

Toolbox Talk Record and Attendance Sheet

Checklist · UK · Published 2026-09-08 · Square brackets are placeholders to replace with your own details.

A toolbox talk record and attendance sheet is the single-page form that captures one short on-site safety briefing: the site, date, start time and duration, the topic and why it was chosen, who delivered it, the printed names and signatures of everyone who attended, the questions they raised, and the actions arising with an owner and a due date against each.

The talk is the training; the sheet is the evidence that it happened. Six months later, after an incident, an insurance query or an inspector's visit, nobody can recall who was on that Tuesday morning gang — but a signed sheet can say. The HSE's guidance on providing information, training and supervision makes the practical case for records too: it says keeping training records will help you decide if refresher training is needed. A talk with no sheet is a talk you cannot point at.

This template gives you the printable sheet — header block, talk structure, a twelve-line attendance table with a signature and questions column, and an actions-arising table — plus a filing routine, what makes a five-minute talk actually land, and a twelve-month topic rotation so the pad on the site office wall gets used every month rather than in the week after an audit.

How to use this sheet

Print one sheet per talk and keep a pad of them where the talks happen — the site office, the mess room, the shift supervisor's desk. Fill in the header before the crew gathers, not afterwards from memory: the topic, the reason for it, and the risk assessment or method statement it relates to should be decided in advance, because a talk chosen at 07:28 is a talk about nothing in particular.

Deliver the talk, take the questions, then pass the sheet round and have every attendee print and sign their own name. Do not sign on anyone's behalf and do not tick a pre-printed crew list — a sheet of signatures in one handwriting is worse than no sheet at all. Note late arrivals and early leavers with the time.

Finish by writing the actions arising, each with a named owner and a due date, and file the sheet the same day. This sheet is designed to be printed one-sided on A4; the attendance table takes twelve names, which covers most gangs and shift teams. Use a second sheet for larger groups rather than squeezing names into margins.

Talk details

Complete this block before the talk starts. The "why this topic today" line is the one people skip and the one that makes the record useful later — it is what connects the talk to a real event, a change on site, or a scheduled rotation.

Toolbox talk record. Complete before the talk begins.

Field	Entry
Site / project	
Date	
Start time	
Duration (minutes)	
Talk topic	
Why this topic today	
Delivered by (name and role)	
Risk assessment / method statement reference	
Number attending	

Structure of the talk

Five to ten minutes, one topic, one thing to do differently. The structure below is what the deliverer works from; there is no need to write it out on the sheet, only to follow it.

1. Open with something real: an incident, a near miss, or a condition on this site this week. "Last Thursday on the [area] deck a scaffold board was left unsecured overnight" beats "today we are talking about work at height".
2. Name the hazard and who it hurts. Be specific about the injury, not abstract about the risk — people remember the consequence.
3. State the controls as they apply here, on this job, with this kit. Point at the thing you are talking about wherever you can rather than describing it.
4. Check understanding by asking two people to say back what they will do differently. Silence is not agreement and nodding is not comprehension.
5. Take questions and write the awkward ones down. A question you cannot answer is an action, not an embarrassment — record it and come back with the answer.
6. Close with one instruction people leave with, and say who to tell if the control does not work in practice.

Attendance record

Everyone present signs in their own hand, including supervisors, visitors and anyone from another contractor who joined the talk. This is the part of the sheet that carries the evidential weight — the signature is what turns "we brief the crew regularly" into a record of a specific person hearing a specific thing on a specific day.

Attendance — everyone present signs. Note the time beside the name for anyone arriving late or leaving early.

Name (print)	Role or trade	Signature	Questions raised

Actions arising

Anything the talk surfaces that cannot be fixed on the spot goes here. An action with no owner and no date is a note, and notes do not get done — so write a name and a date on every line, including the ones that belong to you.

Actions arising from this talk. Transfer to [site action log] the same day.

Action	Owner	Due

Sign-off and filing

- Delivered by: [name], [role] — Signature: [signature] — Date: [date].

