



# **Principle Accountable Person (PAP) Mandatory Occurrence Reporting (MOR) Procedure for De Montfort House, 100 Oxford Street, Leicester, LE1 5XQ**

Under the Building Safety Act 2022, the responsibilities of the Principal Accountable Person (PAP) and other accountable persons are clearly defined, particularly concerning the safety and management of high-rise buildings. Section 87 outlines the obligations related to mandatory occurrence reporting and emphasises accountability at various levels of management.

This document sets out PHG's MOR requirements and outlines roles and responsibilities for managing MOR. The procedure considers how occurrences are raised, documented, evaluated and escalated as required. It also states who may be notifying PHG of relevant issues and the flow of information between teams/stakeholders.

## **Responsibilities Under the Building Safety Act:**

**Principal Accountable Person (PAP):** Platform Housing Group are ultimately responsible for the safety of the building and ensuring compliance with relevant safety regulations. They have a duty to manage and oversee safety measures, including mandatory occurrence reporting.

**Delegation of Responsibilities:** While the PAP and other accountable persons can delegate certain tasks to contractors, the ultimate responsibility for compliance and safety cannot be transferred. The PAP remains accountable for the overall safety of the building, including the handling of mandatory occurrence reports.

## **Designers and Contractors:**

Principal designers and principal contractors must submit mandatory occurrence notices if they occur during working at De-Montfort House. These are also reported through this MOR procedure.

This MOR procedure enables prompt reporting by:

- designers and contractors working on the project
- accountable persons
- residents
- others who periodically visit the work site

Liability: Ultimately, if a contractor fails to report a mandatory occurrence or if there is a failure in safety management, the PHG and accountable persons could still be held liable, as they are responsible for the overall safety management of the building.

### **What to Report:**

A mandatory occurrence notice and report will be reported when a safety occurrence has caused, or is likely to cause:

- the death of a significant number of people
- serious injury of a significant number of people

A safety occurrence is an incident involving, or a risk that could cause:

- structural failure of the building
- the spread of fire or smoke in the building

A safety occurrence is something which if not remedied, could cause serious harm to people when the building is in use. A report will be submitted even if the safety occurrence is remedied immediately. The only exception is when a principal contractor remedies issues to ongoing building work, which are unlikely to risk significant numbers of death or serious injury.

### **How and When to Report:**

Principle designers, principle contractors and accountable persons are to report potential occurrences via High Aims who are the Programme Managers of the ongoing works and have a site presence on the majority of days each week. The MOR Site Notification Form will be used to record occurrences. Occurrences will also be logged on the SHE incident reporting system. Weekly meetings are chaired by High Aims with PHG and key stakeholders, MOR is a fixed agenda item.

Residents and others are to log any concerns that could cause a building safety incident through the communication channels outlined in the customer engagement strategy, via the 24/7 concierge (High-Rise Co-ordinators), as directed on the fire safety poster in notice boards on site or via the PHG complaints procedure.

All occurrences are immediately escalated to the Building Safety Group to assess whether the occurrence is reportable to BSR. Depending on the type of occurrence, 3rd party advice will be sought from i.e. the appointed project structural engineers, fire engineers and the fire risk assessors. All MOR occurrences will be logged by the Building Safety Group for reporting and monitoring.

When an occurrence needs to be reported, a mandatory occurrence notice will be submitted by the Building Safety Manager to BSR and the following information will be provided:

- the building registration reference or the building control application reference
- PHG contact details
- the date and time the safety occurrence was identified
- a brief description of the safety occurrence
- any immediate actions taken since to keep people safe

On receipt of the reference number being received from BSR, we will submit a mandatory occurrence report as soon as possible and no longer than 10 calendar days of identifying the safety occurrence using the following link:

<https://www.submit-mandatory-occurrence-notice-report-bsr.service.gov.uk>

The following information will be submitted as part of the mandatory occurrence report:

