

PARISH SELF-INSPECTION GUIDE



Gallagher Bassett Services, Inc.
Risk Control Consulting Division



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INTRODUCTION

Parish facilities are primarily used for religious services as well as educational, social, and fund raising activities.

Your parish may encompass many buildings and may have acquired many pieces of equipment and materials such as pews, altars, statues, stained glass, photographs, clothing, vestments, musical instruments, books, artifacts, and office equipment. Your parish may also own or rent buses, vans, and automobiles for parish activities, school transportation, and other events.

This guide has been prepared to assist you with performing self-inspections of your facilities. The intent of this guide is to help you identify common hazards and means of correcting them.

Included here is information regarding the most common hazard exposures to be surveyed in the areas of:

- Fire/Life Safety
- Slips and Falls
- Workplace Safety
- Security & Money Handling Procedures
- Vehicle Safety

There are many simple precautions and safeguards that you can undertake to prevent accidents and the associated bodily injuries and/or property damage that can occur. Many of these precautions and safeguards are highlighted in this guide. You should informally inspect on a daily basis, and formally inspect your entire facility at least quarterly. Review your findings with your parish council and follow-up periodically for corrective action.

Please implement these suggestions for the safety of your parish. *Remember, you can make a difference!*

SIX KEY POINTS TO SELF-INSPECTIONS

Effective self-inspections are based on six key points. These include:

- 1. Systematically Cover the Area**
- 2. Plan Your Survey and Allow Adequate Time**
- 3. Look for Potentially Dangerous Situations**
- 4. Document Hazards and Develop a Corrective Action Priority List. (Utilize the checklist at the end of this booklet.)**
- 5. Take Corrective Action**
- 6. Follow-up on Past Recommendations**

FIRE/LIFE SAFETY

COMMON EXPOSURES:

- Poorly maintained heating systems.
- Fuel tanks and portable cans located too close to heat sources.
- Defects in electrical wiring, such as exposed wiring and hot electrical panels.
- Use of extension cords and overloading of outlets.
- Poor housekeeping.
- Open or excessive storage of flammable chemicals, cleaning solvents, paints, etc.
- Candles used near combustible decorations or candles left unattended.
- Location and availability of fire extinguishers.
- Extinguishers in good operating condition and inspected by outside contractor yearly.
- Condition of kitchen, including grease build-up/combustibles near stove, and vent hoods.
- Exits not blocked, bolted shut, or otherwise obstructed.
- Maintenance procedure on furnaces— are boilers inspected annually?
- Emergency alarm systems— are they functioning?
- Is emergency lighting in place and functioning where needed?
- Ask your local fire inspector if you have enough fire extinguishers and if they are the correct type.
- Have smoke detectors been replaced in the last five years?
- Are CO detectors installed and in working condition within 15 feet of sleeping areas?

SLIPS AND FALLS

COMMON EXPOSURES:

- Poor housekeeping
- Excessively waxed floors
- Loose, bunched or frayed carpeting
- Lack of handrails/loose handrails
- Crowded conditions
- Electrical cords in aisles/walkways
- Stairway treads and nosings in poor condition.
- Condition of pews, kneelers and confessionals
- Standing water on tile floors
- Walk-off mat's that are in poor condition
- Interior and exterior walking surfaces and parking lots in poor condition
- Inadequate indoor and outdoor lighting, especially by the entrance and exit areas
- Inadequate snow and ice removal
- Parking curbs in poor conditions
- Visible parking and walkway markings
- Uneven walking surfaces

WORKPLACE EXPOSURES

COMMON EXPOSURES:

- Trip and fall exposures
- Condition of power equipment, tools and motorized vehicles
- Condition of area(s), storage of equipment, etc., in walking isles and work areas
- Carts and dollies provided for movement of large items
- Equipment and tools inspected for defects before use
- Personal protective equipment provided, including gloves, safety glasses, goggles, etc.
- Ladders in good condition and available
- Scaffolding in good condition
- Power equipment and machines provided with guards; saws, drills, mowers, etc.
- Low hanging objects provided with pads; pipes, fixtures, etc.
- Hot and/or cold pipes, furnaces, etc., properly insulated
- Extension cords in good condition for limited use
- Proper use and storage of toxic substances, including lawn chemicals, fertilizers, pest control poisons, cleaning substances, etc.

SECURITY EXPOSURES

COMMON EXPOSURES:

- Doors and windows equipped with locks
- Computer labs secured with alarms and motion sensors
- Ample outdoor lighting around buildings and parking lots
- Security systems working and tested regularly (if systems are present), including CCTV, buzzers, and door pin sensors
- Use of a locked safe to store monies until they can be deposited
- Church and other buildings checked prior to being locked for stay-behinds
- If church is unlocked during off hours, check the following:
 - Are sacristy doors locked?
 - Is sound equipment locked away?
 - Is access to other areas of the building secured?
 - Are candles stored away from combustible materials?
 - Are emergency/exit lights working properly?

