

## SELF INSPECTION and RISK ASSESSMENT

2016-2017



CATHOLIC DIOCESE OF PEORIA, IL

FORM MUST BE SAVED BEFORE COMPLETING

Name of Location <i>(Parish / Institution)</i>			Location Website	
Name of School <i>(if applicable)</i>			School Website <i>(if applicable)</i>	
Location Mailing Address			Date Self Inspection Completed	
City	Zip Code	Phone	Name / Title of Individual Completing Inspection	
Location Email			Email OR Phone for Individual Completing Inspection	
School Email <i>(if applicable)</i>			Ledger Page	
			CATHOLIC DIOCESE OF PEORIA, IL	

**INSTRUCTIONS:** This inspection is to be completed by the Pastor, Administrator, Principal, Trustee, Safety Representative, Facility Manager, Maintenance Supervisor, or Designee. Allow sufficient time to walk through the entire premises. If the location has a Parish and School, only **ONE** Self Inspection Report needs to be submitted. All of the location's buildings should be included in responses – consider the entire campus when responding. After completing the inspection, determine what action is required to correct the problem.

The Self Inspection Report may be completed online – first save the form to your desktop; complete the form; save the completed form again. To submit the completed electronic form, attach it to an email and submit it to: Melissa Block [mblock@catholicmutual.org](mailto:mblock@catholicmutual.org) or Anne Schallmoser [aschallmoser@cdop.org](mailto:aschallmoser@cdop.org) We recommend that you attach either a "delivery" or "read" receipt to ensure the form was received in our offices.

### BUILDINGS

Church	Rectory	Rectory Garage	Convent	Convent Garage
Hall	High School	Jr. High School	Gym	Storage Building
Rental Dwelling	Rental Garage	Cemetery	Maintenance	Shed
Other	<input type="text"/>			

YES NO NA

- Has any building been built, purchased, gifted, acquired, demolished, or sold within the last fiscal year? If **YES**, please describe the building including name, occupancy, address, & square footage.

2. Is any building currently vacant or unoccupied? If **YES**, please identify any vacant or unoccupied building including name and address

**YES NO NA CANDLES**

1. Are candles burned in double-insulated container with non-combustible bases?
2. Are fire resistant mats placed under votive candle stands?
3. Candles are not burned in classrooms and/or offices?
4. Are wooden sticks used in place of matches or lighters to light candles?

**YES NO NA CEMETERY**

1. Are headstones and crosses stable and secure?
2. Are trees pruned when needed?
3. Are roadways and sidewalks kept clean of debris and in good condition?

**YES NO NA ELECTRICAL**

1. Has an electrical audit (thermographic imaging) been completed within the last 5 years?
2. Are extension cords in accordance with manufacturer's recommendations?
3. Are power strips used in accordance with manufacturer's recommendations?
4. Are extension cords used in place of permanent wiring? (If so, this needs to be corrected.)
5. Are all extension cords maintained in good condition?
6. Are electrical outlets wired properly leaving no open grounds?
7. Are grounded 3-prong receptacles installed?
8. Are outlets within 6 feet of a water source ground fault circuit (GFCI) protected?
9. Are there cover plates installed on all outlets and switches and in good condition?
10. Are circuit breakers being used as replacements for switches (i.e.: sanctuary lighting)?
11. Is there always a 3 foot clearance kept around electrical panels?
12. Are circuit breakers taped in the open position? (If so, replace with circuit breaker locks.)
13. Are all circuits identified and marked in electrical panels?
14. Do all electrical panels contain circuits and not fuses?

**YES NO NA EMERGENCY LIGHTS / EXIT LIGHTS**

1. Are emergency/EXIT lights functional when tested?
2. Are emergency/EXIT lights tested on a minimum of a quarterly basis and logs kept of tests?
3. Are emergency lights installed in all Churches, Halls, Schools, and multi-stall restrooms?

4. Are EXIT lights installed at all exits in Churches, Halls, Schools, in combination with emergency lights?

**YES NO NA EXITS**

1. Are exits unobstructed and free of stored materials?
2. Do exit doors open easily with minimal force applied?
3. Are 2<sup>nd</sup> grade and younger classrooms no more than 1 story above exit discharge floor?
4. Do bedrooms in basements have at least two egress routes?

**YES NO NA EXTINGUISHERS**

1. Are fire extinguishers inspected, serviced and tagged annually?
2. Are fire extinguishers mounted to the wall between 4 inches and 5 feet?
3. Are 5 pound (minimum) ABC dry chemical extinguishers used instead of 2½ pound?
4. Are fire extinguishers unobstructed and easy to locate?

