

**Gas Safety Management Plan**

**(Section A)**

**Kingswood ATC**

**18/02/2022**

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

# Establishment Key Personalities (Gas) Contacts

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| **Role** | **Name** | **Tel No.** | **Email** |
| **Head of Establishment** | Air Commodore Tony Keeling OBE MDA MA BEng CEng FRAeS FIET RAF | 01400 267600 | Anthony.Keeling488@mod.gov.uk |
| **Establishment’s SHEF** | Sqn Ldr Audrey Smart | 07768 345446 | hso.bgw@aircadets.org |
| **Establishments**  **4C’s Coordinator** | Nigel Roebuck | 03001 657167 | wexo.bgw@rafac.mod.gov.uk |
| **Senior DIO Estate Representative or Equivalent** | Nicola Johns | 01823 250113 | [wx-estates@rfca.mod.uk](mailto:wx-estates@rfca.mod.uk) |
| **Site DIO Estate Representative or Equivalent** | Kelvin Walker | 07508 130359 | [wx-estatess@rfca.mod.uk](mailto:wx-estatess@rfca.mod.uk) |
| **MMO Site Manager or equivalent** | Flt Lt Mike Turner - OC 2002 (Kingswood) Sqn | 01179 908 1775 | oc.2002@rafac.mod.gov.uk |
| **Gas Safety Manager (GSM)** | Neville King | 07816 168471 | [neville.king@dnv.com](mailto:neville.king@dnv.com) |
| **Gas Responsible Person (GRP)** | Mitchell Fenwick | 07902 106704 | [mitchell.fenwick@dnv.com](mailto:mitchell.fenwick@dnv.com) |

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

**Signature:…Neville King…………………………………………Date:…28/01/2022………**

**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 – 18th Feb 2022**

**Caveat:**

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:……………………………………………………………Date:………………………**

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

**Signature:……………………………………………………………Date:………………………**

# 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.

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| **Date** | **Page No.** | **Amendment** |
| 27/10/2021 | All | Initial Development |
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| **Date** | **Reviewed by** | **Authorised by** | **Comments** |
| 28/01/2022 | M Fenwick | N King | Initial Review |
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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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# The duty holder and establishment level key personalities

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| 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 |

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| 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 |

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| Establishment Personalities. | | |
| Name of Establishment: | Kingswood ATC | |
| Establishment Address: | Kingswood ATC  Courtney Road School  Gages Road  Kingswood  Bristol  BS15 9RD | |
| 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:  **🕿:**  **🖂:** | Air Commodore Tony Keeling OBE MDA MA BEng CEng FRAeS FIET RAF  Commandant  MoD  Headquarters RAF Air Cadets  Royal Air Force Cranwell  Sleaford  Lincolnshire  NG34 8HB  01400 267600  Anthony.Keeling488@mod.gov.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:  **🕿:**  **🖂:** | Nicola Johns  Head of Estates  WX RFCA  Mount House  Mount Street  Taunton  Somerset  TA1 3QE  01823 250113  [wx-estates@rfca.mod.uk](mailto:wx-estates@rfca.mod.uk) |

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| Maintenance Management Organisation (MMO). | | |
| The MMO for this establishment is: | | **Wessex Reserve Forces' & Cadets' Association** |
| Gas Emergency Helpdesk  (Typically, MMO Helpdesk)  (24 Hours) | Organisation:  Address:  **🕿:**  **🖂:** | National Gas Emergency number  -  0800 111 999 |
| Gas Safety Manager (GSM) | Name:  Organisation:  Address:  **🕿:**  **🖂:** | Neville King  DNV  Holywell Park,  Ashby Road  Loughborough  LE11 3GR  07902 106704  [Neville.king@dnv.com](mailto:Neville.king@dnv.com) |
| Gas Responsible Person (GRP) | Name:  Organisation:  Address:  **🕿:**  **🖂:** | Mitchell Fenwick  DNV  Holywell Park,  Ashby Road  Loughborough  LE11 3GR  07902 106704  [Mitchell.fenwick@dnv.com](mailto:Mitchell.fenwick@dnv.com) |

