**Health and Safety Checklist**

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| Classroom | Date |
| Observer/ Reviewer | Quarter (*Circle one)* 1 2 3 4 |

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| **Environments** | | | |
| **YES** | **NO** | **N/A** |  |
|  |  |  | Childcare, health and other applicable operational licenses and inspection certificates are current. |
|  |  |  | Indoor and outdoor environments are free of mold and pollutants, including smoke, lead, pesticides, and herbicides, as well as soil and water pollutants. |
|  |  |  | Children are protected from potential hazards presented by windows and glass doors, including falls and breakage. |
|  |  |  | Children and staff are protected from potential injuries from appliances and heating and cooling systems; including burns from hot water (water should not exceed 120 degrees). |
|  |  |  | Each room and hallway has an emergency evacuation route clearly posted with a primary and secondary route. |
|  |  |  | Emergency procedures and telephone numbers are clearly posted near each phone. |
|  |  |  | All exits are clearly marked and free of clutter. |
|  |  |  | Emergency lighting is available in case of a power outage. |
|  |  |  | Fire extinguisher(s) are available, accessible, tested and serviced.  **List date of expiration** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. |
|  |  |  | Smoke detectors are installed, properly located, and tested regularly. |
|  |  |  | Lighting is sufficient and adequate for visibility in all classroom activities. |
|  |  |  | All classrooms provide at least 35 square feet of usable indoor space per child (excluding bathrooms, halls, kitchen, staff rooms, and storage space). |
|  |  |  | Staff child ratios are maintained at all times. (Two (2) adults at all times) |
|  |  |  | Staff is trained on universal precautions and hand – washing techniques. Precautions are followed while assisting with toileting and diaper changing, when administering first aid, and during tooth brushing. |
|  |  |  | Indoor and outdoor premises are inspected prior to each use by children. Premises are kept free of hazardous and undesired materials and conditions. |
|  |  |  | All adults can easily view all children at all times. |
|  |  |  | Children, including sleeping children, are supervised by staff at all times. |
|  |  |  | Walls and ceilings have no peeling paint and no cracked or falling plaster. |
|  |  |  | Child accessible electrical outlets have covers, are tamper-resistant, or have safety plugs. |
|  |  |  | Electrical cords are out of children’s reach. |
|  |  |  | Trash can, when not in use, is covered at all times and is stored away from heaters or other heat sources. |
|  |  |  | Drawers are closed to prevent tripping or bump. |
|  |  |  | Sharp furniture edges are cushioned with corner guards. |
|  |  |  | Enough staff members are always present to exit with children safely and quickly in an emergency. |
|  |  |  | Pets are free from disease and are maintained in a sanitary manner. |
|  |  |  | Poisonous plants are not present either indoors or outdoors in the child care areas. |
|  |  |  | All adult handbags are stored in a locked cabinet out of children’s reach. |
|  |  |  | All poisons and other dangerous items are stored in locked cabinets out of children’s reach. This includes medicines, paints, mothballs, etc. |
|  |  |  | Cots are labeled and placed in such a way that walkways are clear for emergencies. |
|  |  |  | All first aid kits have the required supplies. Non-porous gloves are readily available. The kits are stored where teachers can easily reach them in an emergency. |
|  |  |  | Medication is properly stored and labeled and is not accessible to children. |
|  |  |  | Cleaning supplies and other potentially dangerous materials are not accessible to children. |
| **COMMENTS:** | | | |
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| **Toys and Equipment** | | | |
| **YES** | **NO** | **N/A** |  |
|  |  |  | Equipment, toys, materials, and furniture are safe, age, and developmentally appropriate. |
|  |  |  | Heavy equipment or furniture that may tip over is anchored or supported to prevent tipping. |
|  |  |  | Toys and play equipment have no sharp edges or points, small parts, pinch points, chipped paint, splinters, or loose nuts or bolts. |
|  |  |  | Toys are put away when not in use. |
|  |  |  | Toys that are mouthed are cleaned and sanitized as needed between each use by individual children. |
|  |  |  | Children are not permitted to play with any type of plastic bag, balloon or latex/vinyl gloves. |
|  |  |  | Toys are too large to fit completely into a child’s mouth and have no small, detachable parts to cause choking. No coins, safety pins, or marbles for children’s use under 4 years of age. |
|  |  |  | Toy chests have air holes and a lid support or have no lid. A lid that slams shut can cause pinching, head injuries or suffocation. |
|  |  |  | Shooting or projectile toys are not present. |
|  |  |  | Sleeping arrangements for infants are free of soft bedding materials (e.g., soft mattress, crib bumpers, pillows, stuffed animals, fluffy blankets, and comforters). No drop side cribs are in use. |
| **COMMENTS:** | | | |
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| **Hallways and Stairs** | | | |
| **YES** | **NO** | **N/A** |  |
|  |  |  | Doorways to unsupervised or unsafe areas are closed and locked unless the doors are used for emergency exits. |
|  |  |  | Emergency exit doors have easy-open latches. |
|  |  |  | Teachers can easily monitor all entrances and exits to keep out strangers. |
|  |  |  | Stairways and hallways are clear of objects that can cause a fall. |
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| **Food Preparation and Storage Areas** | | | |
| **YES** | **NO** | **N/A** |  |
|  |  |  | Teachers always wash hands before handling food. |
|  |  |  | Teachers and children always wash hands before mealtimes. |