**YES NO NA FIRE PROTECTION**

1. Are hood systems and filters cleaned regularly?
2. If a hood suppression system, is it certified when required?
3. Are exhaust hoods with fire suppression system installed above deep fat fryers?
4. Are trays under the stovetop burners cleaned regularly?
5. Are all smoke/carbon monoxide detectors less than 10 years old? (If not, they need to be replaced.)
6. Are smoke/carbon monoxide detectors installed as required by State law?
7. Are smoke/carbon monoxide detectors tested monthly and batteries replaced as needed?
8. Are fire alarm systems checked by qualified technicians annually?
9. Are fire protection sprinkler systems inspected?
10. Is there a minimum of 18 inches maintained under sprinkler heads?
11. Does the facility have a fire sprinkler system?

**YES NO NA FIRE SAFETY**

1. Is artwork in classrooms limited to 20% of wall space if no sprinkler system?
2. Are propane cylinders stored outdoors?
3. Are clothes dryers vented to the outside through flexible metal pipes?
4. Are laundry rooms free of dryer lint?
5. If space heaters are being used, are they UL approved and being turned off before leaving?

**YES NO NA FIRST AID / MEDICAL SERVICES**

1. Are first aid supplies readily accessible?
2. Are first aid supplies inspected and replenished as needed?
3. Is the location of the first aid kits identified by signage?
4. Is an Automated External Defibrillator (AED) available for use?

**YES NO NA FURNITURE**

1. Are televisions properly secured to rolling carts?
2. Is there a chair maintenance program in place?
3. Are bookshelves secured to the wall to prevent them from tipping over?
4. Are highchairs maintained in good condition?
5. Are desks/workstations positioned away from wall-mounted TV monitors?
6. Is the hardware secured on kneelers?
7. Are all pew railings secured?

**YES NO NA LADDERS / STEP STOOLS**

1. Are step stools maintained in good condition?
2. Are ladders maintained in good condition?
3. Are only aluminum or fiberglass ladders used?
4. Are ladders kept secured to prevent unauthorized use?

**YES NO NA MECHANICAL**

1. Is there a minimum 3 foot clearance around the water heater at all times?
2. Is the relief valve piping on the water heater within 6 inches of the floor?
3. No items are stored on top of the water heater?
4. Is there a minimum 3 foot clearance maintained around the furnace at all times?
5. Is there a minimum 6 foot clearance maintained around the boiler(s)?
6. Are maintenance and utility rooms locked to prevent unauthorized entry?
7. Is the location of the emergency gas shut-off identified?
8. Are furnace / HVAC inspected annually by a qualified technician?
9. Are signs posted on mechanical room doors?
10. Flammables and combustibles are not stored in boiler and/or furnace rooms?
11. Is the elevator motor room kept clear of storage?
12. Is good housekeeping maintained in all storage areas?
13. Are the boiler, furnace, and elevator certificates current?

**YES NO NA MISCELLANEOUS**

1. Refrigerators / freezers are defrosted to prevent ice buildup?
2. Coat hooks are protected when located near eye level (especially in schools)?
3. Finger guards are installed on all paper cutters?
4. Artwork, banners, etc., are **NOT** being hung from light fixtures?
5. Is the gap between the footboard and bleacher seat no more than 3 inches?
6. Are approved door stops used to prop open doors?
7. Is there an inventory kept for computers, electronics, and other equipment?
8. Is there padding on gym walls and pillars?

**YES NO NA PLAYGROUND**

1. Is there a minimum of 9 – 12 inches of cushioning material under playground equipment?
2. No homemade equipment should be on the playground.
3. S-hooks on playground equipment should not be more than  $\frac{1}{3}$  worn?
4. No gap should be found in S-hooks on playground equipment?
5. Are signs posted on playgrounds that read: "Adult Supervision Required"?
6. Are signs posted on playground equipment with the recommended age of children?
7. Do swing sets only have 2 swings per bay?

**YES NO NA PREVENTING SLIPS, TRIPS, AND FALLS**

1. Are edges of handicap ramps painted to highlight grade change?
2. Are sidewalks free of trip hazards and maintained in good condition?
3. Are guidelines in place for shoveling, salting or sanding walkways?
4. Are asphalt parking surfaces maintained in good condition?
5. Are non-slip floor mats used in kitchen/dishwashing areas?
6. Does carpet lie flat, smooth, and even throughout?
7. Are steps taken to address common sources of slips, trips, and falls?
8. Are walkways free of electrical/phone cords to minimize trip hazards?
9. Are rubber backed mats used in place of carpet remnants or throw rugs?
10. Are guards / railings installed where fall hazards exist?
11. Are floor tiles secured?
12. Are stairways with 3 or more steps or wider than 36 inches wide equipped with handrails?
13. Does the handrail on stairways extend at least 6 inches past the top and bottom step?
14. Are the top edges of steps highlighted to minimize trip hazards?
15. Are handrails tightly secured to walls?

