

# Health and Safety Checklist

## Classrooms/Centers Observed

A. \_\_\_\_\_

B. \_\_\_\_\_

C. \_\_\_\_\_

D. \_\_\_\_\_

This observation form will help you to record your observations regarding a number of health and safety issues. Items are not intended to be an exhaustive list of Performance Standards related to health and safety, but rather items that can be rated according to a “checklist” format.

This tool is intended to assist in answering Core Question #17 on Facilities, Materials, Equipment, and Transportation and Core Question #9a on Prevention and Early

Intervention. In addition, information from this form may be useful to reviewers in other areas related to child development and health services. In order to obtain a complete picture of facilities and health and safety issues in the agency, it will be necessary to combine information from this instrument with information obtained from other observations and interviews.

Please indicate whether the item is supported by observations. Rate each item by placing a check

under the appropriate center and/or classroom (space has been provided at the top of each page for you to indicate multiple center or classroom names). In addition, at the end of each section, space is provided for comments and observations in each area. Please use this page to describe any problems or concerns that you witnessed in the observation or to explain instances where items were not observed.

**HEALTH AND SAFETY CHECKLIST**

**Area #1: Classrooms**

**Infant/Toddler**

A.	B.	C.	D.

1. Sanitation and hygiene procedures for diapering have been adopted that adequately protect the health and safety of children served by the program and staff. [1304.22(e)(5)]
2. The diaper-changing area is located away from areas used for cooking, eating, or children’s activities. [1304.53(a)(10)(xiv)]
3. Diapers are disposed of in a safe and sanitary manner. [1304.53(a)(10)(xvi)]
4. Infant sleeping arrangements use firm mattresses and avoid soft bedding materials, such as comforters, pillows, fluffy blankets, or stuffed toys. [1304.53(b)(3)]
5. Cribs are at least 3 feet apart from each other. [1304.22(e)(7)]
6. Infant toys are made of nontoxic materials and are sanitized regularly. [1304.53(b)(2)]
7. Toilet training equipment is available for children being toilet trained. [1304.53(a)(10)(xv)]

**Comments:**

**HEALTH AND SAFETY CHECKLIST**

**Area #1: Classrooms (continued)**

**All Classrooms**

A.	B.	C.	D.

1. Nonporous gloves are available for use when dealing with bloody bodily fluids. [1304.22(e)(3)]
2. Staff promote effective dental hygiene among children in conjunction with meals. [1304.23(b)(3)]
3. Toys are stored in a “safe and orderly fashion” (e.g., in their assigned places, not out where people can trip over them). [1304.53(b)(1)(vii)]
4. The indoor and outdoor space for infants and toddlers is separated from general walkways and areas used by preschoolers. [1304.53(a)(4)]
5. Toys, materials, and furniture are safe, durable, and in good condition (e.g., materials free of sharp edges and loose pieces, balloons and/or plastic bags not used, no choking hazards). [1304.53(b)(1)(vi)] All blind cords hang freely, are **NOT** tied together creating a loop. Cord cleats are installed and used when blinds are in the upright position.
6. Center space is organized into functional areas that can be recognized by children and that allow for individual activities and social interactions. [1304.53(a)(3)]
7. Staffing patterns support regulations regarding class size and number of adults per class. [1306.20]
8. Staff, volunteers, and children wash their hands with soap and running water after diapering or toilet use, before food-related activities, whenever hands are contaminated with blood or other bodily fluids, and after handling pets or other animals. Staff and volunteers also wash their hands with soap and running water before and after giving medications, before and after treating or bandaging a wound, and after assisting a child with toilet use. [1304.22(e)(1)–(2)] Water temperature no higher than 120° at sinks where children wash their hands.

