FATIGUE AND SHIFT WORK

Rota fatigue check

One sheet per rota or shift pattern. Check it against HSE's shift-work guidance (HSG256) before the pattern starts, and again whenever working hours change. This is a planning aid, not medical advice.

Site	Rota or shift pattern	Applies from	Checked by

Check	What the rota shows	OK / Change	Action and by whom
Longest shift, including overtime (HSG256 suggests a maximum of 12 hours)			
Most consecutive long (> 8 hours), night or early shifts for any one person (HSG256 suggests 2-3)			
Rotation direction (forward: mornings, then afternoons, then nights)			
Earliest start time (HSG256: avoid starts before 7.00 am where not needed)			
Recovery time between shifts, including commuting			
Break plan: set times; no saving up breaks to leave early			
When safety-critical yard work happens (not at night, early hours or end of long shifts where possible)			
Supervision and contact during low-alertness periods and for lone workers			
Handover planned without extending shifts			
Overtime and shift swaps this month (number, and who)			

Records reviewed this month

Record	What it shows by shift
Accidents and near misses	
Ill health and absence	
Overtime and shift swaps	

Risk assessment updated? (date)	Next review (date)	Signed