

Staff Rota Sheet

Get a week's cover onto one page where the whole team can see it, so the gaps show up before the week starts.

A week's rota on one page: who is on, when, and where the gaps are before the week starts rather than during it.

ON THE WALL, NOT IN A MESSAGE

Print it, put it where the team can see it, and write changes on the sheet rather than telling one person. A rota that lives on a phone is a rota half the team has not seen.

Site, team or department

Week beginning

Prepared by

Issued on

Name	Role	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Hours

Cover arrangements, swaps agreed, and who to call if someone cannot make a shift