

## Head Start Facilities and Safe Environments Checklist

Place an M for Met Expectations and C for Concern Observed in the box when you observe evidence of each of the items listed. N/O can be used for Not Observed and N/A can be used for Not Applicable. Describe any problems or concerns you witness in the comment section.

Checklist results must be reviewed with delegate staff person responsible for safe environments: [Click here to enter text.](#)

**Reviewer:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Site:** \_\_\_\_\_ **Room:** \_\_\_\_\_

### Facility, Layout and Environment

<u>Facility, Layout and Environment</u>	M/C	Comments
Are there at least 35 square feet of usable indoor space—excluding bathrooms, halls, kitchen, staff rooms, and storage space? 19CSR 30-62.082(2)(B)1.A HSPPS 1302.21(d)(2)		
Observe the facilities and equipment, and describe how provisions are made for children with disabilities to ensure their safety, comfort, and participation. 19CSR 30-62.092(3)(B) HSPPS 1302.61 (a) & 1302.31(d)		
Are classrooms well lit? 19CSR 30-62.082(2)(A)(4) HSPPS 1302.47(b)(1)(v)		
If necessary, there is a safe and effective heating and cooling system? Are heating and cooling systems insulated to protect children and staff from injuries such as burns? 19CSR 30-62.082(1)(H) 19CSR 30-62.082 (2)(A)(5)		
Children and staff are protected from potential burn injuries from hot water (water should be between 100 and 120 degrees) MO BCC Sanitation [19CSR 30- 60.100 (3)(B), 19CSR 30-60.060 (1)(B), 19CSR 30-62.082 (1)(B)]		
Are windows and glass doors that are accessible to children constructed, adapted, or adjusted to prevent injury to children? Look for a seal on the safety glass. 19CSR 30-62.082(2)(A)(2)		

**Indoor Environment**

M/C

Comments

Does the program ensure that indoor premises are cleaned daily and kept free of undesirable and hazardous materials and conditions? 19CSR 30-62.082(2)(A)(6) HSPPS 1302.47 (b)(1) CFOC 3.3.0.1		
Does the program ensure that all equipment and materials are kept safe through an ongoing system of preventative maintenance? 19CSR 30-62.092(1)(A)(1) HSPPS 1302.47 (b)(2), 1302.47(b)(1)(ix) CFOC 5.3.1.1/5.5.0.6/5.5.0.7		
Are electrical outlets accessible to children covered or maintained to prevent shock? 19CSR 30-62.082 (1)(G) HSPPS 1302.47(b)(1)(iv) CFOC 5.2.4.2		
Bathroom facilities are kept clean, in good repair and easily reached by children. Supplies including toilet paper, hand soap, and towels are available and accessible. 19CSR 30-62.082 (3)(A)(4) & (7) HSPPS 1302.47(b)(2) CFOC 3.3.0.7		
Toileting and diapering areas are separated from areas used for preparing food, cooking, eating or children's activities. 19CSR 30-62.082 (4)(a) & (d) HSPPS 1302.47(b)(1)(viii)		
No material or equipment is stored in the bathrooms. Bathroom supplies (i.e. extra clothes for children) shall be stored to prevent contamination. MO BCC Sanitation A.1 [19CSR30-60.090(1); 19CSR30-62.082 (1)(A) and (2)(A)(9)]		
Are garbage and trash stored and disposed of in a safe, sanitary manner? MO BCC Sanitation Section L		
Equipment, materials, furnishings, and play areas should be sturdy, safe, in good repair, and meet the recommendations of the CPSC. Programs should attend to, including, but not limited to, the following safety hazards: a) Openings that could entrap a child's head or limbs; b) Elevated surfaces that are inadequately guarded; c) Lack of specified surfacing and fall zones under and around climbable equipment; d) Mismatched size and design of equipment for the intended users; e) Insufficient spacing between equipment; f) Tripping hazards; g) Components that can pinch, shear, or crush body tissues;		

<p>h) Equipment that is known to be of a hazardous type;  i) Sharp points or corners;  j) Splinters;  k) Protruding nails, bolts, or other parts that could entangle clothing or snag skin;  l) Loose, rusty parts;  m) Hazardous small parts that may become detached during normal use or reasonably foreseeable abuse of the equipment and that present a choking, aspiration, or ingestion hazard to a child;  n) Strangulation hazards (e.g., straps, strings, etc.);  o) Flaking paint;  p) Paint that contains lead or other hazardous materials; and  q) Tip-over hazards, such as chests, bookshelves, and televisions.</p> <p>Plastic bags that are large enough to pose a suffocation risk as well as matches, candles, and lighters should not be accessible to children.  CFOC 5.3.1.1/5.5.0.6/5.5.0.7</p>		
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**Comments:**

