|  |  |
| --- | --- |
|  | (Name of RCHD) |
|  |  |
| **Staff Outdoor Duty Record** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **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 RCHD** | **Time of expected return to the RCHD** | **Actual time of return to the RCHD** | **Signature of staff** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |