

Record of Daily Briefing

Reference no.

Project name:		Project no.	
Location or site:		Date of briefing:	

All personnel are to receive a daily briefing before they enter the construction area of a site. This requirement applies to employees, sub-contractors, visitors and any other person starting work.

Key activities: <i>(including details of the organisations undertaking the activity and MS to be worked under)</i>	
Key hazards, risks and controls:	

Are relevant method statements and risk assessments in place? Yes: No:

Key visitors and deliveries:	
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Key personnel <i>(including details of sub-contractors' supervisors)</i>	
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Attendance record		
I acknowledge receipt of the daily task briefing detailed above and confirm that I have been briefed on the risk assessments and method statement for the task		
Name	Signature	Employer

	Name	Signature	Employer
Briefing given by:			