

**minutes of CONSTRUCTION**

**pre-start 3 meeting**:

Timing – Meeting held when Planning has been approved and we are looking to make a start on site.

Purpose – Confirmation that the Construction team are ready to start and the Construction Phase Plan is ready to issue. Technical Department should have now completed all of their sections.

Key Personnel – Construction Director taking over from the Technical Director, with MD and SD and IQC in attendance, together with appropriate staff.

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| **Site COINS Code :**  **Site/Phase:** | **Date Held:**  **Local Authority** |
| **Sales Name :** | **No. of Units:** |
| **Attendance Required by**: *Construction Director (Chair) plus relevant Project Personnel including Independent Quality Controller (IQC) or Senior IQC.*  **Where Applicable:** *HS&E Department, External CDM Co-ordinator* | |
| **Apologies:** | |
| **Distribution of Minutes***: Attendees, Regional Chairman, HS&E Dept, Legal Dept, FibreNest* | |
| **Agenda Items:** | |
| **1. Review Pre-Start 2 Minutes and Outstanding Actions and Confirm Project Personnel**  **2. Notifications** | |
| **3. CDM Requirement**  **4. Land & Planning**  **5. Engineering** | |
| **6. Architectural**  **7. Quality Management**  **8. Quality Surveying**  **9. Key Buying/Supplier** | |
|  | |
| **10. Construction Review**  **11. Sales** | |
| **1. Review Pre-Start 2 Minutes and Outstanding Actions and Confirm**  **Project Personnel :** | |
| a) **Client –**  b) **Principal Designer -**  c) Design Engineer –  d) Structural Engineer –  e) Geotechnical Engineer –  f) Architect –  g) Landscape Architect –  h) Internal/External Safety Support –  i) Fire Risk Assessment Support (Fire Engineer) –  j) Quantity Surveyor -  k) Buyer -  l) **Principal Contractor -**  m) Contracts Manager -  n) Site Manager -  o) Construction Quality Inspector -  p) Field Sales Manager –  q) Sales Negotiator –  r) R&S Contractor -    s) Groun-dworker -  t) Remediation Contractor –  u) Demolition Contractor -  v) Any other Consultants/Contractors appointed –  w) Comments from Pre-start 2 minutes/outstanding actions | |

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| ***Management Issues*** | ***Comments*** | ***Date Approved / For Approval*** | ***Action***  ***By*** |

**2. Notifications:**

**Please list notification date, registration date (if applicable) and approval date (if applicable) along with any registration references in each of the below.**

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| 2.1) HSE F10 | |  |  |  | |
| 2.2) In-House H&S Notification | |  |  |  | |
| 2.3) Demolition | |  |  |  | |
| 2.4) Asbestos | |  |  |  | |
| 2.5) Planning Authority | |  |  |  | |
| 2.6) Highway Authority | |  |  |  | |
| 2.7) Building Control | |  |  |  | |
| 2.8) Fire and Rescue Service (if applicable) | |  |  |  | |
| 2.9) Warranty Provider | |  |  |  | |
| 2.10) Robust Details | |  |  |  | |
| 2.11) Postal Addresses | |  |  |  | |
| 2.12) Adjacent Owners | |  |  |  | |
| 2.13) In-house legal team | |  |  |  | |
| 2.14) FibreNest team | |  |  |  | |
| 2.15) Construction Quality  Inspector | |  |  |  | |
| 2.16) Any other item | |  |  |  | |
| ***Management Issues*** | ***Comments*** | | ***Date Approved / For Approval*** | | ***Action***  ***By*** |

