

Northeast South Dakota Head Start Program Environmental Health and Safety Checklist

This checklist is used to assist staff in providing a safe and healthy environment for Head Start children.

Instructions:

Please review each item. Check and date the boxed yes or no. Yes responses are in the safe category.

Responding NO to any statement indicates that action should be taken immediately to correct the safety hazard.

Document on the last page the corrective action needed.

This checklist should be reviewed bi-annually to ensure validity. (September/October and January/February)

Unit: Address:	SEPT / OCT		JAN / FEB	
	YES	NO	YES	NO
911 posted at every phone in case of emergency.				
Location of Emergency Systems Listed:				
Central Alarm Control Box / Main Telephone Panel / Emergency Power Source / Water Shut Off / Natural Gas Line / Main Electric Panel				
Emergency Procedures				
1. All exits clearly identified & emergency lighting available				
2. Schematic drawing of exit plans posted in each room (north at the top & locations of fire extinguishers)				
3. Current inspection of fire extinguishers Date:				
4. Extinguishers in proper locations & staff trained in use				
5. Fire extinguishers are checked monthly				
6. Smoke detectors & other alarms are checked monthly				
7. Consideration is given to the evacuation of children/adults with special needs (ask staff).				
8. Emergency procedure is established, posted, & practiced. <ul style="list-style-type: none"> • Fire Drills are practiced monthly • Tornado Drills (Sept/Oct & April/May) • Lock Down Drills 				
9. Emergency Preparedness Log is posted & completed.				
10. Procedures for action in case of medical emergency				
11. First-aid information available to include choking				
12. Basic CPR instructions available				
13. Dental emergency chart				
14. Accurate emergency cards (ChildPlus Report#1520 – Contact Information) #containing current medical & dental provider & persons to contact accessible but not for public view				

Environment	SEPT / OCT		JAN / FEB	
	YES	NO	YES	NO
1. Appropriate space per child - 35 sq. feet per child in classroom and 75 sq. feet per child outdoors				
2. Pipes & radiators are inaccessible to children or covered to prevent contact				
3. Electrical cords are out of children's reach and kept out of doorways & traffic paths & not under carpets or rugs				
4. Unused electrical outlets are covered by outlet caps				
5. Medicine, in its original container, is kept in a locked place where children are unable to see or reach. (Unlocked if an emergency medication)				
6. Windows screens stay in place when pushed. Are windows & glass doors are constructed, adapted, or adjusted to prevent injury to children.				
7. Trash is in appropriate covered containers & is emptied & cleaned daily (exception - trash containers at the art table containing only paper)				
8. There are no poisonous plants				
9. Walls and ceilings are free from peeling paint & cracked or falling plaster.				
10. Floors are kept clean and in good repair				
11. No animals may be kept as pets				
12. Rooms are well lit				
13. Cleaning schedule is posted				
14. Indoor and outdoor spaces are kept clean				
15. Are children prevented from getting into unsafe and unsupervised areas? (ex. Exposed to vehicular traffic)				
16. Adequate staff is available to supervise children with the appropriate staff to child ratio (1:10)				
17. Hallways and stairs are free of clutter				
18. Hallways and stairs are well lit				
19. Hand railings are at child height and stable				
20. Stairway gates are in place when appropriate				
21. Doorways to unsupervised or unsafe areas are always locked unless this prevents emergency evacuation. These exits are equipped with a buzzer or bell.				
22. Flammable materials and equipment are not stored near furnace or hot water heaters				
23. All items not intended for children stored out of site/reach of children (staff/ volunteer personal belongings, etc).				

24. Pesticides are applied only by a certified pest control operator & when children are not present. When did the children return to the center after spraying?				
25. Stable step stools are available when needed				
26. Electrical appliances are not in bathrooms				
27. Are areas for diapering & toileting separate from areas for cooking, eating, & children's activities?				
28. Does the program maintain a smoke-free environment on center & home base grounds?				
29. Has the center / home base been tested for lead?				
30. Does the staff follow hand washing procedures?				

Equipment and Toys	SEPT / OCT		JAN / FEB	
	YES	NO	YES	NO
1. Toys and play equipment are checked often for sharp edges and small parts				
2. Lead free paints are used on painted toys				
3. Balloons are to be used only under adult supervision				
4. Riding toys are stable and well balanced				
5. Outdoor play equipment & surface is checked daily to meet health & safety requirements.				
6. Toys are put away when not in use				
7. Art materials are labeled as non-toxic				
8. Art materials are stored in their original containers				
9. Teaching aids (projectors, etc) are put away when not in use				
10. Projectile toys (pop guns, darts) are not used				
11. Evidence that toys & classroom materials are cleaned according to the schedule				

Emergency Preparation	SEPT / OCT		JAN / FEB	
	YES	NO	YES	NO
1. All staff understands their roles & responsibilities in case of emergency / accident including appropriate paperwork. (accident report and follow-up)				
2. There are staff present who are knowledgeable in first-aid and CPR (Teachers, Teacher Assistants, Bus Drivers, Home Visitors and Home Visitor Assistants)				
3. First aid kits & fanny packs are checked regularly including buses & kept within easy reach.				
4. First aid kits include only items on the first aid supply list / supply list included				

5. Body fluid clean-up kits including nonporous gloves are available and easily accessible				
6. First aid kits and fanny packs contain current first aid instructions, including the bus				
7. Staff instruct and practice with the children, “stop, drop, and roll” procedure				
8. First aid fanny packs and emergency cards are easily accessible and used when outdoors or on field trips				
9. Each site has Exclusions from the Child Care Setting				

Bus Safety	SEPT / OCT		JAN / FEB	
	YES	NO	YES	NO
1. Daily inspections completed				
2. Fire extinguisher checked & labeled				
3. Seat belt cutter available & labeled				
4. First aid kit on bus is checked & labeled				
5. Updated emergency cards for each child on the bus				
6. Body fluid clean-up kits including nonporous gloves				
7. Bus evacuation procedures established and practiced with children 3 times per year				

Site Inspections / Required Postings	SEPT / OCT		JAN / FEB	
	YES	NO	YES	NO
1. Fire Inspection complete. Date: _____				
2. Department of Labor Employee Rights Poster				
3. Non-Discrimination Poster				

Date _____

Date _____

Teacher/Home Visitor_____
Teacher/Home Visitor_____
Reviewer_____
Reviewer**Documentation for Corrective Action**