

Highland Rim Economic Corporation  
Head Start Policies and Procedures Manual

**Policy ID 63001 (HPS-SP) Safe Facilities**

Related Regulations:	1302.47 b 1		
Revised by:	Jamie Davenport, Operations Manager	Revision Date:	5/8/2017
Approved by:	Elizabeth McLaughlin, Head Start Director	Approval Date:	
Responsibility:	Facilities Manager		
Timeline:	Ongoing		
Evaluation:	Observation, monitoring		
Forms:			

Performance Objective: The program's system of safety practices meet the requirements for facilities.

**1.0 Safe Facilities**

1.1 All facilities where children are served, including areas for learning, playing, sleeping, toileting, and eating are, at a minimum:

- a) Compliant with licensing requirements;
  - i) In cases where these licensing standards are less comprehensive or less stringent than the Head Start regulations, or where no state or local licensing standards are applicable, the program ensures that the facilities are in compliance with the Head Start Program Performance Standards related to health and safety.
- b) Clean and free from pests;
- c) Free from pollutants, hazards and toxins that are accessible to children and could endanger children's safety;
- d) Designed to prevent child injury and free from hazards, including choking, strangulation, electrical, and drowning hazards, hazards posed by appliances and all other safety hazards;
- e) Well lit, including emergency lighting;
- f) Equipped with safety supplies that are readily accessible to staff, including, at a minimum, fully-equipped and up-to-date first aid kits and appropriate fire safety supplies;
- g) Free from firearms or other weapons;
- h) Designed to separate toileting and diapering areas from areas for preparing food, cooking, eating, or children's activities; and,
- i) Kept safe through an ongoing system of preventative maintenance.