



Building Safety Case: A step-by-step guide

This document outlines Ashton Fire's comprehensive methodology for creating a Building Safety Case. We guide you through each phase, from gathering initial information to producing the final report and providing ongoing support.

This step-by-step guide ensures your building complies with the Building Safety Act, demonstrating your commitment to managing fire and structural safety risks effectively.

Phase 1: Information collation and desktop review

To begin the Building Safety Case process, we conduct a thorough desktop review of all existing information. This includes architectural plans, fire strategies, and maintenance records. Our aim is to understand the current safety measures in place and identify any gaps that need addressing.

Key steps:

- Review architectural plans, fire strategies, and maintenance records.
- Assess historical building safety information and fire risk assessments.
- Identify critical documents needed for the safety case report.

Deliverables:

- A findings report outlining our review and recommendations.
- A meeting with your Accountable Person to discuss outcomes.

Phase 2: Site visit and information verification

Following the desktop review, we perform a detailed on-site inspection to verify documentation accuracy and gather additional information. This ensures that the data is up-to-date and reflects the actual safety measures in place.

Key Steps:

- Visual inspection of fire safety equipment and structural safety features.
- Verification of safety records and maintenance logs.
- Collection of missing or incomplete data to support the safety case.

Deliverables:

- A comprehensive site inspection report detailing findings and recommendations.



Phase 3: Production of the Building Safety Case Report

Once the necessary data has been reviewed and verified, we compile the Building Safety Case Report. This document demonstrates that all reasonable steps have been taken to manage the fire and structural safety risks in your building.

Key Components:

- An assessment of building safety risks.
- A summary of the fire and structural safety measures in place.
- Recommendations for ongoing safety management and compliance.

Deliverables:

- A completed Building Safety Case Report tailored to your building's specific needs.

Ongoing support: Keeping your building compliant

Safety is an ongoing priority. We provide continued support, including annual reviews and updates, to ensure your building remains compliant with evolving regulations.

Next steps

Ready to get started with your Building Safety Case?

Contact Ashton Fire today to discuss how we can help ensure your building is compliant and future-proof.



For further information please get in touch via
enquiries@ashtonfire.com or call us on **0203 9956 600**

www.ashtonfire.com