School design framework action sheet

Turn the checklist into an owned programme of work

A practical companion for planning and discussion. Use it to record the setting, compare options and agree a reviewable next step. It is not a certification assessment, clinical tool or substitute for project-specific professional advice.

1. **Agree which spaces and pupil groups to review.**
2. **Record observations with teaching and premises staff.**
3. **Prioritise actions by need, feasibility and who can maintain them.**

Use the right question

Starting point	Focus	Planning question
Learning	Classroom use	What does the teaching routine require?
Access	Routes and supervision	Which routes should the school test in everyday use?
Handover	Care and review	Who owns the task during term and holidays?

Keep the brief specific: one setting, one user activity and a clear owner for the next action.

Your project worksheet

Complete this during a site walk or team discussion. Record facts separately from assumptions. Use additional sheets for complex projects.

01 Site, activity and people affected

02 Classroom use: What does the teaching routine require?

03 Routes and supervision: Which routes should the school test in everyday use?

04 Care and review: Who owns the task during term and holidays?

05 Preferred option and main constraint

06 Owner, first step and review date

Review and next action

Use these prompts to record practical observations. They are original discussion questions, not a validated survey or a scored assessment.

What does the teaching routine require?

Which routes should the school test in everyday use?

Who owns the task during term and holidays?

Agree what happens next

Action	Responsible person	Date / review
Retain, adapt, investigate or stop:		
Uncertainty or evidence to obtain:		

Sources and further reading

Read the companion article (biophilic-innovations.co.uk)

This workbook contains original guidance and worksheets. Refer to the linked sources for their full context; no third-party photographs or assessment forms are reproduced.