**Provisions for Emergencies**

**M/C**

**Comments**

<p>Policies and plans of action that require rapid response for emergencies on the part of staff (<i>e.g., a child choking</i>) or immediate medical or dental attention are clearly posted?                  HSPPS 1302.47(7)(i) CFOC 3.4.3.1</p>		
<p>Emergency telephone numbers (<i>e.g., EMS, Fire, Police, and Poison Control</i>) are clearly posted?                  19CSR 30-62.090(2)(B) HSPPS 1302.47(7)(i) CFOC 3.4.3.1</p>		
<p>Are exits clearly visible and emergency evacuation routes clearly marked on a pictorial map and posted so the path to safety outside is unmistakable?                  19CSR 30-62.087(2)(E), 19CSR 30-62.087(1)(F)(3), 19CSR 30-62.090(1)(C)2 HSPPS 1302.47(b)(1)(v) CFOC 3.4.3.1</p>		
<p>Are emergency evacuation procedures (<i>e.g. fire or weather-related</i>) practiced regularly? Is documentation of drills available to copy/review? (<i>fire drills must be practiced monthly and tornado &amp; disaster drills practiced every 3 months- review evacuation logs to verify (form BCC-14)</i>)                  19CSR 30-62.087(2)(F) HSPPS 1302.47(7)(i) CFOC 9.2.4.3/9.2.4.5</p>		
<p>Is emergency lighting available in case of a power failure? (working flashlight or battery operated emergency lighting)                  19CSR 30-62.087(4)(D) CFOC 5.1.1.3</p>		
<p>Are safety supplies readily accessible to staff (including at a minimum fully equipped &amp; up-to-date first aid kits &amp; appropriate fire safety supplies)                  19CSR 30-62.087 HSPPS 1302.47(b)(1)(vi) CFOC 5.6.01 MARC HS Policy 9010</p>		

**Comments:**

**Safety**

M/C

Comments

<p>Nonporous gloves are available for use when dealing with blood and bodily fluids?          HSPPS 1302.47(b)(6)(iii) OSHA standards-CFOC 3.2.3.4</p>		
<p>If you observe a situation requiring the cleanup of bodily fluids, describe whether nonporous gloves are available to staff, where the gloves are kept, and when staff determine they would use them.          HSPPS 1302.47(b)(6)(iii) OSHA standards-CFOC 3.2.3.4</p>		
<p>If plants are in the classroom, they are labeled and are not listed on the Missouri Regional Poison Center toxic plant list.          19CSR 30-62.082(1)(I) MO BCC Section A (7) HSPPS 1302.47(b)(1)(iii)</p>		
<p>There is an absence of highly flammable furnishings, decorations, or materials. <i>(Nothing is hung from electric light fixtures.)</i>          19CSR 30-62.087(11)(A) CFOC 5.1.1.3</p>		
<p>Flammable and other dangerous materials/poisons-<b>any items that are marked “keep out of the reach of children”</b>, including staff and volunteer personal belongings (e.g., bleach, cleaning fluids, hand sanitizer, shaving cream, nail polish remover) are stored inaccessible to children &amp; not used when children are present, kept separate from medications and food and accessible only to authorized persons.          19CSR 30-62.082(1)(I) CFOC 5.2.9.1</p>		
<p>Look at the first aid kits and indicate whether:</p> <ul style="list-style-type: none"> <li>• Kits are well supplied, according to program requirements, and appropriate for ages served and program size,</li> <li>• Items in kits are within the expiration date, if applicable,</li> <li>• All staff working with children know where the kits are located,</li> <li>• Kits are kept out of children’s reach</li> <li>• Program has a portable first aid kit for use on trips to offsite locations or on the playground, and</li> <li>• Inventory is conducted at regular intervals and documentation available</li> </ul> <p>HSPPS 1302.47(b)(v) CFOC 5.6.0.1 MARC HS Policy 9010</p>		
<p>Are approved working fire extinguishers readily available to staff? <i>(make sure the annual inspection tag is within 12 months of the punched date)</i>          19CSR 30-62.087(12)(c) HSPPS 1302.47(b)(vi) CFOC 5.1.1.3</p>		

