



## Office of Head Start

# Environmental Health and Safety: *Home-Based Socialization Setting and Center Observations*

November 19, 2014

*This protocol will be used for all Home-Based program socialization sites. All facilities used for socializations will be observed with the exception of community-shared spaces such as the public library, ~~or local church building.~~ Any facility owned, leased or used under MOU by the grantee will be reviewed.*



# Table of Contents

## Home-Based Socialization Setting Observation..... 3

*Environmental Health and Safety Key Indicator #1 – Healthy and Safe Facilities ..... 3*

**Air Quality and Overall Sanitation (EnvHS 1.1).....3**

**Emergency Alert Systems and Fire Safety (EnvHS 1.1).....3**

**General Safety and Wellness (EnvHS 1.1) .....3**

**Evacuation Routes and Emergency Procedures (EnvHS 1.1).....4**

*Environmental Health and Safety Key Indicator #2 – Healthy Learning Environments ..... 4*

**Safety and Cleanliness of Indoor and Outdoor Space (EnvHS 2.1) .....4**

**Hand washing (EnvHS 2.2) .....5**

**Spilled Bodily Fluids (EnvHS 2.3).....5**

**Diapering (EnvHS 2.4) .....5**

*Environmental Health and Safety Key Indicator #3 – Safe Learning Environments and Supervision ..... 6*

**Supervision (EnvHS 3.6) .....6**

**Positive Guidance (EnvHS 3.6).....6**

## Center Observation..... 7

*Environmental Health and Safety Key Indicator #1 – Healthy and Safe Facilities ..... 7*

**Inspections—EnvHS 1.1 .....7**

**Air Quality and Overall Sanitation—EnvHS 1.1.....7**

**Emergency Alert Systems and Fire Safety—EnvHS 1.1.....8**

*Environmental Health and Safety Key Indicator #2 – Healthy Learning Environments ..... 8*

**Safety and Cleanliness of Indoor and Outdoor Space (EnvHS 2.1) .....8**

*Environmental Health and Safety Key Indicator #3 – Safe Learning Environments and Supervision ..... 9*

**Safe Outdoor Play Areas (EnvHS 3.4) .....9**



## Home-Based Socialization Setting Observation

---

### Environmental Health and Safety Key Indicator #1 – Healthy and Safe Facilities

#### Air Quality and Overall Sanitation (EnvHS 1.1)

---

- ▶ Is fresh air available in rooms occupied by children?
- ▶ Is the environment free of air pollutants, including mold, smoke, lead, pesticides, asbestos, and herbicides, as well as soil and water pollutants?
- ▶ Are chemicals for controlling pests used while children are present
- ▶ Are toileting and diapering areas separated from areas used for cooking, eating, and children's activities?

#### Emergency Alert Systems and Fire Safety (EnvHS 1.1)

---

- ▶ Is there a smoke detector system?
- ▶ Was the smoke detector system tested within the last 12 months?
- ▶ Are all draperies, curtains, and other, similar furnishings and decorations flame resistant?

#### General Safety and Wellness (EnvHS 1.1)

---

- ▶ Are any unvented fuel-fired heaters present?
- ▶ Are electrical outlets accessible to children designed to prevent shock through the use of covers, installation of child-protection outlets (e.g., tamper-resistant outlets), or use of safety plugs?
- ▶ Are windows and glass doors constructed, secured, and adjusted to prevent children's injury and escape?
- ▶ Are facilities, materials and equipment free from any hazards that may cause harm to children?
- ▶ Is lighting bright enough so children and adults can clearly see activities, materials, and pathways?
- ▶ Is the heating-and-cooling system designed to prevent injury to children and adults?



## Evacuation Routes and Emergency Procedures (EnvHS 1.1)

---

- ▶ Are exits clearly visible?
- ▶ Are evacuation routes clearly marked?
- ▶ Are emergency procedures posted in this setting?

## Environmental Health and Safety Key Indicator #2 – Healthy Learning Environments

### Safety and Cleanliness of Indoor and Outdoor Space (EnvHS 2.1)

---

- ▶ Are toxic substances stored in a safe and secure manner in a locked room or cabinet fitted with a child-resistant lock and inaccessible to children?
- ▶ Are the following areas clean and free of dirt and debris?
  - Carpets
  - Floors
  - Furniture
  - Toys
  - Materials
  - Counters and shelves
- ▶ Were provisions made to ensure the safety, comfort, and participation of children with disabilities?
- ▶ Is there evidence of pests?
- ▶ Are there any tip-over or tripping hazards in the room?
- ▶ Are toys, materials, and furniture age-appropriate?
- ▶ Are furnishings in the room sturdy and in good repair?
- ▶ Does the program ensure that sleeping arrangements for infants (e.g., cribs, playpens, bassinets) are free of soft bedding materials (e.g., soft mattresses, pillows, stuffed animals, fluffy blankets, comforters)? *Applies only to programs serving infants and toddlers*