**Comments:**

**HEALTH AND SAFETY CHECKLIST**

**Area #2: Indoor Facilities**

**Sanitation/Hygiene**

A.	B.	C.	D.

1. Facilities are available for the proper storage and handling of breast milk and formula. [1304.23(e)(2)]
2. Bathroom facilities are clean, in good repair, and easily reached by children. [1304.53(a)(10)(xiv)]
3. Bathroom facilities are separated from areas used for cooking, eating, or children’s activities. [1304.53(a)(10)(xiv)]
4. Indoor and outdoor premises are cleaned daily and kept free of undesirable and hazardous materials and conditions. [1304.53(a)(10)(viii)]
5. Garbage and trash are stored and disposed of in a safe, sanitary manner. [1304.53(a)(10)(xvi)]
6. A utility sink is specifically used to clean potties. [1304.22(e)(6)]

**Comments:**

**HEALTH AND SAFETY CHECKLIST**

**Area #2: Indoor Facilities (continued)**

**Safety**

A.	B.	C.	D.

1. The facility has approved, working fire extinguishers and an appropriate number of smoke detectors that are tested regularly. [1304.53(a)(10)(v), 1304.53(a)(10)(vi)]
2. Windows and glass doors are constructed, adapted, or adjusted to prevent injury to children. [1304.53(a)(10)(xii)]
3. Electrical plugs accessible to children are covered. [1304.53(a)(10)(xi)]
4. The heating/cooling system is insulated to protect children and staff from potential burns (Note: Look at pipes and/or radiators.) [1304.53(a)(10)(i)]
5. There is an absence of highly flammable furnishings, decorations, or materials that emit toxic fumes. [1304.53(a)(10)(ii)]
6. Flammable and other dangerous materials/poisons are stored in locked cabinets or facilities separate from medications and food and accessible only to authorized persons. [1304.53(a)(10)(iii)]
7. Appropriate licenses (water/sewage, food/sanitation, fire codes, and vendor/contractor licenses) are seen. [1304.53(a)(6) and (10)(xiii), 1304.23(e)(1), 1306.30(c)]

**Comments:**

**HEALTH AND SAFETY CHECKLIST**

**Area #2: Indoor Facilities (continued)**

**Facility Layout and Environment**

A.	B.	C.	D.

1. If necessary, there is a safe and effective heating and cooling system. [1304.53(a)(10)(i)]
2. There is at least 35 sq. ft. of usable indoor space per child (not including bathrooms, halls, kitchen, staff rooms, and storage places). [1304.53(a)(5)]
3. Facilities enable the safe and effective participation of children with disabilities. [1308.4(o)4]
4. Rooms are well lit. [1304.53(a)(10)(iv)]

**Comments:**

A.	B.	C.	D.

**Provisions for Emergencies**

1. Exits and/or evacuation routes are clearly marked. [1304.22(a)(3), 1304.53(a)(10)(vii)]
2. Emergency lighting is available. [1304.53(a)(10)(iv)]
3. Emergency telephone numbers (e.g., EMS, Fire, Police, Poison Control) are clearly posted. [1304.22(a)(2)]
4. Policies and plans of action for emergencies that require rapid response on the part of staff (e.g., a child choking) or immediate medical or dental attention are clearly posted. [1304.22(a)(1)]
5. A well-supplied first-aid kit is available, accessible to staff, and out of reach of children. [1304.22(f)(1)]
6. Material Safety Data Sheets are available for staff.
7. Children's Emergency Health Plans (i.e. seizure or food allergy plans) are located in a confidential red folder next to first aid kit in classroom for easy access by staff in case of health emergency.

**Comments:**

**HEALTH AND SAFETY CHECKLIST**

**Area #2: Indoor Facilities (continued)**

**Medication Administration**

A.	B.	C.	D.

1. All medications are properly labeled (i.e., name of child/staff, name of medication, dosage, name/number of pharmacy/physician). [1304.22(c)(1)]
2. Medications are under lock and key and out of reach of children. [1304.53(a)(10)(iii), 1304.22(c)(1)]
3. Medications in need of refrigeration are refrigerated. [1304.22(c)(1)]

**Comments:**

A.	B.	C.	D.

**Area #3: Outdoors**

1. There is at least 75 sq. ft. of usable outdoor space per child. [1304.53(a)(5)]
2. The playground equipment is in good repair and safe condition (e.g., adequately secured to the ground, free of sharp edges and/or splinters, soft falling surface). [1304.53(a)(7), 1304.53(a)(10)(viii), 1304.53(a)(10)(x)]  
Minimum of 9" of cushioning surface material available and borders are 6' away from outside edge of structure
3. The outdoor play area is arranged such that no child can leave the premises or get into unsafe or unsupervised areas. [1304.53(a)(9)]

**Comments:**