**Comments:**

**Classroom Environment**

M/C

Comments

<p>Emergency supplies, including parent and emergency contact information are available in the event evacuation is needed. 19CSR 30-62.090(c) HSPPS 1302.47(b)(8) CFOC 9.2.4.31/9.2.4.5</p>		
<p>Staffing patterns support regulations regarding class size and number of adults per class. How many children are present in the classroom during observation? How many paid staff are in the classroom during observation? 19CSR 30-62.112 HSPPS 1302.21(b) CFOC 1.1.1.1-1.1.1.5</p>		
<p>Children are supervised at all times (including sleeping children). 19CSR 30-62.182(1)(A) HSPPS 1302.47(b)(5)(iii) CFOC 2.2.0.1</p>		
<p>Elements of CASE are observed:</p> <ul style="list-style-type: none"> <li>• Communication between staff and parents about children’s location</li> <li>• Attendance-face to name attendance is heard during transitions, as well as counting</li> <li>• Sweep the area to make sure no children are hiding when leaving any area</li> <li>• Eyes on the children at all times-Active Supervision is observed (ex. positioning body to observe all children while working with a group of children &amp; staff zoning)</li> </ul> <p>HSPPS 1302.47(b)(5)(iii) CFOC 2.2.0.1</p>		
<p>Are equipment and materials:</p> <ol style="list-style-type: none"> <li>i. Clean and safe for children’s use &amp; appropriately disinfected</li> <li>ii. Accessible only to children for whom they are age appropriate</li> <li>iii. Designed to ensure appropriate supervision of children at all times;</li> <li>iv. Allow for the separation of infants &amp; toddlers from preschoolers during play in center-based</li> <li>v. Kept safe through an ongoing system of preventative maintenance</li> </ol> <p>19CSR 30-62.092(2) HSPPS 1302.47(b)(2)</p>		
<p>Each child in the classroom is provided with a rest mat or cot that is in good condition and used according to Missouri Child Care licensing regulations. 19CSR 30-62.092(1)(B)1.A HSPPS 1302.31(e)(1)</p>		
<p>Sleeping equipment is arranged to provide at least a 2 foot aisle on one long side. 19CSR 30-62.092(1)(B)1D</p>		
<p>When and how often are toys sanitized? Is the sanitizing schedule posted in the classroom? <i>(Review toy sanitizing date listed on the safety checklist.)</i> HSPPS 1302.47(2)(i) CFOC 3.3.0.1</p>		

**Hygiene & Nutrition Services**

**M/C      Comments**

<p>Do staff, volunteers, and children wash their hands with soap and running water:</p> <ul style="list-style-type: none"> <li>○ When entering a classroom</li> <li>○ After diapering or toilet use,</li> <li>○ Before food preparation, handling, consumption, or any other food-related activity,</li> <li>○ Whenever hands are contaminated with blood or other bodily fluids, and</li> <li>○ After handling pets or other animals</li> <li>○ After playing in sand, on wooden play sets, and outdoors?</li> </ul> <p>MO BCC Sanitation [19CSR30-60.060 (1)(B), 19CSR60-62.192(6)(A)&amp;(B) HSPPS 1302.47(b)(6) CFOC 3.2.2.1</p>		
<p>Do staff and volunteers wash their hands with soap and running water:</p> <ul style="list-style-type: none"> <li>○ Before and after brushing or helping a child brush teeth,</li> <li>○ Before and after giving medications,</li> <li>○ Before and after treating or bandaging a wound (nonporous gloves should be worn if there is contact with blood or blood containing bodily fluids), and</li> <li>○ After assisting a child with toilet use?</li> </ul> <p>MO BCC Sanitation [19CSR30-60.060 (1)(B) 19CSR60-62.192(6)(A)&amp;(B) HSPPS 1302.47(b)(6) CFOC 3.2.2.1</p>		
<p>Were necessary modifications for special needs of individuals children evident? (<i>Observe meal or snack</i>) HSPPS 1302.31(e)(2) &amp; 1302.44(a)(1) CFOC 4.2.0.10</p>		
<p>Is family style dining implemented and sufficient time allowed for each child to eat? (<i>e.g., Are slower eaters given enough time to finish their food? Make notes to verify modifications and scheduled times observed.</i>) 19CSR 30-62.202(1)(J) HSPPS 1302.31(e)(2) MARC HS Policy &amp; Procedure 4050</p>		
<p>Do assigned classroom staff, including volunteers, sit with the children during meals and snacks? HSPPS 1302.31(e)(2) MARC HS Policy &amp; Procedure 4050</p>		
<p>Do providers, or other designated staff, use mealtime as an opportunity to model language, conversation, and social interaction and to introduce nutritious food? HSPPS 1302.31(e)(2) MARC HS Policy &amp; Procedure 4050</p>		
<p>Staff promotes effective dental hygiene among children in conjunction with meals and supplies are kept out of reach of children. HSPPS 1302.43 CFOC 3.1.5.1</p>		
<p>Is safe drinking water available near classrooms and playground? 19CSR 30-62.202(1)(L) HSPPS 1302.44(a)(ix) CFOC 4.2.0.6</p>		

