

SITE SURVEY REPORT

Toolbox Talk

Prepared for	Millbrook Fields phase 2, Lincoln (fictional)
Date	30 Sep 2026
Site	Millbrook Fields phase 2, Lincoln
Prepared by	G. Holt

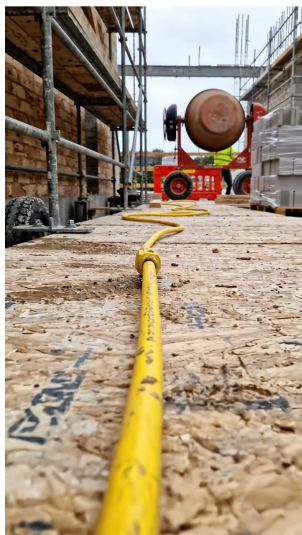
FORM

Toolbox Talk

1. The talk

Project	Millbrook Fields phase 2, Lincoln: toolbox talk (completed example)
Date	30 Sep 2026
Length of the talk (minutes)	15
Site	Millbrook Fields phase 2, Hykeham Road, Lincoln
Given by	G. Holt, site manager
Topic	Slips and trips
Why was this talk given?	After an inspection or audit finding
Risk assessment or method statement this talk covers	RA-MF2-04, site access, walkways and housekeeping
Key points covered	Raised at the site inspection on 28 September. Mud and standing water on walkways after the rain, while the welfare path is being laid. Leads and hoses to run overhead on hooks, not across walkways. Waste into skips at the end of each task. Report trip hazards to the site office. Clean boots before the scaffold stairs.

Handouts, slides or photos used



Were any questions or concerns raised?	Yes
What was raised, and what was the answer?	Bricklayers asked for more lead hooks on the plot 18 to 22 scaffold. Agreed, the scaffolder will fit them.

Does anything need following up?	Yes
What, who by and by when?	Extra lead hooks on the plots 18 to 22 scaffold. K. Marsh, scaffold foreman, by 2 October 2026.
Follow-up completed (date and by whom)	2 October 2026, hooks fitted by K. Marsh and checked by G. Holt

2. Attendees

By signing, each person confirms they attended this talk and understood it.

Attendees 1: R. Dale

Name	R. Dale
Company	Ashdown Homes Ltd
Signature	

Attendees 2: M. Fenton

Name	M. Fenton
Company	Fenton Brickwork Ltd
Signature	

Attendees 3: J. Okoro

Name	J. Okoro
Company	Fenton Brickwork Ltd
Signature	

Attendees 4: L. Hughes

Name	L. Hughes
Company	Lincs Groundworks Ltd
Signature	

L. Hughes

People signed in	4
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Anyone who missed the talk should be briefed before they start the task. Record it as a separate talk.

Presenter sign-off

Name	G. Holt, site manager
Date signed	30 Sep 2026
Presenter signature	

G. Holt