

Toolbox Talk Template (UK)

Free editable template · 5-10 minute crew brief · HSWA s.2, Management Regs 1999, CDM 2015 · Riskora

1. Talk details

Topic

Site / project

Date & time

Delivered by

Duration (min)

2. Why this talk today

One or two lines explaining why this topic matters on this site today — recent near miss, new activity, weather change, PC directive, HSE alert.

Trigger for this talk

3. Key hazards

List the 3-5 hazards the crew will actually encounter today. Match them to the RAMS.

Hazard	Who is exposed	Severity

4. Controls the crew must follow

Control	How it's applied on this site

5. Do / don't

DO	DON'T

DO	DON'T

6. Questions to check understanding

Ask the crew 2-3 open questions. Note anything raised — a talk with no discussion isn't a talk.

Q1 asked

Response

Q2 asked

Response

Q3 asked

Response

7. Sign-on register

Every attendee must sign. This is the legal evidence the briefing happened.

Name	Trade / role	Signature	Date

8. Delivered by

Name

Competence / role

Signature

Date

Prefer to skip the blank template? Build a site-specific version at riskora.cloud/free/rams — free first document, no card.