- Countersigned by: [site manager / supervisor name] — Signature: [signature] — Date: [date].
- Filed in [system/location] on [date] by [name]. Scan or photograph the signed original the same day if the paper copy lives on site.
- Add the talk to each attendee's training record in [system], so a refresher decision can be made from the record later — HSE guidance notes that keeping training records helps you decide if refresher training is needed.
- Retention: keep signed sheets for at least [period], and keep indefinitely any sheet covering a topic connected to an accident, claim or enforcement action while that remains live.
- Anyone who missed the talk is caught up before they start the work it covers, and signs the same sheet with the catch-up date noted beside their name.

What makes a five-minute talk land

- One topic. A talk covering work at height, manual handling and PPE covers nothing — people retain the last thing they heard, so make it the only thing.
- Something from this site, this week. Generic scripts read aloud are the reason crews switch off; the script is a starting point, the local example is the talk.
- Standing where the hazard is, not in the mess room, whenever it is safe and practical to do so.
- Delivered by the person who supervises the work, not read by whoever drew the short straw. Authority to change something on site is what makes the questions worth asking.
- Questions taken seriously and written down, including the ones that make the control look inconvenient. That is the feedback loop that finds the control nobody can actually follow.
- Short. If it runs past ten minutes it is a training session in the wrong format — book it properly instead.
- Language everyone in the gang understands. Where English is not a first language for some attendees, use interpretation, translated handouts or demonstration rather than assuming a nod means yes.

A twelve-month topic rotation

The reason toolbox talk pads go unused is that nobody decides what the next one is about. Fix the year in advance and swap topics out when something on site makes a different subject urgent — the rotation is a floor, not a ceiling. Adapt to your trades and hazards; this version is written for construction and manufacturing sites.

- January — Winter conditions: ice, standing water, wind, poor light, and why the first hour of the shift is the one that hurts people.
- February — Manual handling: the specific lifts on this site that cause injuries, and the kit that removes them.
- March — Work at height: ladders, steps, edge protection, and the tower that gets moved without being re-checked.
- April — Slips, trips and housekeeping: cable runs, material storage, and walkways that narrow as the job progresses.

- May — Hand tools and abrasive wheels: the right disc, guards left on, and inspection before use.
- June — Heat, hydration and sun exposure for outdoor and hot-process work.
- July — Plant and pedestrian segregation: reversing, blind spots, exclusion zones and eye contact with the operator.
- August — Noise and hand-arm vibration: trigger times, tool selection, and wearing hearing protection properly.
- September — COSHH: what is in the store, where the safety data sheets are, and dermatitis on hands.
- October — Electrical safety: leads, plugs, RCDs and temporary supplies as the days get shorter.
- November — Fire and hot works: permits, extinguishers, and the evacuation route as it stands today rather than on the drawing.
- December — Fatigue, deadline pressure and near-miss reporting before the shutdown.

How to use this template

1. Print a pad of sheets and keep it where talks actually happen, then complete the header block before the crew gathers rather than reconstructing it later.
2. Choose the topic from the twelve-month rotation or from what is genuinely happening on site this week — an incident, a new trade arriving, a change in sequence — and record why in the header.
3. Keep the talk to five to ten minutes on one topic, and finish with one thing people will do differently today.
4. Have every attendee print and sign their own name, note late arrivals and early leavers, and write down the questions raised even when you cannot answer them.
5. Give every action arising an owner and a due date, and transfer them to [site action log] the same day.
6. File the signed sheet in [system/location] and add the talk to each attendee's training record so refresher decisions can be made from the record.

Official guidance

- › [HSE — Provide information, training and supervision](#)
- › [HSE — Decide what training and information you need](#)
- › [Health and Safety at Work etc. Act 1974, section 2](#)
- › [Management of Health and Safety at Work Regulations 1999, regulation 13](#)
- › [Construction \(Design and Management\) Regulations 2015, regulation 15](#)

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