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| Additional Gas Contacts. | | |
| External Gas Distribution Network (EGDN) | Organisation:  Address:  **🕿:**  **🖂:** | Wales and West Utilities  WWU House  Spooner Close  Celtic Springs  Coedkernew  Newport  NP10 8FZ  0800 912 2999  [enquiries@wwutilities.co.uk](mailto:enquiries@wwutilities.co.uk) |
| Gas Supplier | Organisation:  Address:  **🕿:**  **🖂:** | Corona Energy  Building 2 Level 2  Croxley Park  Watford  WD18 8YA  0800 804 8589  [info@coronaenergy.co.uk](mailto:info@coronaenergy.co.uk) |
| LPG Supplier | Organisation:  Address:  **🕿:**  **🖂:** | Not Applicable, no bulk LPG on site. |
| Meter Asset Manager (MAM) | Organisation:  Address:  **🕿:**  **🖂:** | National Grid Metering  35 Homer Road  Solihull  B91 3QJ  08700 600 005  [ic.faultymeters@nationalgrid .com](mailto:ic.faultymeters@nationalgrid%20.com) |
| National Gas Emergency Centre (24 Hours) | **🕿:** | 0800 111 999 |

# SITE SPECIFIC DETAILS

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| 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. | | | | |
| Kingswood ATC is a single site establishment with 1 building on site which is supplied by gas direct from the EGDN network and has a MAM owned and operated gas meter and regulator.  This building is occupied by the 2002 (Kingswood) Squadron of the Bristol and Gloucester Wing 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 40 people on site for parades. | | | | |
| 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 Kingswood ATC is fed direct from the EGDN network on to site into a semi concealed gas meter box within the wire at the North West side of the building. The EGDN inlet is ¾” steel but due to the modern installation the buried service is thought to be 20mm PE. The gas supply runs through the EGDN ECV to feed the MAM owned and operated meter and regulator which supplies the installation pipework at 21mbar.  Meter – Itron  6m3/hr  S/N – G4 A5021876 10 01 2010  MPRN – 9208391709  The semi concealed meter outlet pipework is a ¾” flexi connected to the outlet side of the meter box. There is an external ¾” steel elbow on the outlet to transition directly to 22mm trac pipe that enters straight into the ground. The Trac pipe continues below ground for around 6 metres to the East side of the building before entering the plant room from below ground. There is no AECV at the point of entry.  The Trac pipe continues vertically in the plant room for 0.5 metres before transitioning to 22mm copper for 1.5 metres before connecting to the wall mounted boiler which is directly above the plant room ground entry. (Vaillant Ecotec Exclusive 838)  The total load on this gas meter is 38 KW.  There is steel, stainless steel and copper pipework on this installation. | | | | |
| 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 | | | | |
| 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 a ¾” elbow exiting the semi concealed meter box transitioning directly to 22mm Trac pipe before entering the ground. This small section is less than 100mm long. | | | | |
| 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 | Heating and Hot water |
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| * 1. **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 | | | | |

# METER DETAILS

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| 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  (M3 hr) | |
| P tier – HP, IP, MP, LP | | | Pressure (mbar) | Material | | Diameter  (mm) | |
| EGDN Single Supply | 9208391709 | Main Building | | External Semi Concealed – North West Side of Building | | | LP | | LP | | | 21 | Steel | | 20 | | 6 | |
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| 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  (M3 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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# Diagrams and drawings

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| * 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 |
| TBC | Main Building | No existing drawing. Drawing shall be produced by DNV within 12 months of first issue of this GSMP A. |
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| * 1. **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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# GAS INCIDENTS

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| * 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. |
| * Call National Gas Emergency line on 0800 111 999, open 24 hours per day. * The EGDN shall attend and make safe a gas incident. * DNV Gas Responsible Person shall be informed immediately by the site personnel. |

# Gas EQUIPMENT

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| * 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 | Vaillant Ecotec Exclusive 838 | 21110300100026690006005018N8 | 38 | Room Sealed |  |
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| * 1. **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 | | | | | | |

# ANNEXES