**3. CDM Requirements:**

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| --- | --- | --- | --- |
| 3.1) Date of Client Pre-Construction Visit |  |  |  |
| 3.2) Principal Contractor Start Date including allowable time between Enabling Works and Notifiable Works start dates |  |  |  |
| 3.3) Confirmation of the details held within the Construction Phase H&S Plans required prior to work commencing on:  i) Demolition  ii) Asbestos removal  iii) Ground remediation  iv) Roads & Sewers  v) Construction Department |  |  |  |
| **3.4) Note : Each Phase will require a Construction Phase H&S Plan and confirmation the following is documented** |  |  |  |
| i) Production and application of General and Specific Site Rules & Regulations including fire and evacuation |  |  |  |
| ii) Material details as specified in Pre-start 2 Point 8 have been provided and considered |  |  |  |
| iii) Suitable Controls for items identified in Pre-start 2 Points 8.21 & 8.22 have been documented |  |  |  |
| iv) Temporary Works activities must be detailed in the Temporary Works Register and, where applicable, Temporary Works Design Briefs must be completed. |  |  |  |
| v) Confirmation of Temporary Works Duty Holders  Temporary Works Designer  Temporary Works Coordinator  Temporary Works Supervisor |  |  |  |
| 3.5) Completion of Fire Risk Assessment – refer to Appendix 1 |  |  |  |
| 3.6) Fire Safety Control checks (for Timber Frame please see Appendix 2) |  |  |  |
| 3.7) Confirmation of controls and recording of high risk items identified in Sections 4, 5 ,6, 7 & 8 of Pre-start Meeting 2 have been documented to ensure procedures to monitor and review are available. |  |  |  |
| 3.8) When acting as Principal Contractor, ensure that all relevant sub-contractors Method Statements/Risk Assessments required for the following trades are provided  (\*only when acting as sub-contractor) |  |  |  |

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| ***Management Issues*** | ***Method Statement/Risk Assessment***  ***YES/NO/NA*** | ***Comments*** | ***Date Approved / For Approval*** | ***Action***  ***By*** |

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| \*Demolition/Site–Clearance: |  |  |  |  |
| \*Asbestos: |  |  |  |  |
| \*Road & Sewers: |  |  |  |  |
| \*Earthworks |  |  |  |  |
| \*Remediation |  |  |  |  |
| \*Groundworks: |  |  |  |  |
| Foundations: |  |  |  |  |
| Piling: |  |  |  |  |
| Soil Stabilisation: |  |  |  |  |
| \*Timber Frame |  |  |  |  |
| Brickwork: |  |  |  |  |
| Precast Flooring: |  |  |  |  |
| Joinery: |  |  |  |  |
| Pre-fabricated Roof |  |  |  |  |
| Roof Tiling: |  |  |  |  |
| Scaffolding: |  |  |  |  |
| Safety Decking |  |  |  |  |
| Stairs |  |  |  |  |
| Wall Insulation: |  |  |  |  |
| Roof Insulation: |  |  |  |  |
| Glazing: |  |  |  |  |
| Plumbing: |  |  |  |  |
| Heating: |  |  |  |  |
| Electrical: |  |  |  |  |
| Alarms: |  |  |  |  |
| Plastering: |  |  |  |  |
| Plaster boarding: |  |  |  |  |
| Dry-lining: |  |  |  |  |
| Joiner: |  |  |  |  |
| Fitted Furniture: |  |  |  |  |
| Kitchens: |  |  |  |  |
| Bathrooms: |  |  |  |  |
| Bedrooms: |  |  |  |  |
| Painting: |  |  |  |  |
| Mastic Pointing: |  |  |  |  |
| Wall Tiling: |  |  |  |  |
| Floor Tiling: |  |  |  |  |
| Cleaning: |  |  |  |  |
| Fencing: |  |  |  |  |
| Landscaping: |  |  |  |  |
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| ***Management Issues*** | ***Comments*** | ***Date Approved / For Approval*** | ***Action***  ***By*** |

**4. Land & Planning:**

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| --- | --- | --- | --- |
| 4.1) Confirm approved site layout |  |  |  |
| 4.2) Review Planning permission and obligations  i) Pre-commencement conditions submitted/discharged  ii) Working Hours  iii) Construction Management Plan requirements (dust, road cleaning, car parking, traffic management etc..)  iv) Pre-occupation conditions |  |  |  |
| 4.3) Confirm Affordable obligations and RP requirements |  |  |  |
| 4.4) Confirm any easements, obligations, restrictions |  |  |  |
| 4.5) Confirm any tree protection/ecological protection requirements |  |  |  |

