

Mandatory Occurrence Reporting Policy

Location: Velocity Tower, St Mary's Gate, Sheffield

PAP: Sheffield One Ltd – stephen.allsop@select-group.ae

Managing Entity Accountable Person (AP): Mason Owen

Scope

This policy applies to all tenants, staff, contractors, and visitors at Velocity Tower. It encompasses all incidents, hazards, or near misses that could pose a risk to the safety, health, or structural integrity of the building, its occupants, or surrounding structures. Specific focus is given to occurrences that meet the criteria for Mandatory Occurrence Notices under the Building Safety Act.

Mandatory Occurrence Reporting

All individuals within Velocity Tower are required to report any of the following occurrences immediately:

1. **Fire Incidents:**
Any outbreak of fire, regardless of size, including instances that were extinguished without external assistance.
2. **Structural Issues:**
Visible signs of structural damage or failure, such as cracks in walls, floors, or ceilings, subsidence, or other indicators of compromised integrity.
3. **Critical Equipment Failures:**
Malfunctions or breakdowns of essential building systems (e.g., elevators, HVAC, fire alarms, or smoke ventilation systems) that could impact safety.
4. **Personal Injuries or Fatalities:**
Any injury requiring medical attention or resulting in a fatality within the premises.
5. **Near Misses:**
Incidents that could have resulted in serious injury, property damage, or safety risks but were averted.
6. **Hazardous Conditions:**
Identification of unsafe materials, working practices, or environmental conditions that pose a significant safety threat.
7. **Security Breaches:**
Any instance of unauthorised access or breach of the building's security systems that could endanger safety.

Reporting Procedure

To report a mandatory occurrence, please follow these steps:

1. **Immediate Actions:**
Take urgent measures to ensure the safety of individuals and minimise risk. This may include evacuation, isolating the hazard, or contacting emergency services (dial 999).

2. Report the Occurrence:

Submit details to Mason Owen at safety@masonowen.com Provide the following information:

- Date and time of the occurrence
- Location within the building
- Description of the incident, hazard, or near miss
- Names and contact information of those involved
- Immediate actions taken

3. Mandatory Occurrence Notice and Submission:

Mason Owen will contact the PAP and conduct a Risk Assessment of the report to determine if it qualifies as a safety occurrence under the Building Safety Act. For qualifying events:

- A Mandatory Occurrence Notice will be submitted to the Building Safety Regulator. This notice includes a brief description of the incident, immediate safety measures taken, and any other relevant details.
- A reference number will be issued for tracking purposes.
- All information relating to the Risk Assessment and reference numbers will be relayed to the PAP.

4. Follow-Up Reporting:

Within 10 days of the initial notice, Mason Owen will submit a Mandatory Occurrence Report including:

- Reference number of the notice
- Full description of the occurrence and its causes
- Impact assessment on individuals and the building
- Actions taken and planned to maintain safety
- Supporting evidence (e.g., photos, videos, documents)

Investigation and Corrective Actions

Once a report is submitted, PAP and Mason Owen will:

1. **Acknowledge Receipt:** Confirm receipt of the report and provide an initial response within 24 hours.
2. **Investigate:** Conduct a thorough investigation to determine the cause, scope, and impact of the occurrence.
3. **Implement Controls:** Develop and implement corrective actions to mitigate risks and prevent recurrence.
4. **Feedback and Communication:** Share updates with the reporter and affected parties, including any changes or enhancements made to building safety protocols.

Confidentiality

All reports will be treated confidentially. The identity of the individual reporting the occurrence will be protected to the fullest extent possible.

Contact Information

For questions or further assistance regarding this policy, contact the Mason Owen safety team at safety@masonowen.com

Conclusion

Mandatory Occurrence Reporting is a critical part of maintaining a safe and secure environment at Velocity Tower. By promptly reporting incidents and hazards, we can work together to uphold the highest safety standards for all occupants.

Document control

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Approved by	Mark Williams
Policy owner	Shaun Daley
Accountable Director	Mark Williams

Version Control

The version number should increase by 0.1 if the changes are minor, or by 1.0 if there have been significant changes.