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# Making decisions about face-to-face engagement

Template for local Healthwatch

# About

The Government has eased several 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

|  |  |  |  |
| --- | --- | --- | --- |
| 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:** |  |