YES NO NA SECURITY

1. Is landscaping trimmed to improve visibility of building exteriors?
2. Is access to fire escapes on the building exterior secured?
3. Are secondary entrance doors kept locked at all times?
4. Are valuable vessels and vestments kept locked at all times?
5. Are valuables or personal items left unattended in offices, classrooms, etc.?
6. Is money counted immediately following Mass?
7. Are tamper proof bags used for collections?
8. Do collection teams consist of two or more unrelated individuals?
9. Do money counters rotate?
10. Is a safe used to store money until it is taken to the bank?
11. Is money locked in a file cabinet with limited access before being taken to the bank?
12. Are there security cameras?
13. Is the room where the safe is kept locked?
14. Are safe codes and passwords kept secured?
15. Is there an inventory account of all Scrip?
16. Is Scrip never taken off the location to be stored offsite? (It should never be taken offsite.)

GUIDELINES & RISK ASSESSMENT

YES NO NA VEHICLES

1. Does the location own any vehicles? If yes, number of vehicles
2. Does the location own any buses? If yes, number of buses
3. Does the location own any 11-15 passenger vans? If yes, # of vans
4. Is a complete inspection done on all owned vehicles?
5. Does the Diocese insure any of the parish owned vehicles? If YES, please list vehicles


YES NO NA VOLUNTEER DRIVERS

1. Have **ALL** volunteers that drive personal vehicles for the location completed "Volunteer Driver" forms?
2. Have **ALL** volunteers that drive personal vehicles for the location taken the 3 defensive driving modules that can be found at [www.CMGconnect.org](http://www.CMGconnect.org)? Examples could include: making bank deposits, field trip drivers, youth group drivers, picking up supplies, Eucharistic ministers, making hospital visits, etc.

3. Are all volunteer driver forms kept on file at the location?
4. Is a current list of qualified employee and/or volunteer drivers maintained?

YES NO NA **SEXUAL MISCONDUCT**

1. Are you in compliance with the Diocesan Safe Environment Program? *Included but not limited to, fingerprinting, CANTS background check, Safe Environment Training*

YES NO NA **PERSONNEL**

1. Are you aware the Chancellor **must** be contacted prior to any involuntary termination?
2. Have **ALL** paid employees with a valid driver's license taken the 3 defensive driving modules as required? The modules can be found at [www.CMGconnect.org](http://www.CMGconnect.org)
3. Have **ALL** employees that work directly with minors completed Safe Environment Training (including fingerprinting, CANTS background check, Safe Environment training)
4. Has an employee been designated as the Volunteer Coordinator?
5. If YES, has that employee been made aware of the Volunteer Coordinator duties? ([www.catholicmutual.org](http://www.catholicmutual.org) / Risk Management)

YES NO NA **WORKERS COMPENSATION**

1. CMG has formed a strategic alliance with Church Mutual Insurance Company (CMIC) under which CMIC will underwrite the workers' compensation insurance for all Catholic arch/diocese, religious orders and other Catholic institutions that CMG services. Are you aware of the new reporting procedure?
2. Are employees instructed that they **MUST IMMEDIATELY** report all work related injuries to their employer (Priest (or designated personnel) or Principal; late reporting could cause benefits to be delayed or denied?
3. Are you aware that if an employee injury is a life threatening emergency, call 911; after the employee has been taken care of, the employer **MUST** file an IL Form 45: Employer's First Report of Injury via email [mblock@catholicmutual.org](mailto:mblock@catholicmutual.org) or via fax 309-671-1580?
4. Are you aware that if an employee injury is **NOT** life threatening and the employee has **NOT** received any outside medical care, the employer with the employee present, **MUST** contact: **CHURCH MUTUAL NURSE HOTLINE @ 844-322-4662?** The Nurse hotline should be called anytime an injury likely requires "more than a Band Aid but less than an ambulance ride." No IL Form 45 must be filed when an injury is reported through the Nurse hotline.
5. Are you aware that if an employee sought medical care before reporting the incident to their employer, the employer **MUST** file an IL Form 45: Employer's First Report of Injury via email [mblock@catholicmutual.org](mailto:mblock@catholicmutual.org) or via fax 309-671-1580?