**Medication Administration**

**M/C      Comments**

All medications are properly labeled? ( <i>i.e., name of child/staff, name of medication, dosage, name/number of pharmacy/physician</i> ) 19CSR30-62.192 (3)(C)&(D) HSPPS 1302.47(b)(7)(iv) CFOC 3.6.3.1/3.6.3.2		
Are all medications (including those required for children, staff and volunteers) stored out of reach of children? 19CSR30-62.192(E) HSPPS 1302.47(b)(7)(iv) CFOC 3.6.3.1/3.6.3.2		
Are medications in need of refrigeration refrigerated? 19CSR30-62.192(G) HSPPS 1302.47(b)(7)(iv) CFOC 3.6.3.1/3.6.3.2		
Who is designated to administer, handle, and store child medications? HSPPS 1302.47(b)(7)(iv) CFOC 1.4.1.1/1.4.2.3/3.6.3.3		
Are there specific written procedures to document the permission & administration of medication (i.e. log books)? 19CSR30-62.192(I) HSPPS 1302.47(b)(7)(iv)		

**Comments:**

**Building Requirements**

**M/C      Comments**

Are there at least 75 square feet of usable outdoor space per child? 19CSR 30-62.082(6)(A)2 HSPPS 1302.21(d)(2) CFOC 10.4.2.1		
Does the program maintain a toxin-free, smoke-free, lead-free environment on center grounds? 19CSR 30-62.082(2)(A)(6), 19CSR 30-62.082(1)(K) HSPPS 1302.47(b)(1)(iii), 1302.47(1)(3) CFOC 3.4.1.1/5.2.9.1		
Are there an appropriate number of smoke detectors which are all tested regularly, verifiable by the Child Care Fire Safety Survey (form BCC-32)? 19CSR 30-62.087(12)(D) HSPPS 1302.47(b)(1)(i) CFOC 5.1.1.3		
Appropriate licenses ( <i>fire codes, occupancy license and MODOHSS license</i> ) are seen. 19CSR 30-62.052(1)(A), 19CSR 30-62.052(1)(C), 19CSR 30-62.042(O) HSPPS 1302.47(b)(1), 1302.21(d)(1) 1302.23(d) CFOC 5.1.1.2/5.1.1.3		



Does the program provide evidence of compliance with food and safety sanitation laws? 19CSR 30-62.052(1)(B), 19CSR 30-62.202(I) HSPPS 1302.47(b)(1), 1302.21(d)(1), 1302.23(d) CFOC 4.9.0.1		
Is the environment free from pollutants, hazards and toxins that are accessible to children and could endanger children's safety? 19CSR 30-62.082(1)(I) HSPPS 1302.47(b)(1)(iii) CFOC 5.2.9.1		
Does the facility have an integrated pest management program? Is the facility free from pests? 19CSR30-62.082(2)(A)(9) HSPPS 1302.47(b)(1)(ii) CFOC 5.2.8.1		
Are firearms or other weapons on the property? 19CSR30-62.082(1)(J) HSPPS 1302.47(b)(1)(vii) CFOC 5.5.0.8		

**Comments:**

**Reminder: Form 9030a is available on the MARC website and must be completed within the first 30 days of the program year and again by the end of February.**

**Independent Reviewer Name:**

**Title & Dept:**

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**Independent Reviewer Signature**