

# PARISH RISK ASSESSMENT FORM



**Instructions:** Please answer the following questions to the best of your knowledge. This assessment is intended to help identify potential fire hazards and safety risks within your parish.

## GENERAL INFORMATION

Name of the Parish : SAINT MARY MAGDALENE PARISH

Address : PAVANAN SAN PASCUAL BATANGAS

Contact number : (043) 727-1427

Email address : marymagdalene\_22@yahoo.com

Church Facility types: (tick all applicable options)

Church Facility Type	Construction Type: Type I: Concrete and Steel (Fire Resistive) Type II: Concrete and exposed steel (Noncombustible) Type III: Heavy Timber (Large Mass Wood) Type IV: Wood Frame (Lightweight wood)	Maximum Occupant Load	Building height (in meters)	Number of storey
Church main building <input type="radio"/>	TYPE II	300		1
Sacristy <input type="radio"/>	TYPE II	15		1
Adoration Chapel <input type="radio"/>	N/A	N/A	N/A	N/A
Parish Hall <input type="radio"/>	N/A	N/A	N/A	N/A
Convent <input type="radio"/>	TYPE II	3		3
Storage Room <input type="radio"/>	TYPE II			1
Comfort Room <input type="radio"/>	TYPE	6		1



## ADMINISTRATIVE

QUESTIONS:	YES	NO	N/A	OTHER INFORMATION
1. Does the parish have a designated safety officer? <i>Mayroon bang Safety Officer ang parokya?</i>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	
2. Is routine maintenance carried out at regular intervals? <i>Regular bang isinasagawa ang pagpapanatili ng kaayusan sa parokya?</i>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
3. Are leaks and deterioration promptly repaired? <i>Ang mga tagas at pagkasira ba ay agad na inaayos?</i>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
4. Does the church have an emergency/evacuation plan? <i>Mayroon bang "emergency/evacuation plan ang parokya?</i>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	
5. Do staff/volunteers know their roles in an emergency? <i>Alam ba ng mga parish staff ang kanilang mga tungkulin kapag may emergency?</i>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
6. Is there a first aid kit on the church premises? <i>Mayroon bang first aid kit sa piling lugar ng parokya?</i>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Total Number of Emergency kits: ----- Locations:-----
7. Is the first aid kit fully stocked and replenished as necessary? <i>Ang first aid kit ba ay sapat ang laman at pinapalitan kung kinanakailangan?</i>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Gaano kadalas pinapalitan ang laman ng first aid kit? __ 3 months __ 6 months <input checked="" type="checkbox"/> others (specify)
8. Are emergency lighting facilities available to maintain illumination in the event of a power failure? <i>Magagamit ba ang emergency lighting facilities kung mawalan ng kuryente?</i>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	

## CHURCH PROTECTION

QUESTIONS:	YES	NO	N/A	OTHER INFORMATION
1. Are there sprinkler system (if installed) inspected annually? <i>Ang Sprinkler system ba (kung meron) ay nasusuri taun-taon?</i>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	
2. Is a multipurpose fire extinguisher available? <i>Mayroon bang multi-purpose fire extinguisher and parokya?</i>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Total Number of fire extinguishers:----- Locations:-----
3. Are smoke/heat detectors installed? <i>May nakainstall bang smoke/heat detector?</i>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	
4. Do you have fire alarm systems in place? <i>Mayroon bang fire alarm system and parokya?</i>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	

**QUESTIONS:**

YES NO N/A

**OTHER INFORMATION**

5. Are fire alarm systems tested and serviced annually? *Ang mga fire alarm system ba ay sinusuri taun-taon?*

  

6. Are key/access records maintained? *Ang susi o pag-access ba sa mga rekords ay napapanatili?*

  

7. Do you have a written list with photographic inventory of building contents and valuables? *Mayroon ka bang nakasulat na listahan na may larawan ng imbentaryo ng mga nilalaman ng gusali at mga mahalagang bagay?*

  
**CHURCH GROUNDS****QUESTIONS:**

YES NO N/A

**OTHER INFORMATION**

1. Are parking lots and church grounds free from rubbish, debris, and potholes? *Ang mga paradahan at lugar ng simbahan ba ay walang basura at mga butas?*

  

2. Are all fences/gates in good condition? *Ang lahat ba ng mga bakod/gate ay nasa maayos na kondisyon?*

  

3. Are all pathways/external walkways are in good condition? *Ang lahat ba ng mga daanan ay nasa maayos na kondisyon?*

  

4. Are all steps in good conditions? *Ang lahat ba ng mga hagdan ay nasa maayos na kondisyon?*

  

5. Do all steps have handrails and painted lines highlighting the change in elevation? *Ang lahat ba ng mga hagdan ay may mga handrail at ipinintang mga linya na nagha-highlight sa pagbabago sa elebasyon*

