RAMS briefing record

Blank record

Great Britain guidance; Northern Ireland has separate CDM 2016 rules.

Complete the relevant fields for the actual task. An empty field or completed form does not establish permission to work.

Use for task-specific briefing, questions and follow-up. This record is not a risk assessment, method statement, permit, technical approval, approved safe system of work or general competence assessment. These prompts are not a prescribed statutory form. Adapt them under your employer's arrangements.

A signature records attendance or receipt only. Resolve gaps through the responsible competent people. Record actual control checks and any required start/restart decision separately.

Enter only necessary work identifiers. Store completed records under employer access, retention and privacy arrangements. Avoid personal contact, health or unnecessary identifying details.

Print record. Use continuation sheets for extra attendees or actions and carry the record reference onto each sheet. Keep the current RAMS available. Serious or imminent danger needs immediate protective action; do not wait for paperwork.

1. Task and briefing

Field	Record details
Briefing record reference	
Task/activity and limits	
Location/work area	
Briefing date and time	
Briefer name/internal reference and role	
Person/role responsible for the work arrangement	

2. Documents actually briefed

Field	Record details
Risk-assessment reference, revision and date	
Method-statement reference, revision and date	
Author and relevant authorisation status	
Linked task instructions/permits, if applicable	
Where current instructions are available	
Superseded instructions withdrawn from task use	

3. Pre-brief check

Field	Record details
Task, location and conditions match	
People, plant, tools and materials match	
Access and adjacent-work interfaces	
Controls, resources and competence arrangements	
Task-relevant emergency arrangements	
Unresolved information/technical question	
Affected activity paused/restricted	

3. Pre-brief check

Field	Record details
Responsible person and communication of restriction	

4. Sequence and essential controls

Field	Record details
Preparation and first stage	
Subsequent stages and handovers	
Controls before starting and who checks	
Access, exclusion and interfaces discussed	
Stop points and escalation contact	
Completion and handover	

5. Communication arrangements

Field	Record details
Safe briefing location and visual used	
Terms or instructions clarified	
Language/communication support arrangement	
How meaning and understanding were checked	

6. Attendance

Field	Record details

Name/internal reference	Role	Briefed at	Document revision

Optional attendance/receipt acknowledgement under employer arrangements

Acknowledgement records attendance/receipt only; no waiver, technical approval or general competence declaration. Later arrivals need the relevant briefing.

7. Understanding checks

Field	Record details

Describe your first step and the check before beginning.

Response or safe explanation observed

Clarification and follow-up response

Which control protects you or others, and how will you know it is in place?

Response or safe explanation observed

Clarification and follow-up response

7. Understanding checks

Field	Record details
What change would make you pause, and who would you contact?	
Response or safe explanation observed	
Clarification and follow-up response	

No unsafe demonstration; this is not a specialist competence assessment.

8. Questions, actions and restrictions

Field	Record details
Question/action reference	
Issue and affected activity	
Current restriction or protective action	
Responsible action owner	
Target response date/time	
Actual status	
Decision or revised instruction received	
Resolution evidence, checker and time	
Open matter for handover	

A due time or assignment does not close the action or authorise unsafe work.

Repeat this section for each further question/action. Carry the action and task record references onto continuation sheets.

9. Rebrief after change

Field	Record details
Reason for review	
New document/revision and authorisation status	
Changes explained	
Rebrief date/time and people included	
Understanding check and remaining questions	
People still needing briefing and restriction	
Superseded task instructions withdrawn; history retained	
Change triggers to consider Different plant, tools or materials Changed weather, ground, access or work area New personnel or unfamiliar responsibilities Revised sequence, handover or adjoining work Missing, damaged or ineffective control Worker concern, incident or near miss indicating a problem Other trigger and responsible review/people to rebrief **Applicable trigger and action**	

10. Implementation and follow-up

Field	Record details
Controls physically checked, by whom and when	
Required permission/restart decision, if applicable	
Person/role and time of actual decision	
Subsequent observation and worker feedback	
Further action, owner and next check	

Record the actual evidence/decision. Completing this box does not itself permit work to start or restart.

Using this record

Keep the actual current RAMS with this record. Serious or imminent danger needs immediate protective action; do not wait for paperwork. An action deadline does not authorise work without a required control.

Retention follows employer arrangements; this template does not set a statutory period.

Current guide: https://www.ssstscourse.com/blog/site-supervisor-risk-assessments-method-statements