Toolbox talk record

Blank form for one talk, with an attendance sign-off sheet.

This free form is from The Site Book. The page it comes from, with notes on using it, is at **thesitebook.co.uk/free/toolbox-talk-template**.

Topic _____ **Job and site address** _____

Date and time _____ **Delivered by** _____

Company _____ **Length of talk** _____

Pick a topic that matters for the work happening now, such as a risk from the job's risk assessment. Use simple, clear language.

Key points covered

Key points

Questions raised and answers given

Questions and answers

Actions agreed

Action	Who	By when	Done

Attendance sign-off sheet

Everyone who attended prints their name and signs.

Topic _____ **Date** _____

No.	Name (print)	Company	Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			

Talk delivered by (name and signature) _____

Based on: CDM 2015, regulation 15(8) and (9) (supervision, instructions and information for workers); HSE guidance L153, paragraphs 70, 133 and 172 (briefing workers, for example with toolbox talks).

- CDM 2015, regulation 15: https://www.legislation.gov.uk/uksi/2015/51/regulation/15
- HSE, Managing health and safety in construction (L153): https://www.hse.gov.uk/pubns/books/l153.htm

Blank template from The Site Book, October 2026. Fill it in for the actual job and site.