YES NO NA **LOCATION SPONSORED EVENTS**

1. Does the location have an Event Coordinator for each event?
2. If alcohol is being sold at an event, is a request a certificate of insurance from CMG submitted? (*CMG form – Certificate Request*)

3. If alcohol is being sold at an event, do you know you must obtain a temporary liquor license from the city and state prior to the event?
4. Are certificates of insurance obtained from all caterers/vendors providing food / rides / entertainment at an event?
5. Do certificates of insurance from caterers/vendors name the location and Diocese of Peoria as an additional insured?
6. Do you follow the recommendations outlined in CMG's Parish Festival guidelines?
7. Are there any location sponsored events held **ONSITE** each year? *Please list events*

8. Are any location sponsored events held **OFFSITE** each year? *Please list events*

**YES    NO    NA    SPECIAL EVENT PROGRAM**

1. When the facility is being rented, is the Special Event Application used? *(i.e.: receptions, anniversaries, reunions, birthday parties, etc.)*
2. Are you aware the cost for Special Event Coverage is \$100 (\$125 for an overnight event)? *This form is located at [www.catholicmutual.org](http://www.catholicmutual.org) . The form must be submitted at least 15 days prior to the event and it can be submitted email to: [mblock@catholicmutual.org](mailto:mblock@catholicmutual.org) or [aschallmoser@cdop.org](mailto:aschallmoser@cdop.org) or by fax. Please attach a copy of the submitted form to the payment made out to Dunne Property, N.F.P. and submit to Catholic Mutual Group 419 NE Madison Ave, Peoria, IL 61603.*
3. Is the current special event application being used?
4. If alcohol is being **served** (cannot be sold with this program), is a copy of the Diocesan Liquor Liability Guidelines provided to the renter.
5. Is a Facility Usage / Indemnity Agreement signed by the renter for each rental?



6. Is an Unaffiliated Organization Agreement signed by the renter when appropriate?
7. Are **CERTIFICATES OF INSURANCE** obtained from all outside agencies? Such as:
 

Boy Scouts	American Heritage Girls	Trail Life USA
Girl Scouts	Knights of Columbus	12 Step Programs
Voter Registration / Polling Place (insurance verification is acceptable for self-insured)		

**YES    NO    NA    CONTRACT REVIEW**

1. Does anyone other than assigned clergy reside on the premises?
2. Does the location have any rental properties?
3. If Yes, do you have lease agreements?
4. Would you like a sample residential lease agreement?
5. Do all renters obtain renter insurance?
6. Do you have any lease agreements for office equipment?
7. Has a certificate of insurance been provided to the leasing company?
8. Are you aware when you lease a new/additional office equipment, you must request a new certificate of insurance to send to the leasing company?
9. Are **ALL** contracts forwarded to CDOP Legal Department for review prior to being signed (regardless of the amount of the contract)?
10. Has there been any new construction/repairs/renovation within the last 24 months?
11. If Yes, were certificates of insurance (*minimum \$2 million GL per occurrence*) obtained?

**YES    NO    NA    FACILITIES**

1. Do you keep a record of preventative maintenance?
  2. Do you follow the summer maintenance guidelines?
  3. Do you have established ice and snow removal procedures?
  4. Are logs kept for ice and snow removal procedures?
  5. Is there a periodic termite inspection?
  6. Is there a formal procedure established for lending / assigning keys?
  7. Is there an alarm on facility? If YES, who on staff has the codes?
- 
8. Have you completed a written inventory on all location contents?
  9. Are all clergy personal items labeled?
  10. Do you have a history of the buildings including past renovations and repairs?
  11. Is that information maintained in the location office?

**YES NO NA RISK CONCERNS**

1. Does the location participate in the Parish nurse program?
2. Is the Parish nurse paperwork on file with Catholic Charities?
3. Is there a heart defibrillator (AED) on site?

Where is the AED located:

4. Are there first aid kits on site?

Where are the first aid kits located:

5. Are employees, staff, or volunteers trained in basic first aid or CPR?

**YES NO NA CATHOLIC MUTUAL GROUP – ONLINE TRAINING VIDEOS**

1. Are you aware that the defensive driving courses? [www.CMGconnect.org](http://www.CMGconnect.org)  
*"Be Smart – Drive Safe"*  
*"Church Transportation"*  
*"Passenger Vans"*
2. Are you aware of "The Business of the Church" training videos available?  
*Best Practices in Human Resource Management*  
*Best Practices in Facilities Usage Management and Operations*  
*Best Practices for Financial Management for Cash Handling*  
*Best Practices for Cyber Security*
3. Are you aware of other training modules available that include:  
*Fire Safety*  
*Preventing Slips, Trips & Falls*  
*Preventative Maintenance*  
*Youth Ministry Everything Matters and Everyone has a Role*  
*Safe and Successful Parish Festivals*
4. Are you aware of "CMG Connect Parents"? [www.CMGparents.org](http://www.CMGparents.org)  
 CMG has developed a new website and video specifically for parents and others who work with our youth to help address social media issues to include pornography and cyber bullying.

**ADDITIONAL INFORMATION**

Form Completed By:	Title:	Phone ( <i>with area code</i> ):	Email: