



**HARRIS**  
ASSOCIATES

# Building Safety Case Key Building Information Schedule

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Following registration of a high-rise residential building with the Building Safety Regulator, you have 28 days to provide the additional information required, known as Key Building Information.

*Depending on when you apply, this means the absolute deadline to submit the Key Building Information is 28th October 2023.*

We have produced the schedule which breaks down the information that must be submitted after initial registration. This comprehensive list should act as an invaluable tool to start the process.



## 1. Basic Building Information

- Building Height
- Number of:
  - Flats
  - Storeys
  - Staircases
- Type of flats
- Access and escape details
- Date of Construction
- Plans of the building: as-built and as it currently is, if it has been refurbished/altered
- Building Regulations Completion Certificate
- Details of common parts & shared facilities
- Overview of adjoining/ neighbouring buildings & transport routes

## 2. Building Construction

- Primary load-bearing framework
- Stability system
- Construction materials:
  - Building façade
  - Insulation
  - Wall attachment types and materials
  - Roofing materials
- Compartmentation standards
- Means of access and escape including travel distances
- Building Regulations during construction/refurbishment

## 3. Resident Profile

Information about the residents in a building is relevant to managing building safety risks.

**This will include details of, for example:**

- Residents who cannot evacuate without help, suitable PEEPs (Personal Emergency Evacuation Plan) should be put in place for each
- Residents whose first language is not English
- Charging points for battery-operated mobility vehicles

## 4. Refurbishment

If the building is refurbished, information should be collected about changes to:

- The whole building
- Common areas
- Individual parts

## 5. Fire Prevention & Protective Measures

- The range of fire prevention & protective measures in the building can be found in its:
  - Design and specification
  - Fire strategy
  - Fire risk assessments (FRAEW)
  - Supporting information for the fire risk assessments



## 6. Structural Safety

Structural failure is one of the building safety risks identified in the Building Safety Act so you must consider your building's structure and how it relates to its safety.

**This may include:**

- Type & location of primary load-bearing and stability systems
- Type & location of secondary systems relevant to building safety risks; eg, cladding support systems
- The building's consequence class as defined in The Building Regulations Approved Document A, and the measures taken based on that class
- Information about the building's foundations
- Findings from any previous structural surveys or inspections

**You'll also need information about:**

- Ongoing structural safety
- Any significant challenges to maintaining structural safety

## 7. Services & Utilities

High-rise buildings will have several utilities like electricity, gas, and internet and some buildings may have alternative energy sources like solar panels added later.

**Information about all connected services and utilities should include:**

- Identifying the type of service and utilities
- Where the supply enters the building
- Where and how it can be isolated
- The name and contact details of the supplier

**You should also identify:**

- Where the supplier's responsibility for maintenance starts
- Who undertakes maintenance and repairs on their behalf
- Mark plant rooms and incoming supplies on building plans
- Identify pipe and cable routes
- If individual flats are supplied with gas, identify the pipes supplying the internal network

## 8. Maintenance & Inspection

Your building and its equipment will need maintenance and inspection, some of which will be directly relevant to managing building safety risks.

**Examples include:**

- Maintaining fire alarms, emergency lighting, dry/wet risers, automatic opening vents/smoke control systems, sprinklers (where fitted)
- Inspecting fire doors
- Understanding what work should be done, how often, and how you'll manage any issues raised, who undertakes any work, and how to assure their competence
- Safety management system policies and procedures of the organisation relating to maintenance and inspection assurances

## 9. Newer Buildings

Projects involving more than one contractor must have a Health & Safety File prepared in accordance with the CDM Regulations, which is the case for a high-rise residential building. After project completion, these files are handed over to clients and are a useful source of information.

**Information that may form part of the Health & Safety file includes:**

- A brief description of the work carried out
- Key structural principles and safe working loads for floors and roofs
- The nature, location and markings of significant services, including underground cables, gas supply equipment, and fire-fighting services
- Information and as-built drawings of the building, its plant and equipment (eg. fire doors to and from service voids)





## 10. Missing Information

If the building is older, or changed ownership multiple times, some of the information you'll need may not be available but reasonable steps must be taken to find the required information.

### This can be found via:

- Archived paper-based storage
- Planning authority records and building control records
- Previous owners, who may have documents that will help to fill information gaps

If information gaps remain, consider how important this is for managing building safety. In some cases, further work will be needed which may involve consulting with specialists, undertaking surveys or commissioning reports.

## 11. If The Information Highlights Problems

Whilst gathering information you may find problems which could include:

- Discovering that a control measure thought to be in place is not - such as missing fire-stopping or fire doors that have been replaced with normal, non-fire-resistant doors
- Unresolved issues with control measures – such as ineffective smoke control or a defective fire alarm system

This gives you a chance to do something about them before an incident occurs. Consider how critical each issue is and what can reasonably be done. The response should be proportionate to the risk and should demonstrate that you have taken all reasonable steps, to keep people safe and meet the relevant legal duties.

If work is not complete when the building's safety case report is submitted to the Building Safety Regulator, an action plan may be required to show the Regulator what actions are being taken and the timescale for completion.

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Harris Associates have a dedicated team dealing with compliance matters, including the preparation of Safety Case Reports. Our in-house compliance team comprises chartered surveyors, chartered engineers, technicians and fire safety professionals.

We are skilled at helping clients navigate through the increasingly burdensome requirements of statutory compliance. This is particularly in the context of delivering joined-up services that take in the requirements of the Building Safety Act 2022, Fire Safety Act 2021, Fire Safety (England) Regulations 2022, the ever-present Regulatory Reform (Fire Safety) Order 2005 and Building Regulations.

For more information or advice contact Shaun Harris [shaun@harrisassociatesuk.com](mailto:shaun@harrisassociatesuk.com) 020 3195 0851 or Nicola Goule [nicola@harrisassociatesuk.com](mailto:nicola@harrisassociatesuk.com) 020 3195 0854.