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| ***Management Issues*** | ***Comments*** | ***Date Approved / For Approval*** | ***Action***  ***By*** |

**5. Engineering:**

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| --- | --- | --- | --- |
| 5.1) Full set of Engineering drawings ready for site use (attach drawing register to minutes) |  |  |  |
| 5.2) Agreed topsoil storage area plan and strategy for excess disposal or import. |  |  |  |
| 5.3) Agreed sub-soil storage area plan and strategy for excess disposal or import. |  |  |  |
| 5.4) Confirm clean cover requirements and testing arrangements if applicable after remediation. |  |  |  |
| 5.4a) MMP  CL:AIRE declaration has been submitted to cover points (5.2-5.4)  SEPA – Scottish Regions |  |  |  |
| 5.5) Foundation/Floor slab requirements  5.5.1) Foundation strategy  5.5.2) Foundation plans  5.5.3) Abnormal foundations  5.5.4) Foundation special  Precautions (e.g. Root protection)  5.5.5) Floor slab requirements  (type, thickness, insulation, void)  5.5.6) Specialist membrane requirements gas membrane, radon, voc’s?  5.5.7) Confirm checking procedure to ensure correct construction of floor slab and associated membranes |  |  |  |
| 5.6) Confirm schedule of utility drawings, references and contact names  i) Water  ii) Gas (including gas governor designs and installation timescale)  iii) Electric (including sub-station designs and timescale for fit out, EV chargers)  iv) Telecommunications (including feeder pillar and cabinet base for FibreNest proposal) |  |  |  |
| 5.7) Confirm any service diversion orders placed and contact details  i) Water  ii) Gas  iii) Electric  iv) Telecommunications  v) Any other |  |  |  |
| 5.8) Confirm Site Specific Structural Designs |  |  |  |
| 5.9) Confirm Timber Frame Fire Safety Requirements |  |  |  |
| 5.10) Confirm Temporary Works Designs |  |  |  |
| 5.11) Confirm any build related constraints that would affect build route or occupation of properties |  |  |  |
| 5.12) Highways Technical Approval submission date and update on current negotiations/agreement |  |  |  |
| 5.13) Drainage Technical Approval submission date and update on current negotiations/agreement |  |  |  |
| 5.14) SUDS Drainage design proposals/approvals including adoption/management responsibilities. |  |  |  |
| 5.15) Temporary requirements for surface water discharge whilst construction works on-going to ensure silt/material retention and non-pollution of watercourses and adjacent land. |  |  |  |

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| ***Management Issues*** | ***Comments*** | ***Date Approved / For Approval*** | ***Action***  ***By*** |

**6. Architectural:**

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| --- | --- | --- | --- |
| 6.1) Full set of house type plans and working/construction drawings ready for site use (attach drawing register to minutes). This should include any additional details information on non-core house types identified. |  |  |  |
| 6.2) Full set of external finishes/works/boundary treatment drawings for site use (attach drawing register to minutes). This should include all landscape drawings/play area drawings  identified in points 6.7-6.9 of Pre-start 2 |  |  |  |
| 6.3) Technical specification confirmed identifying any specific planning requirements for specific plots (noise test or sound test) |  |  |  |
| 6.4) Identification of any specific fire safety requirements for dwellings proposed both during construction and afterwards for customers. Specific Fire Risk assessments may be required. |  |  |  |
| 6.5) Materials schedule confirmed for bricks & tiles and indicated on site layout drawing |  |  |  |
| 6.6) Confirm Sound Test requirements and proposals. |  |  |  |
| 6.7) Confirm Air Test requirements and proposals. |  |  |  |
| 6.8) Confirm renewable energy requirements and proposals. |  |  |  |
| 6.9) Highlight properties with special requirements for fire separation distances/building requirements and checking requirements/recording. |  |  |  |
| 6.10) Any other site Specific requirements including controls to monitor and record confirmation |  |  |  |

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| ***Management Issues*** | ***Comments*** | ***Date Approved / For Approval*** | ***Action***  ***By*** |

