RAMS briefing record

Fictional completed example

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

All names, references and event times are fictional. This narrow changed-access example does not supply the full technical delivery method.

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	DEMO-WG-BR-01 — fictional completed example.
Task/activity and limits	Delivery of packaged materials; this record addresses the changed pedestrian-access interface only, not the full technical delivery method.
Location/work area	Fictional Willow Gate refurbishment, Great Britain.
Briefing date and time	11 November 2026; initial check 08:10, rebrief 08:55. All event times are fictional.
Briefer name/internal reference and role	Tara — fictional supervisor/briefer.
Person/role responsible for the work arrangement	Lee — fictional responsible manager appointed under the example employer arrangements.

2. Documents actually briefed

Field	Record details
Risk-assessment reference, revision and date	Not separately specified in this narrow educational example; actual linked risk-assessment reference must be confirmed for real use.
Method-statement reference, revision and date	WG-07 revision 2, issued 10 November 2026; changed-access review leads to revision 3 on 11 November 2026.
Author and relevant authorisation status	Revision 2 had been authorised before the obstruction arose. Revision 3 is authorised at 08:45 after competent review under the fictional employer process. Individual document author is not specified here.
Linked task instructions/permits, if applicable	Full technical delivery instructions are not reproduced. This briefing example is not a permit or traffic design.
Where current instructions are available	Current task briefing set contains WG-07 revision 3 after issue.
Superseded instructions withdrawn from task use	Revision 2 withdrawn from active task briefing use; employer retains revision history.

3. Pre-brief check

Field	Record details
Task, location and conditions match	Mismatch found at 08:10: the named pedestrian entrance is blocked by temporary storage.
People, plant, tools and materials match	This example does not specify the entire plant/materials assessment; the actual work method must match them.
Access and adjacent-work interfaces	Suggested shortcut would enter the vehicle approach. Access, vehicle separation and adjoining work require competent review.
Controls, resources and competence arrangements	The responsible people review resources and controls; the record does not substitute for their technical check.
Task-relevant emergency arrangements	Not detailed in this changed-access case. Task-relevant emergency arrangements must be confirmed in the actual work instructions.
Unresolved information/technical question	Q01: What authorised pedestrian access applies while the stated entrance is unavailable?

3. Pre-brief check

Field	Record details
Affected activity paused/restricted	Affected delivery activity paused; no improvised shortcut through the vehicle approach.
Responsible person and communication of restriction	Tara informs the crew and refers the mismatch to Lee, who arranges responsible competent review.

4. Sequence and essential controls

Field	Record details
Preparation and first stage	Maintain the affected-task restriction until the revised arrangement is resolved, verified and the required restart decision is given.
Subsequent stages and handovers	Complete delivery sequence is in the task-specific method and is not reproduced in this educational record.
Controls before starting and who checks	Responsible people verify the revised access/separation controls before restart.
Access, exclusion and interfaces discussed	Changed pedestrian access, vehicle approach and adjoining-work interface explained from revision 3; no route dimensions or barrier design supplied here.
Stop points and escalation contact	Blocked access, conflicting vehicle activity or uncertainty: pause affected activity and contact Tara; she escalates beyond her authority.
Completion and handover	Later arrivals receive the relevant briefing before joining; Tara observes implementation after restart.

5. Communication arrangements

Field	Record details
Safe briefing location and visual used	Safe briefing location; the current revised method is used to explain access without entering the hazard.
Terms or instructions clarified	DEMO-B initially suggests using the old entrance if the new access is busy; this unauthorised alternative is corrected.
Language/communication support arrangement	No additional language-support need is assumed in this fictional case. In real use, arrange suitable support and check meaning.

5. Communication arrangements

Field	Record details
How meaning and understanding were checked	Three answer-back prompts used; DEMO-B explains the correct pause/report response after clarification.

