

CCHP Health and Safety Checklist - Revised

*Developed by the California Childcare Health Program, administered by
University of California, San Francisco (UCSF) School of Nursing
(www.ucsfchildcarehealth.org). 2005.*



Program Name / ID #: _____

Classroom Name / ID #: _____

Date: _____

Observer: _____

Time Begin: _____ AM/PM

Time End: _____ AM/PM

CODES

C Completely Meets Standard

NC Does Not Completely Meet Standard

N/A Not Applicable

INDOOR:

Emergency Prevention/Poisons	C	NC	N/A	Notes
1. Emergency telephone numbers are posted for emergency services (for example, 911, poison control, fire department, police and children's protective services).				
2. Emergency procedures are posted for fire and earthquakes, and other regional natural disasters (tornados, floods, hurricanes) in each classroom.				
3. If natural disasters occur in a region, a 48-hour supply of food and water is stored for each child and staff member.				
4. An evacuation map is posted in each classroom.				
5. There is a smoke detector system, alarm or sprinklers in working order in each room or place where children spend time.				
6. Water that may be in direct contact with children is no more than 120° F.				
7. All heating units/fireplaces in children's reach are covered with barriers.				
8. All electrical outlets in children's reach are covered.				
9. Earthquake safety: There are no heavy objects on open shelves and/or cabinets over 3 feet (for example, prevent falling objects).				
10. Earthquake safety: All tall furniture over 4 feet (for example, cubbies, shelves) is bolted to the wall or floor.				
11. First Aid: The program has at least one fully equipped, readily available first aid kit.				
12. First Aid: The program has a separate fully equipped first aid kit for field trips.				
13. Poisons: Cleaning agents are labeled and stored (except bleach solution) in their original containers.				
14. Poisons: Cleaning agents are kept separate from food in cabinets and out of children's reach.				
15. Air quality: Temperature is between 65° F and 75° F during the winter months and between 68° F and 82° F during the summer months.				
16. Air quality: There are no bad odors or fumes (for example, tobacco, mildew, urine/excrement, chemicals, air fresheners).				

Staff and Children's Possessions

	C	NC	N/A	Notes
17. Children's personal belongings (including clothing and bedding) are stored so they do not touch others' belongings.				
18. Adult purses/backpacks are out of reach of children.				

Special Needs**Medications: Are there children's medications at the program?**

_____ Yes—continue with question #s 19 – 22.

_____ No—skip to question # 23.

19. Medications are labeled with the child's name.				
20. Medications are stored out-of-reach of children and they are in their original and childproof container.				
21. Medications are labeled with a date that shows it is not expired.				
22. Medications are labeled with the administration instructions and are refrigerated (if needed).				
23. The names of children with special dietary needs and a description of their needs (including specific food allergies) are posted in food <i>preparation</i> area(s).				
24. The names of children with special dietary needs and a description of their needs (including specific food allergies) are posted in food <i>service</i> area(s).				

Handwashing

25. Proper handwashing procedures are posted at all handwashing sinks, including food preparation and art sinks.				
26. Children's handwashing sink(s) are at child's level or accessible by a safety step.				
27. Staff wash their hands with liquid or foam soap and running water after each toileting/diapering of children over 35 months.				
28. Staff wash their hands with liquid or foam soap and running water before food preparation and/or service.				
29. Children (over 35 months) wash their hands, or have their hands washed, with liquid or foam soap and running water after each toileting/diapering. Total # of children observed after toileting/diapering _____ # of children observed washing correctly _____				
30. All children wash their hands, or have their hands washed, with liquid or foam soap and running water before eating. Total # of children observed before eating _____ # of children observed washing correctly _____				

	C	NC	N/A	Notes
31. All children wash their hands, or have their hands washed, with liquid or foam soap and running water after eating. Total # of children observed after eating _____ # of children observed washing correctly _____				

Food Preparation/Eating/Sanitation

32. No perishables, including food brought in by children (for example, meat, fish, poultry, milk, bottles of formula/breast milk, eggs) are left out of the refrigerator for more than one hour.				
33. Food preparation areas are separate from the eating and play areas.				
34. Food preparation and eating areas, including counters, tabletops and floors, are cleaned/swept before and after food preparation and meals.				
35. Food preparation areas are separate from the toilet, bathroom and diaper-changing areas.				
36. Refrigerators have a thermometer and are equal to or less than 40° F.				
37. Children under 4 years old do not have food that causes choking, even if brought from home (for example, nuts, popcorn, candy, whole grapes, hot dog rounds, chunks of meat, spoonfuls of peanut butter, carrots).				
38. A current weekly menu of all food and beverages served in the program is posted.				
39. There is a designated area (for example, sink) or container, out of children's reach, for mouthed or contaminated toys.				

Oral Health

40. All children (over 35 months of age) brush their own teeth or have their teeth brushed at least once a day.				
41. Toothbrushes are labeled with the child's name and stored safely.				