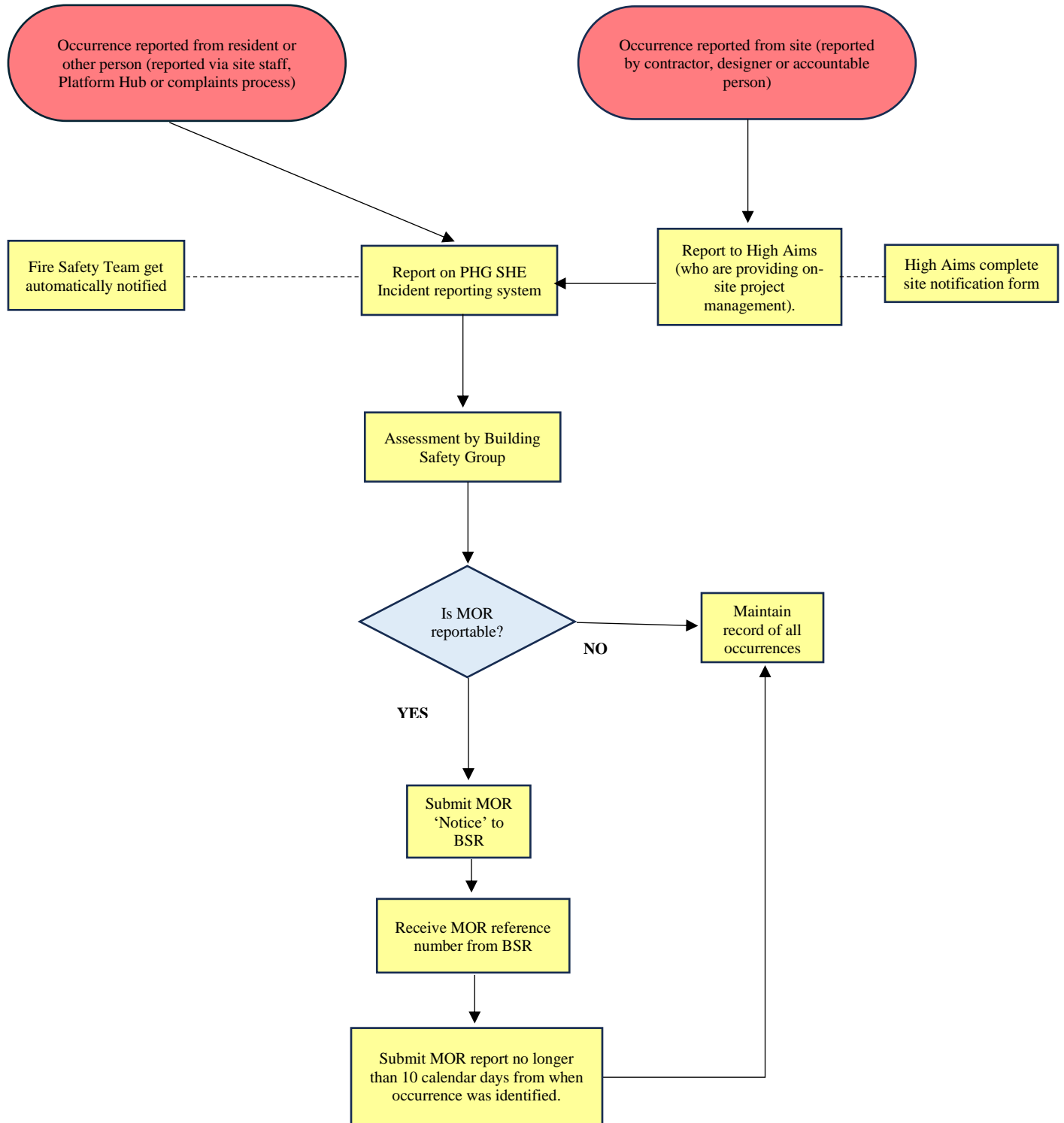
- the mandatory occurrence notice reference
- who submitted the notice
- the type of safety occurrence being reported
- what happened or has the potential of happening
- what caused the safety occurrence and how it was discovered
- who is involved and the effect or potential effect on them
- what has been done and plan to do to keep people safe
- anything we think should be shared for others to learn from

### **Who is aware of this MOR:**

This MOR has been shared with:

- residents
- accountable persons
- contractors, designers and consultants
- PHG employees
- BSR, when requested and as part of applying for a Building Assessment Certificate

## MOR Operating Process Flow Chart:



## MOR Site Notification Form:

<b>PHG Occurrence ID Number:</b>	
Who has reported the occurrence (individual and company name required)?	
Has the occurrence been logged on to the SHE incident reporting system?	
Description and type of occurrence reported? For example: <ul style="list-style-type: none"> <li>• Structural defect discovered</li> <li>• Failure of a fire safety system</li> <li>• Inappropriate use of materials/products</li> <li>• Fault in the design of building works</li> </ul>	
Has or could the occurrence cause or lead to: <ul style="list-style-type: none"> <li>• structural failure of the building</li> <li>• the spread of fire or smoke in the building?</li> </ul>	YES / NO
Has or could the occurrence cause or lead to: <ul style="list-style-type: none"> <li>• the death of a significant number of people</li> <li>• serious injury of a significant number of people?</li> </ul>	YES / NO
What happened or has the potential of happening?	
What caused the safety occurrence and how was it discovered?	
Who is involved and the effect or potential effect on them?	
What has been done or is planned to be done to keep people safe?	
Any other relevant information?	
<b>Has this Occurrence been immediately escalated to the PHG senior management team for assessment.</b>	<b>YES / NO</b>

**MOR Building Safety Group Assessment Form:**

<p>Each person (and company) who formed part of the assessment panel:</p>	<p>1. 2. 3. 4. 5. 6.</p>
<p>Has the occurrence been reported from site, customer or other?</p>	<p>Site / Customer / Other</p> <p>If from site, has a site notification form been completed?</p> <p>Yes / No</p> <p>If Other, what further information do we have?</p>
<p>Was the occurrence logged on to the SHE incident reporting system?</p>	<p>Yes / No</p> <p>If no, what was the reason:</p>
<p><b>Is the occurrence considered to be Reportable to BSR?</b></p>	<p><b>YES / NO</b></p>
<p>Provide detailed rationale for the decision:</p>	

**MOR Log of Occurrences:**

PHG Occurrence ID Number:	Date occurrence identified	Date assessed by Building Safety Group	Reportable to BSR (Y/N)	Date 'Notice' submitted to BSR	BSR Reference Number	Date 'Reported' to BSR	Occurrence reported within 10 calendar days of being identified? (Y/N)