**7. Quality Management:**

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| --- | --- | --- | --- |
| 7.1) Commercial to confirm contract tender documentation issued include PH Build Standards |  |  |  |
| 7.2) Commercial to confirm contract tender documents issued include Temporary Protection Policy |  |  |  |
| 7.3) Commercial to confirm contract tender documentation issued include PH Good Practice Guide |  |  |  |
| 7.4) Commercial to confirm that selected contractors are being put to IQC or SIQC for approval prior to formal selection |  |  |  |
| 7.5) Commercial to confirm selected and potential contractors are aware of The Persimmon Way’s quality inspection process |  |  |  |
| 7.6) Commercial to advise IQC team when contractors have been appointed to enable Quality Pre-Start meeting to be arranged |  |  |  |
| 7.7) Confirm that contractors have been made aware that constant adequate supervision is required on site at all times |  |  |  |

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| ***Management Issues*** | ***Comments*** | ***Date Approved / For Approval*** | ***Action***  ***By*** |

**8. Quantity Surveying:**

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| 8.1) Confirm Contractors appointments  8.1.1) Roads & Sewers  8.1.2) Piling Contractor  8.1.3) Ground-worker  8.1.4) Scaffold  8.1.5) Safety Deck  8.1.6) Roofer  8.1.7) Renderer  8.1.8) Insulation  8.1.9) Plumber  8.1.10) Electrician    8.1.11) Plasterer  8.1.12) Cleaner  8.1.13) Painter  8.1.14) Wall Tiler  8.1.15) Kitchen  8.1.16) Fencer  8.1.17) Landscaper  8.1.18) Street Lighting  8.1.19) Any other items |  |  |  |

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| ***Management Issues*** | ***Comments*** | ***Date Approved / For Approval*** | ***Action***  ***By*** |

**9. Key Buying/ Supplier:**

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| **Confirm orders, first delivery target and call-off timescales for key materials :-** |  |  |  |
| 9.1) Bricks |  |  |  |
| 9.2) Blocks |  |  |  |
| 9.3) Roof Tiles |  |  |  |
| 9.4) Floor Joists |  |  |  |
| 9.5) Roof Trusses |  |  |  |
| 9.6) Pre-fabricated roof system |  |  |  |
| 9.7) Timber Frame (including Cavity barrier/bags proposed) |  |  |  |
| 9.8) Windows |  |  |  |

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| 9.9) Stairs |  |  |  |
| 9.10) External Doors |  |  |  |
| 9.11) Internal Doors |  |  |  |
| 9.12) Garage Doors |  |  |  |
| 9.13) GRP Products  Porches/Dormers |  |  |  |
| 9.14) Cast Stone Products |  |  |  |
| 9.15) Studwork |  |  |  |
| 9.16) Plasterboard |  |  |  |
| 9.17) Kitchen |  |  |  |
| 9.18) Bathroom furniture |  |  |  |
| 9.19) Bedroom furniture |  |  |  |
| 9.20) Appliances |  |  |  |
| 9.21) Any Other Site Specific Key Materials or Delivery restrictions |  |  |  |

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| ***Management Issues*** | ***Comments*** | ***Date Approved / For Approval*** | ***Action***  ***By*** |

