



POLICY AND PROCEDURE FOR DAILY BUILDING AND GROUNDS SAFETY CHECKLIST

Policy

A program must establish, train staff on, implement, and enforce a system of health and safety practices that ensure children are kept safe at all times. A program should consult Caring for our Children Basics, available at http://www.acf.hhs.gov/sites/default/files/ecd/caring_for_our_children_basics.pdf, for additional information to develop and implement adequate safety policies and practices described in this part. (b) A program must develop and implement a system of management, including ongoing training, oversight, correction and continuous improvement in accordance with §1302.102, that includes policies and practices to ensure all facilities, equipment and materials, background checks, safety training, safety and hygiene practices and administrative safety procedures are adequate to ensure child safety. (1) Facilities; (2) Equipment and Materials; (4) Safety training; (5) Safety practices; (7) Administrative safety practices; and (8) Disaster preparedness plan. *Head Start Performance Standards 1302.47 (a) (b) (1, 2, 4, 5, 7, and 8) Safety Practices.*

What safety precautions must I take to protect children in my child-care center? All areas accessible to a child must be free from hazards including, but not limited to, the following: (1) Electrical outlets accessible to a child younger than five years must have childproof covers or safety outlets; (2) 220-volt electrical connections within a child's reach must be covered with a screen or guard; (3) Air conditioners, electric fans, and heaters must be mounted out of all children's reach or have safeguards that keep any child from being injured; (4) Glass in sliding doors must be clearly marked with decals or other materials placed at children's eye level; (5) Play materials and equipment must be safe and free from sharp or rough edges and toxic paints; (6) Poisonous or potentially harmful plants must be inaccessible to all children; (7) All storage chests, boxes, trunks, or similar items with hinged lids must be equipped with a lid support designed to hold the lid open in any position, be equipped with ventilation holes, and must not have a latch that might close and trap a child inside; (8) All bodies of water such as pools, hot tubs, ponds, creeks, birdbaths, fountains, buckets, and rain barrels must be inaccessible to all children; and (9) All televisions must be anchored, so they cannot tip over. A television may be anchored to a rolling cart, as long as it is anchored in a way that the cart will not tip over. *Minimum Standards for Child Care Centers 746.3701 (1-9).*

Based on the above policies UTRGV-PSJA-EHS-CCP Program Center Manager or Center Director will be responsible for conducting daily indoor and outdoor walk through the campus. All areas must be free of hazards and potential child injury factors.

Procedure

1. The Center Manager or Center Director will conduct walk through of the campus on a daily basis. (Daily Building and Grounds Checklist Form 1100 from THHS).
2. Center Manager or Center Director will document any hazards observed on the Daily Building and Grounds Safety Checklist. The Center Manager or Center Director will fill in his or her name, month, date and year in each box provided. A check mark will be placed in each box if the area has been observed as hazard free. If there are any concerns the Center Manager/Campus Director will mark an "X" and address the concern as soon as possible.
3. Center Manager or Center Director will initial the checklist after daily walk through is complete and the hazards are removed.
4. Center Manager or Center Director will maintain written documentation in office.