



FREE RESOURCE · WORKSHEET

Shift Handover Template

For Caribbean hospitality operations teams

Give the incoming shift a structured record of open issues, safety concerns, guest-impacting matters and actions still due.

How to use this resource

1 Localise it

Set the roles, escalation points and reporting rules that apply to your property and jurisdiction.

2 Record facts

Capture what was observed or reported. Keep assumptions separate from factual observations.

3 Make exceptions visible

A missed check, unsafe condition or unresolved issue should stand out from normal activity.

4 Assign the next action

Use a real role, due point and escalation route rather than leaving follow-up implied.

5 Review and close

Carry open matters into handover or management review and verify closure where the risk warrants it.

IMPORTANT

This resource is operational good-practice guidance. Confirm local law, regulator reporting, privacy, insurer, security and corporate requirements before use.

Shift Handover Template

Give the incoming shift a structured record of open issues, safety concerns, guest-impacting matters and actions still due.

Outgoing shift / manager

Incoming shift / manager

Date / handover time

Open safety or security issues

Guest-impacting operational issues

Maintenance / property issues

Incidents awaiting follow-up

Outstanding tasks and owner

Expected visitors / contractors / events

Escalations already made

Incoming shift acknowledgement

A record should lead to the next action.

CaribSafe helps keep that action visible.

CaribSafe connects patrols, incidents, handovers, Lost & Found, tasks and operational evidence so managers can see what needs attention across shifts and departments.

[Book a 20-minute walkthrough](#)