

QUICK START CHECKLIST

Here is a quick overview of things to consider as you're getting started with the Opening Schools Facilities Programme.

You can find more information on each of the below points in section 2 – 'Getting Started',

- ☐ Assess Facility Availability
- ☐ Assess Facility Condition
- ☐ Accessibility
- ☐ Capacity
- ☐ Equipment
- ☐ Scheduling
- ☐ Security
- ☐ Parking
- ☐ Insurance Policies
- ☐ Liability Coverage
- ☐ Joint Use Agreements
- ☐ Compliance with Regulations
- ☐ Risk Assessments
- ☐ Identify Stakeholders
- ☐ Communication Plan
- ☐ Feedback Mechanism
- ☐ Partnerships
- ☐ Youth Engagement
- ☐ Community Engagement
- ☐ Advisory Group
- ☐ Regular Meetings
- ☐ Existing or New Staff
- ☐ Leadership
- ☐ Activation and Coaching
- ☐ Facility Management
- ☐ Community Engagement
- ☐ Volunteer and Young Leader Development
- ☐ Health and Safety
- ☐ Data Tracking and Monitoring
- ☐ Skills Audit
- ☐ Establish Booking Procedures
- ☐ Operational Hours
- ☐ Define Oversight Responsibilities
- ☐ Create Social Media Accounts
- ☐ Newsletters
- ☐ Community Networks and Partnerships
- ☐ Flyers and Posters
- ☐ Events
- ☐ Start Small
- ☐ Continuous Improvement
- ☐ Scale Up Over Time
- ☐ Explore Linked Opportunities