6. Attendance

Field	Record details

Name/internal reference	Role	Briefed at	Document revision
DEMO-A	Fictional crew member	08:55	WG-07 revision 3
DEMO-B	Fictional crew member	08:55	WG-07 revision 3
DEMO-C	Fictional crew member	08:55	WG-07 revision 3
DEMO-D	Fictional crew member	08:55	WG-07 revision 3

Optional attendance/receipt acknowledgement under employer arrangements	Attendance records four fictional crew references only. No signature is treated as technical approval, competence or permission to work.

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	Team describes the verified arrangement and required restart decision before the affected activity resumes; identifies access in revision 3 from a safe briefing position.
Clarification and follow-up response	No further clarification recorded for this prompt.

7. Understanding checks

Field	Record details
Which control protects you or others, and how will you know it is in place?	
Response or safe explanation observed	Team identifies agreed access/separation and explains that a clear path alone is insufficient if it conflicts with vehicle movements. Responsible people verify the actual arrangement.
Clarification and follow-up response	No route design is supplied by this record.
What change would make you pause, and who would you contact?	
Response or safe explanation observed	Blocked route, conflicting vehicle activity or uncertainty triggers a pause and contact with Tara, who escalates beyond her authority.
Clarification and follow-up response	DEMO-B first suggested the old entrance if new access is busy. Tara explains that improvised access is not authorised; DEMO-B then describes the correct pause/report response. No hazardous demonstration.

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

8. Questions, actions and restrictions

Field	Record details
Question/action reference	Q01.
Issue and affected activity	Blocked named pedestrian entrance; proposed shortcut conflicts with vehicle approach for the affected delivery.
Current restriction or protective action	Affected delivery paused. No improvised shortcut.
Responsible action owner	Lee arranges review by the competent people responsible for the interfaces.
Target response date/time	08:30 on the fictional event date.
Actual status	Open at 08:30; resolved at 09:05 after review, rebrief, verification and the actual restart decision.
Decision or revised instruction received	WG-07 revision 3 issued and authorised at 08:45 following review.

8. Questions, actions and restrictions

Field	Record details
Resolution evidence, checker and time	Revision 3; four people rebriefed at 08:55; misunderstanding corrected; physical controls verified; Lee records restart at 09:05.
Open matter for handover	No remaining Q01 issue at closure. Any later arrival still needs relevant briefing before joining the affected task.

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	The pedestrian entrance in revision 2 no longer matches the actual conditions.
New document/revision and authorisation status	WG-07 revision 3, authorised at 08:45 after competent review under the fictional employer process.
Changes explained	Changed access and interfaces; restrictions and response to obstruction or uncertainty.
Rebrief date/time and people included	08:55: DEMO-A, DEMO-B, DEMO-C and DEMO-D, with Tara.
Understanding check and remaining questions	Three prompts checked. DEMO-B incorrect alternative corrected and the pause/report response explained back.
People still needing briefing and restriction	No other named attendee in this example. Any later joiner must be briefed before joining the affected task.
Superseded task instructions withdrawn; history retained	Revision 2 withdrawn from active task briefing set; revision history retained under employer arrangements.

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

9. Rebrief after change

Field	Record details
Applicable trigger and action	Changed access and adjoining-work interface apply in this example. Review other triggers if they arise; no blanket check that every possible condition is safe.

10. Implementation and follow-up

Field	Record details
Controls physically checked, by whom and when	Responsible people physically verify that revised controls match the reviewed arrangement before restart. Their individual names/check time are not supplied in this educational case.
Required permission/restart decision, if applicable	Lee gives the restart decision at 09:05 after verification and rebrief, under the fictional site arrangements.
Person/role and time of actual decision	Lee, fictional responsible manager; 09:05.
Subsequent observation and worker feedback	At 09:20 Tara observes the agreed access remains usable and the crew follows revision 3; no new issue recorded at that check.
Further action, owner and next check	Later changes require fresh consideration. The 09:20 observation is not a guarantee for the rest of the day.

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