|  |  |  | Trash is always stored away from food preparation and storage areas. |
|  |  |  | Cleansers and other poisonous products are stored in their original containers, away from food, and out of children’s reach. |
|  |  |  | Refrigerated medicines are kept in a separate refrigerator to prevent spills that would contaminate food. |
|  |  |  | Food preparation surfaces are clean and are free of cracks and chips. |
| **COMMENTS:** | | | |
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| **Bathrooms** | | | |
| **YES** | **NO** | **N/A** |  |
|  |  |  | Toilet and hand washing facilities are clean, in good repair, and away from areas for food preparation. |
|  |  |  | Toilets are accessible to children and toilet paper is located where children can reach it without having to get up from the toilet. |
|  |  |  | Paper towels and liquid soap are readily available at the sink. |
|  |  |  | Teachers and children always wash hands after toileting and diaper changing. |
|  |  |  | Stable step stools are available where needed. |
|  |  |  | The changing of diapers or soiled underwear is done in a special, separate area away from food and play and is equipped with sanitizing supplies for exclusive use in the area. |
|  |  |  | Trash cans for diapers, tissues, and other materials that come in contact with body fluids can be opened with a step pedal and are lined with a plastic bag, emptied daily, and kept clean. |
|  |  |  | Electrical outlets have safety covers or are modified to prevent shock. |
|  |  |  | Electrical equipment is stored away from water. |
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| **Active Play Areas Including Playgrounds** | | | |
| **YES** | **NO** | **N/A** |  |
|  |  |  | Playground equipment and indoor gross motor equipment is age appropriate, in good repair, and protected from sun. Fall zone surface and equipment meet requirements. |
|  |  |  | Children have no access to unsupervised or unsafe areas. |
|  |  |  | Accommodations and modifications are made to ensure the safety, comfort and participation of children with disabilities. |
|  |  |  | Water for drinking and first aid is available near the play area. |
|  |  |  | A well-stocked first aid kit is accessible to all teachers during outdoor play. |
|  |  |  | Traffic patterns are designed to prevent children from bumping into each other. |
|  |  |  | Daily checks include: broken glass, animal waste, trash, toxic plants or plant debris, damage by vandals, displaced surfacing, broken equipment, chipping paint, puddles of water, insect hazards, need for lubrication of moving parts. |
|  |  |  | All areas where children can play are in view of an adult at all times. |
|  |  |  | Every child is accounted for at all times by a supervising adult. Some method of assuring that no child is hidden or missing from the group must be used. |
|  |  |  | When a child must leave the play area, to use the toilet, to get first aid, or for any other reason; secure and consistent supervision of the child who leaves and the children who remain in the play area is necessary. |
|  |  |  | Children are prevented from playing in a way that challenges them beyond their abilities or that puts others at risk of significant injury. |
|  |  |  | Sand is covered when not in use to prevent infectious disease and injury risk when animals and insects get into it. |
|  |  |  | There are no toxic or thorny plants present. |
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| **Health and Safety Procedures** | | | |
| **YES** | **NO** | **N/A** |  |
|  |  |  | All staff has criminal background checks, initial health exams, and TB screenings. |
|  |  |  | Staff implements redundant procedures to ensure no child is left alone and that all children are always visually seen. Examples: someone is designated to check classroom, outdoor play area or cafeteria prior to exiting and redundant counting of children is conducted during transitions, prior to departure and whenever necessary. |
|  |  |  | All staff is trained in mandated reporter responsibilities, including recognizing suspected child abuse and neglect and following mandated reporting requirements. |
|  |  |  | Staff implements policies that ensure children are released only to a parent, legal guardian, or other formally designated individual. |
|  |  |  | All staff is trained to protect children in emergencies. |
|  |  |  | Direct service staff are trained in first aid, CPR, and medication administration (including the special needs of children with health issues), and to respond to specific emergencies, including asthma and allergies. |
|  |  |  | Agency policies and procedures protect children with allergies from known allergies. |
|  |  |  | Infectious disease policies and procedures are in place and include contacting parents and communicating with the local health department as necessary. |
|  |  |  | Staff notifies parents when children are sick or injured. |
|  |  |  | All staff has roles and responsibilities in case of fires, injury, or other disasters. |
|  |  |  | Teachers always take a first aid kit on trips. |
|  |  |  | Children’s emergency contact information and phone numbers maintained, confidentially stored near the phone and can be easily taken along in case of an emergency evacuation. |
|  |  |  | Children are taught to report if they or anyone else is hurt. |
| **COMMENTS:** | | | |
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| **OVER ALL COMMENTS:** |
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***The Health and Safety of students and staff is the responsibility of everyone.***

*Complete this checklist quarterly or as needed to detect and eliminate hazards. Whenever a hazard is found, fix or eliminate it immediately. If you cannot fix or eliminate the hazard immediately, create a plan of action to fix the hazard and submit the plan to the grantee immediately. Having different people complete safety checks helps identify and eradicate hazards.*