



Mandatory Occurrence Reporting

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Document Control

Version	Date	Author	Released by	Change
Draft	21.03.2025	Tom Keaveney	TK	None

Introduction

Background

Lambeth Council has established a Safety Management System (SMS) to be used in the management of Lambeth Council's Higher-risk Buildings (HRB), as defined by the Building Safety Act 2022.

The Safety Management Plan (SMP) is one of a number of key documents that forms the Lambeth Council's SMS. Mandatory Occurrence Reporting forms a key part of the SMS, and is an output of the reporting process. The complete SMS is articulated in the Safety Management Plan document, currently also in draft form.

Reporting System

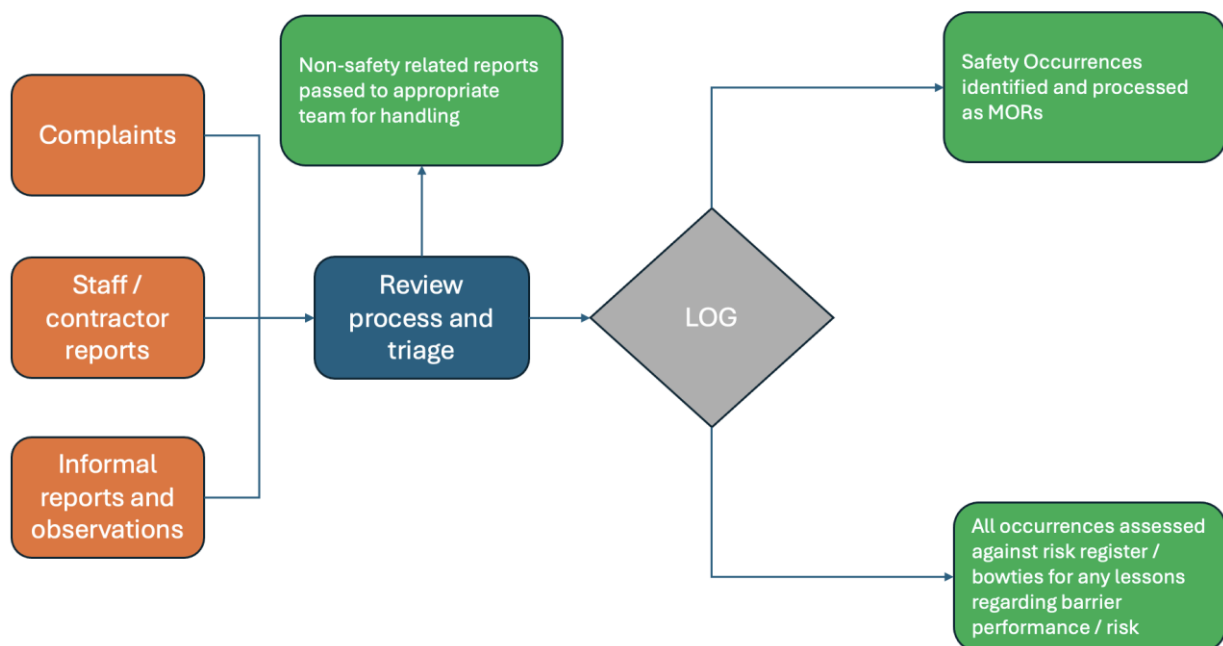
Reports and observations from staff, contractors and residents provide a feedback mechanism to assess the effectiveness of the mitigations listed against each risk. Reports may arrive via several different means:

1. Emails to hmfiresafety@lambeth.gov.uk
2. Resident complaints form.
3. Telephone call direct to Lambeth Council.
4. Direct observations by Lambeth Council's staff.

Each report should be recorded in the Lambeth Council Reporting log, which is an MS file using the following format:

Serial number	Date	Source	Title	Description	Safety concern?	Madatory Occurrence Report Needed?	Defect requiring action?	Action taken	Date of closure	Comments
1	20 July 2023	Call to hotline	Short title	Description of the report	Yes	No	No	Describe any actions taken here	26 July 2023	Any management comments here

The report handling workflow is shown in the diagram below:



Any reports presenting an immediate safety concern will be considered against the appropriate HRB's risk register, with any urgent rectifications arranged as soon as possible, with an immediate Safety Review Meeting (SRM) convened.

Where reports show an immediate issue with a key risk mitigation, an Extraordinary SRM should be held, with attendance from all stakeholders.

Where reports demonstrate less urgent issues with an aspect of a buildings risk profile, the matter should be added to the next scheduled safety review meeting.

In any case, any Safety Occurrence identified by an SRM as being above the threshold is to be reported to the BSR using the MOR portal, with the decision recorded in the SRM minutes and the onwards reporting captured as an action from the meeting.