

**SAFETY CHECKLIST
SUU HEAD START**

Center Name: _____ Teacher: _____

Inspected by: _____ Date: _____

CLASSROOM CHECKLIST	Yes	No
Is there at least 35 sq. ft. of usable indoor space per child? (This should not include bathrooms, halls, kitchen, staff rooms and storage places.)		
Is the heating/cooling system insulated to protect children and staff from potential burns?		
Is emergency lighting available and in working order?		
Are nonporous gloves available for dealing with bodily fluids?		
Are all toys in good repair with no sharp edges or missing parts?		
Are toys stored in a safe and orderly fashion?		
Have all washable toys been cleaned and sanitized within the last week?		
Are floors free from grease, spilled food, water or other slippery hazardous materials?		
Is the classroom well organized with clear walkways to all areas of the room?		
Are cupboard doors and drawers closed after use?		
Are stairways and ramps well lit and uncluttered?		
Is the floor covering free of worn or loose tread?		
Is there a sturdy handrail the full length of the stairs or ramps?		
Are electrical outlets covered by furniture or outlet caps?		
Are children supervised by an adult at all times?		
Is the last fire drill report posted and is previous drill information available.		
Is the fire extinguisher easily reached in an emergency?		
Have all staff been trained to use the fire extinguisher correctly?		
Does the extinguisher have an inspection sticker dated within the last 12 months?		
Is there a working smoke detector which has been tested within the last 60 days?		

Do staff, volunteers and children wash hands with soap and running water after toilet use, before food related activities, before and after giving medication or treating a wound, after handling pets or other animals, and after cleaning up any bodily fluid.		
OUTSIDE CHECKLIST	Yes	No
Is there at least 75 sq. ft. of usable outdoor space per child?		
Is the outdoor play area arranged so that no child can leave the premises or get into unsafe or unsupervised areas?		
Is the playground free of rocks, nails, broken glass, tin cans, garden tools, or other things lying around that could cause an injury?		
Are outside steps, porches, patios, rails, and sidewalks in good repair? Is there a clear uncluttered path for walking?		
Is play equipment sturdy and in good repair?		
Is there eight to ten inches of pea gravel or other cushioning under all climbing equipment?		
Are bike paths and sidewalks swept clear of sand and gravel regularly?		
EMERGENCY PREPARATION	Yes	No
Do all staff understand their roles and responsibilities in case of an emergency?		
Are smoke detectors and other alarms kept in working order?		
Do children know to “stop, drop and roll” if their clothes catch fire?		
Does each room and hallway have a fire escape route posted in clear view?		
Are emergency procedures and telephone numbers posted near each phone in clear view?		
Is a Poison Control sticker on every telephone in the center?		
Are all exits clearly marked?		
Does teacher’s roll book contain all contact information for children?		

USDA HEALTH & SANITATION REGULATIONS	Yes	No
Is the kitchen inaccessible to children, unless there is constant supervision by an adult?		
Are eating utensils and plates free of cracks and chips?		
When dishes are hand washed is bleach used to sterilize dishes in final bath? Are procedures wash, rinse, sterilize, air dry being followed?		
Is thermometer in refrigerator and freezer at proper temperature regulation?		
Are chemicals stored in locked cupboard not accessible to children? (Not above adult eye level for safety)		
Do labeled chemicals poured into other containers such as spray bottles include warnings and hazard information on new container?		
Are food service sponges kept in sanitizer when not in use and used only for food service?		
Are garbage cans containing food covered?		
Is garbage emptied daily?		
Are all items stored in the kitchen cupboards related to food service?		
Are all opened packaged foods stored in closed metal or plastic containers and labeled?		
Are all foods in refrigerator covered?		
Are all food products above the floor level?		
Are food and non food items such as paper goods and cleaning supplies stored separately?		
Is the sink in the kitchen used only for food service? Are hand washing, paint mixing and disposal done elsewhere?		
Is a colander used to wash fruits and vegetables so that they do not come in contact with the sink?		
Are kitchen floor and appliances kept clean?		