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# Making decisions about face-to-face engagement

Template for local Healthwatch

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| Draft guidance This draft guidance is being released to help you plan for changes that are likely to take place from 21 July 2021. Our guidance will be updated once the Government has published more detailed information about which restrictions will end or be amended. |

# About

The Government has announced that they will ease COVID-19 restrictions from 21 July 2021.

However, the country will still face the risk of rising transmission rates and localised outbreaks of COVID-19. Both of which could present a danger to the public, especially those who are unvaccinated.

As local Healthwatch restarts face-to-face engagement, this template aims to highlight the issues you should consider when deciding to undertake any face-to-face activity.

# Decision-making template

Use this template to help you make decisions about face-to-face engagement

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| Question | | Answer | |
| Dates of planned engagement | |  | |
| Where will engagement be conducted? | |  | |
| What is the purpose of the engagement activity? | |  | |
| Which specific communities are you hoping to reach? | |  | |
| Have you carried out an equality impact assessment? (please attach). | |  | |
| Have you assured yourself that you are not acting against government guidance or regulations on COVID-19?. | |  | |
| Have you checked your insurance coverage? | |  | |
| Why does this engagement need to happen now? | |  | |
| Which method of engagement do you plan to use (e.g. face to face, remote or blended)? | |  | |
| Which stakeholders have been consulted? | |  | |
| What are the limitations of the engagement method planned? | |  | |
| Who will carry out the engagement and how will they travel? | |  | |
| Has a health and safety risk assessment been carried out? (please attach) | |  | |
| What measures are in place to support COVID-19 secure engagement (e.g. training, equipment). | |  | |
| Why do the benefits of this activity outweigh the risks? | |  | |
| Approval | |  | |
| Date of approval |  | **Approved by:** |  |