



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 the Core Questions concerning Facilities, Materials and Equipment and Prevention and Early Intervention. Information from this form, in addition, 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 indicated 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, on the last page 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.

Sanitation/ Hygiene

- 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)]

Safety

- 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, transportation, and vendor/ contractor licenses) are seen. [1304.53(a)(6) and (10)(xiii), 1304.23(e)(1), 1306.30(c)]
- 8. Water temperature is checked.

Facility Layout and Environment

- 1. If necessary, there is a safe and effective heating and cooling system. [1304.53(a)(10)(i)]
- 2. There is at least 35 square feet of usable (i.e., not including bathrooms, halls, kitchen, staff rooms, and storage places) indoor space per child [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)]

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)]

Medical Administration

- 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)]

Area #3: Outdoors

- 1. There is at least 75 square feet 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)]
- 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)]
- 4. Outdoor play is adequately supervised by staff (staff are in strategically located places with focused attention on children)

Comments/ Observations

Area #1: Classrooms

Infant/ Toddler

All Classrooms

Area #2: Indoor Facilities

Sanitation/ Hygiene

Safety

Facility Layout and Environment

Provisions for Emergencies

Medication Administration

Area #3: Outdoor Facilities