly review following change to Vivo Defence
23/04/2025	J Westcott	J Westcott	Initial review/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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2 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:	Bournemouth JCC ACF ATC	
Establishment Address:	11-13 Portman Road, Boscombe, Bournemouth, Dorset. BH7 6EU	
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

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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' and Cadets' Association Address: Mount House Mount Street Taunton Somerset TA1 3QE ☎: 01823 217942 ✉: 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 Helpdesk 25 Goodlass Road Hunts Cross Liverpool L24 9HJ ☎: 0800 030 9320
Gas Safety Manager (GSM)	Name: Justin Westcott Organisation: VIVO Address: BLD 003 CTCRM Lympstone Nr Exmouth Devon EX8 5AR ☎: 07793 222820 ✉: Justin.Westcott@vivodefence.com
Gas Responsible Person (GRP)	Name: Ian Jackson Organisation: VIVO Address: 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 0150 6405405 info@energyassetsnetworks.co.uk
National Gas Emergency Centre (24 Hours)	☎:	0800 111 999

3 SITE SPECIFIC DETAILS

3.1 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.

Bournemouth JCC ACF ATC has one building on site, which is supplied with gas directly from a low-pressure EGDN supply.

The building is not manned during the daytime but is used for cadet parade during weekday evenings.

3.2 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.

Bournemouth JCC ACF ATC is a single site establishment which comprises of a single low pressure gas supply from SGN's network. This feeds an individual regulated MAM owned meter within an external meter box to the east of the building which supplies gas for two boilers. The demarcation point is believed to be at the meter outlet connection.

The gas is used on a domestic scale ($\leq 6\text{m}^3/\text{hr}$) at a working pressure of 21mbar, for heating and hot water.

BFPM

Model: G4 – Serial No: K6472695 05 14 – MPRN: 3907214200- Capacity $6\text{m}^3/\text{hr}$

Main Building

From the meter in the external meter box a 28mm copper pipe rises up the external wall and splits into two separate 22mm copper supplies before entering the building at high level to a 30kw boiler in the drill hall mezzanine. The second 22mm copper supply enters the drill hall and travels through the building to a 43.96kw boiler in the mess.

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3.3 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.

N/A

3.4 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 pipework which is in good condition and supported (clipped) as required.

3.5 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 and offices	EGDN	Heating and hot water
2				
3				
4				
5				

3.6 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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4 METER DETAILS

4.1 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- K6472695 05 14	3907214200	Building 1	Meter box	LP	LP	20.8	Copper	28	6

4.2 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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5 DIAGRAMS AND DRAWINGS

5.1 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
WX08 – A-A3	Main building	 WX08-A-A3.pdf

5.2 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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6 GAS INCIDENTS

6.1 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 VIVO helpdesk on 0800 030 9320, open 24 hours per day.
- The helpdesk will contact the EGDN emergency response who shall attend and make safe a gas incident.
- The helpdesk will inform the VIVO site team and Gas RP via a text alert/Teams message.

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7 GAS EQUIPMENT

7.1 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 – mezzanine	Worcester 8000 Life boiler	5570-280-000289-7738100807	30	Fan flued	New October 2023
Main building	Mess	Glowworm Ultimate boiler	6873	43.96	Fan flued	

7.2 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 catering equipment. Domestic size installation with two domestic sized boilers in different rooms.

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8 ANNEXES

