

Early Head Start and Head Start Quarterly Health & Safety Checklist

Center: _____ Date: _____ Person(s) completing the checklist: _____

GENERAL FACILITIES – PHYSICAL SETTING

ITEM	YES	NO	COMMENTS	WORK ORDER NEEDED (YES/NO)
First Impression of Center, Signage and Grounds is very good.				
Windows are free of cracks, sharp edges. Window coverings are safe and in good condition to prevent injury to children.				
Exit doors open easily, do not stick or drag, and are safe from unauthorized persons.				
Facilities enable the safe and effective participation of children with disabilities.				
Pathways to exit and fire doors are clear and unobstructed. Fire doors remain in a closed position.				
Outside security lights work and are tested regularly.				
Exit signs are lit up, anytime the building is occupied and checked regularly.				
Emergency evacuation plans are clearly marked, in a central location, and are posted in English and Spanish so the path to safety outside is unmistakable.				
Emergency lighting, including flashlights is available and in working condition.				

An annual service check is performed on all fire extinguishers by a technician.				
Smoke detectors are tested monthly and batteries are changed annually.				
Fire and Tornado drills are conducted monthly.				
Rugs and runners are secure. Floors are free of splinters, large cracks, and other hazards.				
Storage areas are maintained in a neat and organized manner. Garages, storage sheds, closets, shelves, and cabinets are free from clutter, broken toys, and unused materials.				
Furnace rooms are maintained in a neat and organized manner with combustible materials removed from the area. Doors are locked at all times. Filters are checked and changed regularly.				
Kitchen cooking hoods are kept clean with filters checked bi-annually and changed as needed.				
Fire and Sanitation Inspection reports are posted.				
Rooms are well lit with lights protected by a cover/shield.				
Bathroom facilities are clean, in good repair and easily reached by children.				
Indoor premises are cleaned daily. Garbage and trash are stored and disposed of in a sanitary manner. All rubbish/garbage storage is inaccessible to children.				
Hot water temperature (in kitchen) is kept at a safe level. 100-120 F degrees.				

Surfaces are free of holes and chipped/peeling paint.				
Electrical outlets accessible to children are covered or maintained to prevent shock.				
Flammable and other dangerous materials/poisons, and cleaning supplies are stored in locked cabinets or facilities separate from medications and food and accessible only to authorized persons.				
Bleach water solution is at 100 ppm (kitchen)				
Shelter in Place Box/Bin/Bag is fully stocked and ready for use (refer to list inside storage container)				

OUTDOOR PLAYGROUND – PHYSICAL SETTING

ITEM	YES	NO	COMMENT	WORK ORDER NEEDED (YES/NO)
Playground is inspected for debris and hazards that could be dangerous before children can enter.				
Playground is clean and clear of all debris. Trash is picked up and removed daily.				
Playground equipment is in good condition, adequately secured to the ground, free of sharp edges, splinters, peeling paint, or other unsafe conditions.				
Maintenance and other hazardous materials are locked up.				
Climbing structures, swings, and slides are surrounded by a resilient/cushioned material of an acceptable depth, based on the manufacturer's recommendation/licensing requirement.				

Play area and walkway is level. Porches, decks, and/or sidewalks are in good repair.				
Sandboxes are covered when not in use.				
Stair railings are secure and free of splinters. Methods of traction on stairways and ramps are provided during wet or icy weather.				
Storage sheds remain locked when not in use.				
Outdoor play area is arranged such that no child can leave the premises. Area is monitored so that no child can get into unsafe or unsupervised areas.				

BUILDING MAINTENANCE

ITEM	YES	NO	COMMENT	WORK ORDER NEEDED (YES/NO)
HVAC system is in good condition.				
Roof is in good condition.				
Siding and paint on outside of building is in good condition.				

Decks and sidewalks are in good condition.				
Outside lighting is adequate.				
Kitchen equipment is in good condition.				

CLASSROOM – PHYSICAL SETTING

ITEM	A	B	C	D	E	F	G	COMMENTS	WORK ORDER NEEDED (YES/NO)
Policies/plans of action for emergencies that require rapid response on the part of staff are posted. (cpr/first aid, dental, emergency posters)									
Some audible means of notifying occupants in case of fire or a fire drill is provided. (air horn)									

Emergency evacuation plans are posted by the exit doors and in English and Spanish.									
Windows are free of cracks and sharp areas. All window coverings are safe and in good condition.									
Emergency lighting, including flashlights are available and in working condition.									
All electrical outlets are protected from children's access.									
Extension cords are not used as permanent wiring. If used, at least 14 gauge cords of good quality and condition are acceptable.									
Surfaces are free of holes and chipped/peeling paint.									

Rugs and runners are secure. Floors are free of splinters, large cracks or other hazards.									
Thumbtacks or push pins are not used.									
Hot water temperatures are kept at a safe level. 100-120 F degrees. <u>Document the temperature of the hot water in each classroom.</u>								Water Temp: Water Temp: Water Temp: Water Temp: Water Temp:	
Rooms are well lit with lights protected by a cover/shield.									
Classroom appearance is maintained in an orderly fashion. Floors are swept and mopped, rugs vacuumed, and shelves straightened daily.									
All trash cans are covered and kept clean.									

Equipment is free of sharp corners and edges. Broken toys and equipment are removed from the classroom immediately.									
Classroom is within ratio requirements and maximum group size has not been exceeded.									
Emergency Cell Phone is in room and charged. Does staff understand the procedures for use of cell phone?									
Toys, Materials, and Furniture are safe and in good condition.									
Bleach water solution is at 100 ppm (classroom)									
Emergency telephone numbers are posted and easily visible for fire, police, and poison control.									

CPR/First Aid/Choking posters are easily visible in the classroom.									
Grab and Go Binder is available and Bags are fully stocked and available for use									

Please use back of page, if needed to answer questions below:

Ask at least 2 random staff members of the center what is the procedure for reporting when something is broken or needs repaired at their center. List their name, job title, and response below:

Ask at least 2 random staff members of the center how they ensure Active Supervision (bus, playground, classroom, etc). List their name, job title.