

**Health and Safety Observations for \_\_\_\_\_**  
**Completed by \_\_\_\_\_ Date \_\_\_\_\_**

Consultant Observation Process:

- Consultant will schedule visits directly with the site staff.
- Once completed, consultant will fax or scan document to Family Services Manager within 48 hours. If there is anything that needs urgent follow up, consultant will contact Family Services Manager directly as soon as possible.
- Family Services Manager will work directly with Site Supervisor to determine next step with sites. Individual follow up will occur in partnership with Site Supervisor, direct services staff and Family Services Manager.
- Follow up will be completed within 2 weeks unless otherwise dictated by Site Supervisor.
- Site Supervisor will ensure follow up is completed.

**Environment**

Items	Non-Compliance	Name of staff completing follow-up	Follow-up completed date
Classroom and bathrooms clean and cared for.			
No obvious safety concerns: sharp or broken objects, etc.			
Cleaning products stored out of child's reach or are locked.			
Teacher/child interactions include/observed: <ul style="list-style-type: none"> <li>• Provides safety guidance</li> <li>• Appropriate social emotional responses to child needs</li> <li>• No inappropriate adult conversations</li> <li>• No inappropriate coercion of a child</li> <li>• *handwashing, meal service, tooth brushing, transition times</li> </ul>			
Health and Safety labels showing where items are posted. Required labels include: First Aid Kit, Emergency Backpack, Emergency Lighting, Sharp Knives, Cleaning supplies, gloves, medication lockbox and toothbrushes.			
Classroom plants are labeled and are not poisonous.			
<b>Non-Compliance Items:</b>			
<b>Additional Comments:</b>			

## Classroom Preparation and Emergency Readiness

Items	Non-Compliance	Name of staff completing follow-up	Follow-up completed date
Health Alert is current, understandable, and kept confidential.			
Pick-Up Alert is current, understandable, and kept confidential.			
<b>Classroom Emergency Board is current and includes:</b> <ul style="list-style-type: none"> <li>• Staff First Aid/CPR Cards</li> <li>• Staff Food Handler Cards</li> <li>• Emergency Evacuation Plan</li> <li>• Classroom Emergency Plan for Accident or Illness</li> <li>• All Hazard Preparedness Drills and Safety Record</li> <li>• Food Services Permit</li> <li>• Reporting Health and Safety Incidents Form</li> <li>• Active Supervision Plans</li> </ul>			
<b>Emergency numbers are posted by phone(s).</b> Numbers should include: Poison control, Fire/Paramedics/Police, Main School number (as applicable), Custodian, Main OESD Early Learning Number, Site Supervisor contacts. Should include how to dial out from phone.			
First Aid Kit is complete and in place.			
Emergency lighting is accessible and working.			
<b>Emergency Backpack includes:</b> <ul style="list-style-type: none"> <li>• Child emergency information is current, confidential, and accessible.</li> <li>• Staff emergency information is current, confidential and accessible.</li> <li>• Health Alert is current, understandable, and kept confidential.</li> <li>• Pick-Up Alert is current, understandable, and kept confidential.</li> <li>• Emergency Medications-includes name, picture and form</li> </ul>			
Non-rescue medication is stored in labeled and locked box out of child reach.			
<b>Non-Compliance Items:</b>			
<b>Additional Comments:</b>			

## Germ Busting

Items	Non-Compliance	Name of staff completing follow-up	Follow-up completed date
Frequent hand washing is observed at the appropriate times.			
Warm water, soap, and paper towels are available and used.			
Disposable gloves are immediately available.			
Sanitizing and disinfecting solutions are fresh, dated, and out of child's reach. Kept in one easily accessible primary storage location.			
Children's personal items are stored separately.			
Nap mats are stored separately or sanitized between each use.			
Diapering table is cleaned and disinfected between each use.			
Surfaces used for food preparation and eating are sanitized before and after using the 3 step wash, rinse, sanitize method.			
<b>Non-Compliance Items:</b>			
<b>Additional Comments:</b>			

## Tooth Brushing

Items	Non-Compliance	Name of staff completing follow-up	Follow-up completed date
Children are supervised while brushing teeth.			
Toothpaste dispensing method avoids contamination.			
No more than a pea-sized amount of fluoride toothpaste is used.			
Children are guided in proper tooth brushing			

technique OR adults model proper tooth brushing.			
Toothbrush holders are clean.			
Toothbrushes are stored without touching in an upright position.			
Toothbrush bristles are not splayed and free of debris.			
Toothbrushes are rinsed with warm water only and allowed to air dry.			
<b>Non-Compliance Items:</b>			
<b>Additional Comments:</b>			

### Active Supervision

Items	Non-Compliance	Name of staff completing follow-up	Follow-up completed date
<b>Staff position:</b> staff position themselves to hear, see and reach children in order to prevent injuries.			
<b>Scan and Count:</b> observation of adults counting children, particularly during transitions.			
Adult is maintaining close supervision of children while eating. This includes auditory and visual supervision.			
<b>Non-Compliance Items:</b>			
<b>Additional Comments:</b>			