

MANDATORY OCCURANCE REPORTING STRATEGY

Date: February 2024
Building: Oval Village – Block A
PAP: Berkeley Homes (Central London) Ltd (BHCL)
AP: Peabody Developments Ltd
RP: Residential Management Group Ltd (RMG)

The purpose of the Mandatory Occurrence Reporting (MOR) strategy at Oval Village – Block A is to enhance the overall safety and well-being of occupants by promptly identifying, reporting, and addressing fire-related incidents or potential hazards within the building.

Scope

This strategy applies to all occupants, employees, visitors, and stakeholders at Oval Village – Block A. It covers any event or situation within the building that relates to the spread of fire or the structural integrity of the building. This includes (but not limited) to fires, malfunctioning fire safety equipment, and other fire-related incidents.

Reporting Process

1. Initial Incident Report

- After the immediate response to an incident, the Development Manager or Duty Manager must complete a detailed internal incident report using the designated form (Appendix 1) within 12 hours of the incident.
- Submit the completed form to the designated fire safety/disaster recovery team within RMG for further investigation and a copy of the form must be issued simultaneously to BHCL.

2. Investigation

- The relevant team will conduct a thorough investigation of the reported incident within 48 hours of receiving the internal incident report.
- The investigation will aim to determine the cause, identify contributing factors, and recommend corrective actions.
- The outcome of the investigations will be formally communicated to BHCL.
- BHCL will determine if the incident is reportable to the Building Safety Regulator and if reportable, BHCL will complete the notification within 24 hours.

3. Corrective Actions

- Based on the findings of the investigation, RMG will implement the necessary corrective actions promptly.
- RMG, following on from all remedial work to any mandatory occurrence, will present to BHCL and occupiers with a full and final report that will include best practices and lessons learned on how to prevent similar situations from recurring.
- On receipt of the report, BHCL will notify the Building Safety Regulator within 24 hours that corrective action has been completed.

Continuous Review & Improvement

1. Documentation

- RMG will maintain a comprehensive digital record of all reported fire-related incidents, investigations, and corrective actions taken.

2. Awareness

- Provide occupants and employees a reminder of essential fire safety information at least every 6 months.
- Promote awareness of the MOR strategy and the importance of reporting incidents promptly in line with the Resident Engagement Strategy.

3. Continuous Improvement

- Periodically review (no less than annually) and update the MOR strategy based on incident trends, changes in building occupancy, or advancements in fire safety technology.
- Solicit feedback from occupants in line with the Residents Engagement Strategy and emergency responders (if applicable) to improve the effectiveness of the strategy.

By implementing this Mandatory Occurrence Reporting strategy, Oval Village – Block A aims to create a safer environment by promptly addressing and mitigating fire-related incidents. Regular reviews and improvements to the strategy ensure its ongoing effectiveness in enhancing fire safety within the building.