**10. Construction Review:**

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| --- | --- | --- | --- |
| 10.1) Build Programme  a) Build Sequence  Route of Construction  b) Proposed road construction phases  c) Haul road proposals  d) Site Management  requirements for build  output |  |  |  |
| 10.2) Temporary Compound setup including welfare facilities and material storage areas along with timescale for this to be in place prior to Permanent Compound. |  |  |  |
| 10.3) Permanent Compound Position and material storage areas | Size:  Location:  Plan : |  |  |
| 10.4) Site Accommodation Requirements including Temporary Services – Building, Water, Electric, Telephone, waste  water/sewerage |  |  |  |
| 10.5) Telehandler Requirements dependent on:   * Materials weight schedule * Ground Levels * Sequence of Build * Height of properties |  |  |  |
| 10.6) Other Lifting Arrangements:   * Use of Cranes * Type of Crane Hire |  |  |  |
| 10.7) Traffic Management  10.7.1) Construction Access  10.7.2) Delivery Vehicles  10.7.3) Contractor  Parking  10.7.4) Road Cleaning  10.7.5) Residents  10.7.6) Adjacent Schools  10.7.7) Weight/traffic restrictions on adjacent roads    10.7.8) Proposed communication arrangements to identify the information highlighted above to all construction personnel/suppliers/residents/public |  |  |  |
| 10.8) Security Fencing  a) working areas  b) site boundaries |  |  |  |
| 10.9) Environmental documentation (check in place and received)   * Project Environmental Plan * Aspect & Impact Assessment * Surface Water Management Plan (if required) * Ecology – EPS licences * Archaeology & Heritage – consents * Water – permits/consents for discharge(s)/construction of headwalls etc. * Materials Management Plan (MMP) * Waste Documentation – waste carriers licence, permits etc.   10.9.1) Site controls   * Tree protection established * Surface Water Management Plan in place with vulnerable areas protected prior to works starting, * Adequate capacity for attenuation to hold water for treatment prior to discharge), * Ecological mitigation (fencing, trapping etc.)   10.9.2) Subcontractors  Environmental documentation issued to subcontractor(s) e.g. Project Environmental Plan and Aspect & Impact Assessment  RAMS suitable and address risks posed by activities |  |  |  |
| 10.10) First Aid Arrangements |  |  |  |
| 10.11) Fire Safety Assessment / Plan  PHG/HS/037  Ensure Site Manager / Contracts issued where timber frame is present  Appendix 2 |  |  |  |
| 10.12) Permit to Work System  Confirmation required in ‘Fire Safety Assessment/Plan  PHG/HS/037 |  |  |  |
| 10.13) Appointment of  Sub-Contractors &  Review/monitoring  meetings |  |  |  |
| 10.14) Worker Engagement |  |  |  |
| 10.15) Procedure for exchange of information  between Contractors/Suppliers  and monitoring,  recording and  notification of  on-site changes. |  |  |  |
| 10.16) Consortium Arrangements  Refer to the HBF Guidance “Safety. Health and Environmental Consortium Agreement” |  |  |  |
| 10.17) Identification of regional construction quality issues/fire risk issues to Construction Quality Inspector for early identification/training in build process. |  |  |  |
| 10.18) Other Site Specific Issues or Requirements |  |  |  |

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| ***Management Issues*** | ***Comments*** | ***Date Approved / For Approval*** | ***Action***  ***By*** |

**11. Sales:**

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| 11.1) Sales Brochure |  |  |  |
| 11.2) Sales Specification |  |  |  |
| 11.3) Website |  |  |  |
| 11.4) Signage |  |  |  |
| 11.5) Sales office and show complex plan including external works and landscaping |  |  |  |
| 11.6) Show home furnishing proposal |  |  |  |
| 11.7) Temporary Sales Office Proposal (including power/water/toilet proposals) |  |  |  |
| 11.8) Sales Release target date |  |  |  |
| 11.9) First Sales Release approval |  |  |  |
| 11.10) Sales onsite IT Equipment & telephone |  |  |  |
| 11.11) Legal Checklist for Sales Release complete and submitted (list any outstanding information required & timescale to obtain) |  |  |  |
| 11.12) Management Company setup information including plans showing areas for maintenance, phased handover and yearly estimate. |  |  |  |

**Appendix 1**

**Fire RA in line with UKTFA guidance**

This document should be read in conjunction with the UKTFA guidance document ‘Design guide to separating distances during construction’ and associated documents.

The fire safety risk assessment and plan should be completed in line with Group Construction Fire Safety Procedure PHGHPR:020.