## Hand washing (EnvHS 2.2)

---

- ▶ Did you observe a situation that required hand washing? Check all situations you observed where hand washing should have occurred:
  - After diapering or toilet use
  - Before food preparation
  - Whenever hands were contaminated with blood or other bodily fluids
  - After handling pets or other animals
  - After handling garbage
- ▶ Did handwashing occur at the appropriate times and include the following?
  - Staff assisting children as needed
  - Staff and/or children washing hands with soap and water

## Spilled Bodily Fluids (EnvHS 2.3)

---

- ▶ If bodily fluids were spilled during your observation, did clean-up include all of the following?
  - Nonporous gloves worn
  - Spills/fluids cleaned up immediately
  - All areas cleaned and sanitized
  - Contaminated materials placed in a plastic bag and secured

## Diapering (EnvHS 2.4)

---

- ▶ If diapering was observed, did staff do all of the following when changing the diapers?
  - Before bringing the child to the diaper-changing area, washed hands and brought supplies to the diaper-changing area
  - Always kept a hand on the child
  - Cleaned the child's diaper area
  - If wearing gloves, changed gloves prior to putting on clean diaper
  - Washed the child's hands and returned the child to a supervised area
  - Cleaned and disinfected the diaper-changing surface
  - Washed hands



## Environmental Health and Safety Key Indicator #3 – Safe Learning Environments and Supervision

### Supervision (EnvHS 3.6)

---

- ▶ Did you observe an instance in which a child or children were unsupervised?

### Positive Guidance (EnvHS 3.6)

---

- ▶ Did staff use positive child guidance when responding to undesired child behavior rather than corporal punishment, emotional or physical abuse, unnecessary restraint, humiliation, isolation, or denial of food, water, or bathroom privileges?



## Center Observation

---

### Environmental Health and Safety Key Indicator #1 – Healthy and Safe Facilities

#### Inspections—EnvHS 1.1

---

- ▶ Does the grantee conduct safety inspections of all facilities, including all indoor and outdoor learning environments?
- ▶ Review the results of the most current safety inspection for the setting you are observing. Are there any issues that have yet to be addressed?
- ▶ How do staff address issues identified during safety inspections?
- ▶ How often does the grantee perform safety inspections?
  - Daily
  - Weekly
  - Bi-monthly
  - Monthly
  - Annually
  - Less frequent than annually

#### Air Quality and Overall Sanitation—EnvHS 1.1

---

- ▶ Is the environment free of air pollutants, including mold, smoke, lead, pesticides, asbestos, and herbicides, as well as soil and water pollutants?
- ▶ Does the program maintain a smoke-free environment on center grounds?
- ▶ Are facilities, materials, and equipment free of any hazards that may cause harm to children, families, or staff?
- ▶ Does the program have a pest-management program?
- ▶ Is all sewage and liquid waste disposed of so as not to expose children and adults?
- ▶ Are garbage and trash stored in a safe and sanitary manner that does not allow easy access by children?
- ▶ Are toilets and handwashing facilities clean, adequate in number, in good repair, and easily accessible by children?



## Emergency Alert Systems and Fire Safety—EnvHS 1.1

---

- ▶ Is a fire extinguisher available?
- ▶ Is the extinguisher easily accessible?
- ▶ Is there a service date on the fire extinguisher showing it has been updated at least annually?
- ▶ Is there a smoke detector system?
- ▶ Are smoke detectors located in all of the following areas:
  - ▶ Each story, in front of doors to the stairway
  - ▶ Corridors on all floors
  - ▶ Lounges and recreation areas
  - ▶ Sleeping rooms
- ▶ Is emergency lighting available that allows children and adults to clearly see pathways in case of a power failure?

## Environmental Health and Safety Key Indicator #2 – Healthy Learning Environments

### Safety and Cleanliness of Indoor and Outdoor Space (EnvHS 2.1)

---

- ▶ Does the design of the playground and equipment promote the safety of children, including:
  - Appropriate height and accessibility?
  - No openings that could entrap a child's head or limbs?
  - Equipment on shock-absorbing surface?
  - Absence of sharp edges, rust, choking and/or strangulation hazards, garbage, and hazardous material (e.g., glass, needles, animal feces)?
  - Equipment is stable and/or secured to the ground?
- ▶ Are toxic substances stored in a safe and secure manner in a locked room or cabinet fitted with a child-resistant lock and inaccessible to children?



## Environmental Health and Safety Key Indicator #3 – Safe Learning Environments and Supervision

### Safe Outdoor Play Areas (EnvHS 3.4)

---

- ▶ Are outdoor play areas arranged so adults can see children and effectively supervise to prevent children from leaving and/or getting into unsafe areas?