OUTDOOR/INDOOR EQUIPMENT:**Outdoor**

Number of adults _____ Number of children _____

Outdoor staff to child ratios (# adults: # children) _____

	C	NC	N/A	Notes
42. Adult staff are present in all outdoor areas and provide direct supervision.				
43. All children are always visible by an adult staff member while outside.				
44. Outdoor areas are maintained and are clean and safe; no trash, broken equipment, sharp objects, splinters, glass, animal excrement present.				
45. Helmets are worn by all children when riding bicycles, tricycles or other riding toys/equipment.				
46. Outdoor stationary playground equipment is stable and set in secure concrete settings and equipment does not wobble or tip when shaken.				
47. All pieces of outdoor playground equipment are over 9 or more inches of shock-absorbing surfaces; loose fine sand, wood chips, mulch or approved rubber mats.				
48. Shock-absorbing surfaces (fine sand, woodchips, mulch or approved mats) under outdoor playground equipment extend at least 6 feet beyond the perimeter of the equipment.				
49. All fixed outdoor playground equipment has a minimum of 6 feet clearance space from walkways, buildings and other structures that are not used as part of play activities.				
50. The outdoor play area is enclosed with a fence or natural barrier that allows observation of children.				
51. Outdoor fences/barriers have at least two exits.				
52. Outdoor fences/barriers have self-closing gates with self-latching mechanisms that cannot be opened by children.				
53. Openings on outdoor playground equipment, fences and handrails are either less than 3½ inches or greater than 9 inches wide.				

Indoor

Number of adults _____ Number of children _____

Indoor staff to child ratios (# adults: # children) _____

	C	NC	N/A	Notes
54. Indoor climbing equipment is over approved mats that extend at least 6 feet from the structure.				
55. Indoor climbing equipment is a maximum height (for example, 3 feet for 3 year olds, 4 feet for 4 year olds, 5 feet for 5 year olds).				

INFANT/TODDLER (IT) SUBSECTION

This section is to be completed in programs that have children 0 – 35 months of age. If the program does not have children 0 – 35 months of age, please note this and end the CCHP H & S Checklist here.

IT General	C	NC	N/A	Notes
56. Toys and objects have diameters equal to or greater than 1¼ inches and lengths equal to or greater than 2¼ inches.				
57. Staff observe proper body mechanics when lifting and picking up children and heavy loads (for example, bend at knees, load close to body, no twisting, push don't pull, get help for heavy loads).				

IT Diapering

This section is to be completed on children 0 – 35 months of age who are in diapers or pull-ups. If the program does not have children this age who are in diapers or pull-ups, please note this on the CCHP H & S Checklist and skip to the IT Food Preparation/Eating section.

58. A complete and accurate diaper-changing protocol is posted in diaper-changing area(s).				
59. Diapering protocol: A clean, disposable non-absorbent liner is used on the diaper-changing surface with each diapering.				
60. Diapering protocol: Soiled diapers are removed without contaminating the diaper-changing surface, child and provider.				
61. Diapering protocol: Soiled clothes are placed in a plastic bag after changing and stored in the child's cubby for parent pick-up.				
62. Diapering protocol: Soiled diapers are disposed of in a covered, plastic-lined receptacle operated by a foot pedal.				
63. Diapering protocol: Staff always keep one hand on the child during diapering.				
64. Disposable gloves are available in the diaper-changing area(s).				
65. Diaper-changing surfaces are at adult height, in good repair and sturdy.				
66. Diaper-changing surfaces are water-resistant, non-absorbent and smooth.				
67. Diaper-changing surfaces are cleaned and sanitized after each use.				
68. Children under 36 months, who are not able to do so themselves, have their hands washed by a staff person with liquid or foam soap and running water (for infants, with a moistened towel with soap) after diapering/toileting.				
69. Children under 36 months, who are able to do so themselves, wash their own hands with liquid or foam soap and running water after diapering/toileting.				
70. Staff wash their own hands with liquid or foam soap and running water after each diapering/toileting of a child.				

IT Food Preparation/Eating	C	NC	N/A	Notes
71. Bottles with formula in the refrigerator are labeled with the individual child's name and dated within two days of the observation visit.				
72. Breast milk in the refrigerator is labeled with the individual child's name and dated within two days of the observation visit.				
73. Breast milk in the freezer is labeled with the individual child's name and dated within three months of the observation visit.				
74. If bottles, bottle caps or nipples are reused, wash in a dishwasher or wash, rinse and boil for one minute.				
75. Breast milk is thawed under running cold water or in the refrigerator, not heated in the microwave or in boiling water.				
76. Infants too young to sit up are held by an adult while being fed, and infants able to sit up and toddlers eat sitting up.				
77. Oral Health: Children under 36 months have their gums and/or teeth wiped with either a disposable cloth or gauze, or brushed at least once a day.				
IT Sleeping/Napping				
All cribs: Does the program have cribs? ☐ Yes—continue with question # 78. ☐ No—end the CCHP H & S Checklist here.				
78. Cribs are made of wood, metal or plastic and have mattresses that fit (for example, no more than two fingers can fit between the mattress and the crib).				
79. Cribs have secured latching devices and slats spaced no more than 2 ³ / ₈ inches apart.				
80. Cribs do not have corner post extensions over ¹ / ₁₆ of an inch and do not have cutouts in the head or footboards.				
81. All infants under 12 months are put to sleep on their backs.				
82. No soft bedding is accessible to children under 12 months in their sleeping area(s).				