

# Health and Safety Checklist

INDOOR SAFETY			
Classroom or area:		Date checked:	
Item	In Place	Comments	Date Completed
Classroom is free from clutter (tops of cubbies, cabinets, shelves, halls, teacher areas).			
All teachers can easily view all areas used by children.			
Electrical plugs accessible to children are covered.			
Electrical and drapery cords are out of children's reach. Electrical cords are placed away from doorways and traffic paths.			
All teacher handbags are in locked storage.			
Flammable and all poisons and other dangerous items marked "keep out of reach of children" are stored in locked cabinets. This includes medicines, paints, cleaners, mothballs, etc.			
Poisonous plants are not present in the child care areas.			
Appliances and sharp or hazardous cooking utensils are stored out of children's reach.			
Knives are in locked storage.			
Locks are checked at the beginning and end of the day.			
Soft furnishings are clean and in good repair.			
All other furniture is sturdy and in good repair.			
All large pieces of furniture and storage shelves are securely anchored.			
Rugs, curtains, pillows, blankets, and cloth toys are flame resistant.			
Cribs/Cots are placed at least 3 feet apart, in such a way that walkways are clear for emergencies.			
Infant sleeping arrangements use firm mattresses and avoid soft bedding materials, such as comforters, pillows, fluffy blankets or stuffed toys.			

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Cribs have slats placed 2 3/8 inches apart or less and have snug-fitting mattresses. Mattresses are set at their lowest settings and sides are locked at their highest settings.			
Children do not have access to toys and toy parts that pose a swallowing or inhaling hazard.			
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.)			
Toys are not hung across the cribs of infants who can sit up.			
Teachers know the primary and secondary evacuation routes and practice the procedures monthly with children.			
There is a safe and effective heating and cooling system.			
Emergency telephone numbers (e.g., EMS, Hospital or Emergency medical clinic, Health Department, Fire, Police, Poison Control) are clearly posted near telephone.			
A well supplied first-aid kit is available, accessible to child care providers, and out of reach of children.			
Emergency lighting is available and working (i.e.: flashlights).			
Fire safety rules and guidelines are reviewed with children and teachers.			
Emergency fire drills are conducted and documented.			
The facility has approved, working fire extinguisher and an appropriate number of smoke detectors that are tested regularly.			
Walls and ceilings have no peeling paint and no cracked or falling plaster.			
Hinges and joints are covered to prevent small fingers from being pinched or caught.			



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Doorways to unsupervised or unsafe areas are closed and locked unless the doors are used for emergency exits.			
Teachers can easily monitor all entrances and exits to keep out strangers.			
All exits are clearly marked and free from clutter.			
Enough teachers are always present to exit with children safely and quickly in an emergency.			
Emergency exit doors have easy-open latches.			
All required windows have closed, permanent screens.			
Floor coverings are attached to the floor or backed with nonskid materials.			
Appropriate licenses (water/sewage, food/sanitation, fire codes, and vendor/contractor licenses) are posted and easily seen.			
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Non-perishable food is stored in labeled, insect-resistant metal or plastic containers with tight lids.			
Food preparation surfaces are clean and are free of cracks and chips.			
Refrigerator temperature is monitored by a thermometer and is kept at or below 40 degrees Fahrenheit.			
Medication in need of refrigeration is refrigerated.			
Allergies are posted and food/beverage substitutions made.			
Hot foods are kept at 140 degrees Fahrenheit or higher until ready to be eaten.			

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Bleach water is made fresh daily.			
Countertops are clean.			
Toys that are mouthed are washed after each use.			
Toys are made of nontoxic materials and are sanitized regularly-sprayed daily and cleaned weekly.			
Non-porous gloves are available for use when dealing with blood and/or other bodily fluids.			
Diapers are disposed of in a safe and sanitary manner.			
Trash is covered at all times and is stored away from heaters or other heat sources.			
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.			
Floor temperature must be at a minimum of 68 degrees.			
Pets are free from disease, are immunized as appropriate, and are maintained in a sanitary manner.			
Bathroom facilities are clean and in good repair.			
Paper towels and liquid soap are readily available at the sink.			
Classroom carpet/floor areas are cleaned daily.			
<b>OUTDOOR HEALTH AND SAFETY</b>			
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Daily playground checks include: broken glass, animal waste, trash, toxic plants or plant debris, damage by vandals, rocks/sand on pavement, smoking debris, broken equipment, chipping paint, puddles of water, insect hazards, depth of cushioning.			
Sand is covered when not in use to prevent infectious disease and injury risk when animals and insects get into it.			

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Classroom or area:		Date checked:	
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Children wear helmets when riding tricycles and bicycles.			
Surfaces underneath outdoor play equipment on which children can climb are covered with a least 9 inches of impact-absorbing material.			
There are no equipment pieces that could catch clothing. There are no strings or loose items on children's clothing or around children's necks that could get caught on play equipment.			
The outdoor play area is arranged such that no child can leave the premises or get into unsafe or unsupervised areas.			
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, moving parts are lubricated).			
There are no openings in any pieces of active play equipment between 3 1/2 and 9 inches that could cause head entrapment.			
There is a fence that encloses the play area.			
Fence is in good repair.			
There are no tripping hazards.			
There are no poisonous plants in the outdoor play areas.			
Nobody smokes or has lighted cigarettes in smoke free zone.			