

**NeighborImpact Head Start & Early Head Start
Policy & Procedure**

Section: Program Design & Management	PC Approval Date: 8-2-05, 1/18/18
Title: Facilities Safety	Updated: 11/3/17
Policy #: HS-40	NI Board Approval: 9/12/19
Forms Required: Indoor Health & Safety Checklist, Playground Health & Safety Checklist, Coordinators Site Maintenance Follow up Form	
Performance Standards: 1302.47(a) 1302.47(b)(1)(i-ix)	Page 1 of 2

Policy: NeighborImpact Head Start & Early Head Start will utilize a systematic process to inspect classrooms and playgrounds, collect information, correct deficiencies, and maintain all sites.

Purpose: To assure a safe and clean environment for the children, families, and staff in our program.

Procedure:

Indoor Health & Safety Checklist:

- A. Assigned staff will complete:
 - 1. Daily Indoor Health & Safety Checklist and initial
 - 2. Weekly Indoor Health & Safety Checklist and initial
 - 3. Monthly Indoor Health & Safety Checklist and initial
- B. Staff will contact Site Lead immediately if any items are out of compliance.
- C. Site Lead will contact Facilities Manager immediately if any items are unsafe, and will document other items on the Facilities Helpdesk..
- D. Site Lead will photocopy and submit Checklists with End of Month paperwork.

Playground Health & Safety Checklist:

- A. Assigned staff will complete:
 - 1. Daily Playground Health & Safety Checklist and initial
 - 2. Weekly Playground Health & Safety Checklist and initial
 - 3. Monthly Playground Health & Safety Checklist and initial
- B. Staff will contact Site Lead immediately if any items are out of compliance.
- C. Site Lead will contact Facilities Manager immediately if any items are unsafe, and will document other items on the Facilities Helpdesk.
- D. Site Lead will photocopy and submit Checklists with End of Month paperwork.

Checklist Review:

- A. Review of Checklists:
 - 1. Site Leads will review the checklists weekly to assure they are completed and any necessary corrective action/repairs are documented on the Checklists.
 - 2. Facilities Manager will review the checklists monthly and maintain the records.
 - 3. Site Leads will inform Facilities Manager immediately, using the Facilities Help Desk, of any deficient areas that need correction.
 - 4. Facilities Manager or Facilities Technician will provide documentation on the Facilities Help Desk regarding who, what and how deficiency will be corrected.

Site Inspections:

- A. Facilities Manager will do periodic inspections and annual audits of all playgrounds and provide a plan to upgrade and/or remodel playgrounds as needed.
- B. Facilities Manager will do a bi-annual inspection of all facilities.