



The briefing, proven and signed

The pre-shift toolbox talk delivered for heritage repointing at Westgate Tower, capturing the hazards covered, the attendee acknowledgements, and the formal certificate of compliance that closes the briefing. The certificate is the legal artefact: it proves the talk was delivered and understood by every operative on shift before any of them ascended the scaffold.

CLIENT

Westgate Tower Repointing

SITE

14 Westgate Street, Bristol · BS1
4ST

WORK TYPE

Heritage repointing, Grade II star
facade

REFERENCE

BAI-TTC-WGT-BST-001

SECTOR

Heritage

STATUS

• Delivered, certified

Illustrative example: fictional project and parties.

7

Attendees, all signed on

6

Hazards covered in the talk

4

Questions raised and
answered

1

Certificate of compliance
issued

01

AGENDA

Six hazards, in order of severity

Delivered on 02 May 2026 at 07:30 by the site foreman, the talk ran roughly twelve minutes and covered the work pack's high-risk hazards in order of severity, each stated, demonstrated where possible and signed off with a comprehension question. The six were: work at height on the heritage scaffold, respirable silica from raking lime mortar, lime burns to eyes and skin, falling debris and the public exclusion zone, irreplaceable heritage stonework, and the emergency arrangements.

HERITAGE OVERLAY

The tower is a 14th-century facade, Grade II star listed. Any damage is an offence under the Planning (Listed Buildings and Conservation Areas) Act 1990. Operatives stop and notify the foreman on any mark or damage, with a photographic record at handover and handback every shift.

02

ATTENDEES

Seven attendees, all signed

Every operative on the work pack attended and signed acknowledgement. The signatures form the legal record that the talk was delivered and understood; anyone joining mid-shift requires a separate brief before starting.

The seven listed rows are six operative roles plus one heritage consultant recorded as Visitor.

NAME	ROLE	CSCS	ACKNOWLEDGEMENT
Daniel Frost	Foreman	Black	Signed 07:42
Marcus Henley	Stonemason	Gold	Signed 07:43
Owen Pritchard	Stonemason	Gold	Signed 07:44
Lucia Romano	Apprentice mason	Red	Signed 07:45
Hugh Aldridge	Scaffolder, CISRS	Black	Signed 07:46
Ravi Mistry	Labourer	Green	Signed 07:47
Joanna Crewe	Heritage consultant	Visitor	Signed 07:48

03

CERTIFICATE

The certificate of compliance

Four questions were raised and answered on the spot, covering scaffold inspection logging, RPE fogging, reporting stone damage and the exclusion-zone breach protocol. The certificate is the formal record that the talk was delivered and understood; it carries the briefer's signature, is countersigned by the heritage consultant, and is filed in the site safety dossier with a copy held by the principal contractor.

The four questions and their answers, recorded with the certificate.

QUESTION RAISED	ANSWER GIVEN
How often is the scaffold inspection logged?	Before first use, then every seven days and after any alteration or high wind, entered in the register

QUESTION RAISED		ANSWER GIVEN	
What if the RPE fogs while raking mortar?		Stop, step to a clear area off the working lift, refit and check the seal before resuming	
Who is told if stonework is marked?		The foreman at once with a photograph, and the heritage consultant before the shift ends	
What happens if the exclusion zone is breached?		Overhead work stops, the person is escorted out, work resumes only when the zone is clear	
The six hazards briefed, in the order of severity they were delivered.			
HAZARD		KEY MESSAGE GIVEN	
Work at height, heritage scaffold		Clip on above two metres, inspect the lift before use, no loading beyond the class	
Respirable silica, raking lime mortar		Water suppression on, FFP3 worn and seal-checked, no dry cutting	
Lime burns to eyes and skin		Gloves and goggles worn, eye-wash to hand, rinse and report any contact	
Falling debris, public below		Exclusion zone and netting kept, no tools or material left on the lift edge	
Irreplaceable heritage stonework		Hand tools first, stop and photograph any mark, notify before any change	
Emergency arrangements		Muster point, first aider named, rescue-from-height plan understood	
Attendees recorded as signed		7 of 7	
Questions answered on the spot		4 of 4	
Hazards briefed in order		6 of 6	
CERTIFIED The briefing for Westgate Tower repointing was delivered, understood and acknowledged by all seven listed attendees on 02 May 2026. All signatures were captured before any operative ascended the scaffold. Filed under BAI-TTC-WGT-BST-001 and referenced in the project CDM register.			
Reference BAI-TTC-WGT-BST-001		Delivered 02 May 2026, 07:30	Status Delivered, certified