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|  | (Name of RCHE) |
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| **Staff Outdoor Duty Record** |

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| **Date** | **Name and post** | **Details of work****(please specify the name of residents for escort service or purchasing goods on behalf)** | **Place of outdoor work** | **Time of departure from the RCHE** | **Time of expected return to the RCHE** | **Actual time of return to the RCHE** | **Signature of staff** |
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