

# Health and Safety Compliance Opening Procedure



**Name:** Health and Safety Compliance Opening Procedure  
**Creator:** US Childcare  
**Creation Date:** 5/12/2020  
**Due Date:** 5/12/2020  
**Template:** Health and Safety Compliance Opening Procedure  
**Version:** 1  
**Center:**  
**Room:**

## QUESTIONS

## ANSWERS

### SET UP

The first two staff members to arrive, wash their hands thoroughly and then commence a thorough walk-through of the building and complete the following procedures:

**Q1.** Turn on all lights in the bathrooms and classrooms. All lights should remain on during operating hours, except for naptime if approved.

**Q2.** Make sure all supply closet doors are closed and locked.

**Q3.** Unlock the emergency exit doors to allow for emergency evacuation or entry.

**Q4.** Hygiene station is set up at the entrance of the facility, so that children can clean their hands before they enter. A hygiene station could be a sink with soap and water and/or hand sanitizer with at least 60% alcohol next to the parent sign in sheets.

**Q5.** Make sure the Parent Sign In/Sign Out sheets are ready to use. All parents must sign their children in and out.

**Q6.** Isolation room or area is set up (such as a cot in a corner of the classroom) that can be used to isolate a sick child.

**Q7.** Ensure all toys have been cleaned and sanitized.

## **HAZARDS/SAFETY**

**Q1.** Look for and remove any hazardous materials such as cleaning supplies, brooms, mops, etc. that might have been left accessible to children.

**Q2.** Electrical Sockets out of reach or capped. Electrical appliances and cords out of reach

**Q3.** Cleaning agents, medicines, poisons and other hazardous materials

**Q4.** Fire Safety - Are Fire Extinguishers in correct place, unobstructed by tables, chairs etc. and not been tampered with?

**Q5.** Hygiene - Are rubbish bins emptied and in good order?

**Q6.** Is room temperature minimum 60.8F between 0.5 to 1 metre from floor?

**Q7.** First aid supplies are well-stocked in each location where children spend time - they are also kept in a closed container, cabinet or a drawer that is labelled and stored out of children's reach but within easy reach of staff.

**Q8.** Ventilation - There is fresh air provided by windows or a ventilation system. There are no odors or fumes (for example, mold, urine, excrement, air fresheners, chemicals, pesticides.)

## **EXTERIOR**

**Q1.** Conduct a parking lot and playground walk-through. Remove all trash and any potential safety hazards.

**Q2.** Vandalism, dangerous objects, and foreign materials (e.g. broken glass, animal droppings)

**Q3.** Are the gates self-closing and in good repair?

**Q4.** Please check the condition of windows and other areas of glass

## **BATHROOM**

**Q1.** Hygiene - Is liquid soap available?

**Q2.** Hygiene - Are paper hand towels available?

## **SIGN OFF**

**Q1.** Anything else to note?

**Q2.** Name of the person completing

**Q3.** Signature of the person completing