**Ensure Pre-Start 1 items are completed**

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|  | **Pre Start 1** |
| A | Prepare a fire site plan showing separation distance (as per UKTFA guidance) and detail relevant control measures e.g. Category B timber frame. |
|  |  |
| B | Check site boundary and local building usage (and escape routes) are there any high fire risks? Are there any structures where an incendiary device could be thrown from: e.g. bridges, multi storey car parks |
|  |  |
| C | Is there any history of poor relations with neighbours or history of vandalism and/or arson? |
|  |  |
| D | Are there any historic or current issues raised by fire officers or others relating to the existing buildings use e.g. |
|  |  |
| E | Send notification letter sent to local Fire Officer |
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|  | **Pre Start 2** |
| F | Review pre-Start 1 Minutes |
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| G | Develop the fire site plan to identify the proposed phasing of construction and occupation of plots. Detail any temporary closure of openings, compartmentalisation – vertical and horizontal (include in PGHS037 B) and areas of frame types where appropriate. |
|  |  |
| H | Review the use of off-site timber frame fabrication systems from walls, floors and roof cassettes to be considered as reduction in site storage and where site space is at a premium. Consider insulation and coatings requirements. |
|  |  |
| I | Prepare a preliminary site set up drawing/method statement showing the following:   * Compound area * Storage and volumes of timber frames prior to erection * Location for tower cranes (if required) – to be protected in case of fire. * Vehicular access from highway. * Fire hydrant position (if the hydrant is distant from the site a separate plan may be required). * Fire tender access and parking. * Temporary re-routing of any existing footpaths or rights of way (formal and informal) across the site. |
|  |  |
| J | Where the proposed development is on a site with existing buildings which are to remain in operation during the construction works, show the following:   * Parking spaces available for the duration of the construction works. * Temporary access routes. * Temporary re-routing of existing means of escape both within and external to the buildings in operation. * Fire assembly point. |
|  | **Pre Start 3 / Contractor Pre Start Meeting** |
| K | Review Pre Start 2 Minutes. |
|  |  |
| L | Security and fencing measures to be agreed in line with the UKTFA 16 Steps. |
|  |  |

Relevant control measures to be detailed within the notes of the Fire Site Plan, the Fire Site Plan should be included within the Fire Risk Assessment PHHS037b.

**Appendix 2**

**Site Managers’ Timber Frame Safety Checklist Aide Memoire**

|  |  |  |
| --- | --- | --- |
|  | **Y** | **N** |
| Is existing fire safety management plan current |  |  |
| Condition of existing fire breaks (particularly in the roof void) |  |  |
| Adequate storage of combustible materials to minimise fire loading |  |  |
| Adequate site hoarding / fencing to site |  |  |
| Establish assembly point |  |  |
| Eliminate hot work |  |  |
| Suitable fire detection and alarm system on each floor |  |  |
| Sufficient Emergency lighting |  |  |
| Sufficient number (and location) of fire extinquishers |  |  |
| Are all necessary directional signage within building |  |  |
| Are all laminated building fire layout plans posted at each fire point |  |  |
| Adequate number of escape routes (minimum of 2 required) |  |  |
| Adequate non-combustible stairs as means of escape |  |  |
| Controls in place to prevent unauthorised entry after hours in areas |  |  |

PLEASE INDICATE ANY ISSUES ON THE SITE MANAGERS’ WEEKLY CHECKLIST AND WHERE NECESSARY:

* CONTACT YOUR CONTRACT MANAGER
* LIAISE WITH GROUP HEALTH AND SAFETY ADVISOR

**Contracts Managers’ Timber Frame Safety Checklist Aide Memoire**

|  |  |  |
| --- | --- | --- |
|  | **Y** | **N** |
| Fire plan / log book – developed and maintained |  |  |
| All operatives, visitors, etc inducted in fire safety |  |  |
| Hot work permit system for residual hot works |  |  |
| Fire alarms and that fire stations are in place and operational |  |  |
| Suitable signage in place |  |  |
| Fire drills undertaken and results recorded |  |  |
| Safe storage of all flammable materials and LPG vessels |  |  |
| Housekeeping – All working areas are clean and tidy |  |  |

PLEASE INDICATE ANY ISSUES ON THE CONTRACTS MANAGERS’ MONTHLY CHECKLIST AND WHERE NECESSARY:

* LIAISE WITH GROUP HEALTH AND SAFETY ADVISOR
* LIAISE WITH LOCAL FIRE OFFICER AND EMERGENCY SERVICES