**Mandatory Occurrence Notice Form**

Name

Address

Contact Number

 Building address at which the safety occurrence took place

Does the safety occurrence relate to spread of fire or structural safety?

 Date and time of occurrence

#

The cause of the safety occurrence and how it was discovered

Who is involved and what harm was caused, if any

Any immediate actions taken to keep people safe?

What you have done and what do you plan to do to keep people safe?

RIDDOR reporting, if applicable?