- School doors are secured at all times
- Visitor sign-in with ID is used for school visitors
- Visitor badges are used for school visitors

VEHICLE SAFETY

COMMON EXPOSURES:

- Are vehicles provided with accident reporting kits?
- Do vehicles receive regular scheduled maintenance and repairs?
- Are records kept on work for maintenance and repairs?
- Are vehicles well maintained?
- Do you have a copy of the employee's drivers license?
- Are MVR'S checked for anyone driving students?
- Are snow plowing procedures reviewed each season and training conducted for new drivers?
- Are pre-trip inspections complete?

PARISH SELF-INSPECTION CHECKLIST

PARISH NAME: _____

INSPECTION DATE: _____

VICARATE: _____

INSPECTED BY: _____

INSPECTION STARTED: _____ A.M. _____ P.M.

INSPECTION COMPLETED: _____ A.M. _____ P.M.

	Accep-table	Needs Atten-tion	Does Not Apply	Comments (Note Location)
1. Slips and Falls				
a. Parking lots	_____	_____	_____	_____
b. Sidewalks	_____	_____	_____	_____
c. Playgrounds & athletic fields	_____	_____	_____	_____
d. Interior & exterior stairs	_____	_____	_____	_____
e. Handrails	_____	_____	_____	_____
f. Floor surfaces	_____	_____	_____	_____
g. Walkways	_____	_____	_____	_____
h. Floor mats & runners	_____	_____	_____	_____
i. Non-slip surfaces	_____	_____	_____	_____
j. Ladders	_____	_____	_____	_____
2. Life Safety Equipment				
a. Fire extinguishers	_____	_____	_____	_____
b. Exit & stairway signs	_____	_____	_____	_____
c. Panic hardware	_____	_____	_____	_____
d. Emergency lighting	_____	_____	_____	_____
e. Heat/Smoke detection suppression	_____	_____	_____	_____
f. Sprinklers	_____	_____	_____	_____

PARISH SELF-INSPECTION CHECKLIST

	Accep-table	Needs Atten-tion	Does Not Apply	Comments (Note Location)
<u>3. Housekeeping</u>				
a. Flammables' storage	_____	_____	_____	_____
b. Combustibles' storage	_____	_____	_____	_____
c. Basement & attic storage	_____	_____	_____	_____
d. Garages & storage sheds	_____	_____	_____	_____
e. Maintenance/Custodial areas	_____	_____	_____	_____
<u>4. Security</u>				
a. Doors & windows equipped with locks	_____	_____	_____	_____
b. Exterior lighting	_____	_____	_____	_____
c. Security alarms on doors of computer rooms and other business areas	_____	_____	_____	_____
d. Buildings locked when not in use	_____	_____	_____	_____
e. Inspection of buildings after use prior to locking	_____	_____	_____	_____
f. Safe used for monies	_____	_____	_____	_____
g. Sacristy, fine arts, sound equipment and precious items secured	_____	_____	_____	_____
h. A-V equipment and computer equipment secured and permanently marked with parish name	_____	_____	_____	_____
i. School doors secured at all times	_____	_____	_____	_____
j. School visitor sign-in and badges utilized	_____	_____	_____	_____

PARISH SELF-INSPECTION CHECKLIST

	Accep-table	Needs Atten-tion	Does Not Apply	Comments (Note Location)
<u>5. Building & Maintenance</u>				
a. Roofs	_____	_____	_____	_____
b. Exterior walls (tuck pointing)	_____	_____	_____	_____
c. Interior walls (water damage)	_____	_____	_____	_____
d. Chimney(s)	_____	_____	_____	_____
e. Light fixtures	_____	_____	_____	_____
f. Electrical outlets	_____	_____	_____	_____
g. Condition of electrical wiring	_____	_____	_____	_____
h. Extension cords	_____	_____	_____	_____
i. Plumbing fixtures	_____	_____	_____	_____
j. Pipes and insulation	_____	_____	_____	_____
k. Kitchen equipment	_____	_____	_____	_____
l. Boilers inspected yearly	_____	_____	_____	_____
m. Documented maintenance of boilers and cooling units	_____	_____	_____	_____
n. Water pumps and compressors	_____	_____	_____	_____
o. Sump pumps	_____	_____	_____	_____

<u>6. Vehicle Safety</u>				
a. Buses, trucks, vans and vehicles owned or used by parish properly maintained	_____	_____	_____	_____
b. Lawn & garden equipment and snow removal equipment properly maintained and stored	_____	_____	_____	_____

NOTES

NOTES

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