  

6. Are steps railings firmly secured and in good repair? *Ang mga railing ng hagdan ba ay ligtas na nakakabit at nasa maayos na kondisyon?*

  

7. Are all ditches and drains clear of debris? *Ang lahat ba ng kanal at alulod ay walang basura?*

  

8. Have you securely stored all machinery? *Ligtas bang nakatago ang mga makinarya?*

  

9. Are all flammable materials (eg. fuel for machinery) safely and securely stored? *Ang lahat ba ng mga flammable materials (hal. gasolina para sa makinarya) ay maayos bang nakaimbak?*

## ENTER WITHOUT RISK

QUESTIONS:	YES	NO	N/A	OTHER INFORMATION
1. Do you have non-slip rugs and mats with tapered edges inside entrance? <i>Mayroon ka bang non-slip rugs and mats na may mga gilid na naka-taper sa loob ng pasukan?</i>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	
2. Have you repaired any torn or wrinkled carpets, loose, or damaged tiles or flooring? <i>Naisasaayos ba ang anumang nasirang karpeta, maluwa, o nasira na mga tiles o sahig?</i>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
3. Are there any cords or speaker wires across floors, aisles or doorways? <i>Mayroon bang anumang mga kurdon o mga wire ng speaker sa sahig, mga pasilyo o mga pintuan</i>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	
4. Are all aisles, steps, and exits passageways free of boxes, chairs, musical instruments etc.? <i>Ang lahat ba ng mga pasilyo, hagdan, at mga daanan ng labasan ay walang mga kahon, upuan, mga instrumentong pangmusika atbp.</i>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	

## SAFE CHURCH MAIN BUILDING

QUESTIONS:	YES	NO	N/A	OTHER INFORMATION
1. Are aisles clear of cords, podiums, chairs, candles and other objects? <i>Ang mga pasilyo ba ay walang mga kurdon, mga podium, mga upuan, mga kandila at iba pang mga bagay?</i>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	
2. Do you unlock all exit doors during occupancy? <i>Binubuksan mo ba ang lahat ng pintuan palabas habang may mga tao?</i>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
3. Are exit doors clear from obstructions? <i>Ang mga pintuan ng labasan ba ay walang mga sagabal?</i>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
4. Do you have signs to indicate exits (ideally illuminated)? <i>Mayroon ka bang mga palatandaan sa labasan?</i>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	
5. Are all exit doors in good condition and functioning properly (i.e. open outwards with kick bar)? <i>Ang lahat ba ng mga pintuan palabas ay nasa maayos na kondisyon at gumagana nang maayos (i.e. bukas palabas na may kick bar)</i>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
6. Do all rooms with 50 or more occupants or over 1,000 sq ft. have two exit doors? <i>Ang lahat ba ng mga silid na may 50 o higit pang mga tao o higit sa 1,000 sq ft. ay may dalawang pintuan ng labasan?</i>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
7. Are pews/seats secured and in good repair? <i>Ang lahat ba ng upuan ay nasa maayos na kondisyon?</i>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	

## STORAGE ROOM

QUESTIONS:	YES	NO	N/A	OTHER INFORMATION
1. Are brooms, mops, rags and other cleaning supplies stored in metal cabinets? <i>Ang mga walis, mop, basahan at iba pang mga kagamitan sa paglilinis ba ay nakatago sa mga metal na cabinet?</i>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	
2. Are the storage room locked at all times? <i>Ang storage room ba ay nakakandado sa lahat ng oras?</i>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	
3. Is there a good housekeeping throughout the facility? <i>Mayroon bang mahusay na pangangalaga sa buong pasilidad?</i>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
4. Is the room free of combustible, flammables, and general church storage? <i>Ang silid ba ay walang mga madaling masunog na materyales?</i>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
5. Are main switches, shut off valves and plumbing properly labeled? <i>Ang main switch, shut-off valves at mga tubo ba ay maayos na may label?</i>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
6. Is the smoke/heat detection tied to the fire alarm system? <i>Ang smoke/heat detector ba ay naka-link sa fire alarm system?</i>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
7. Are the electrical panels free from obstruction? <i>Ang electrical panels ba ay walang sagabal?</i>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
8. Are all electrical/mechanical equipment and junction boxes covered? <i>Ang mga kahon ba ng electrical/mechanical equipment ay may maayos na takip?</i>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	

## KITCHEN/PARISH HALL

QUESTIONS:	YES	NO	N/A	OTHER INFORMATION
1. Are exits clear, adequately marked? <i>Ang exits ba ay walang sagabal at may palatandaan?</i>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
2. Is the kitchen kept clean and waste properly disposed of? <i>Ang kusina ba ay pinapanatiling malinis at ang basura ay itinatapon nang maayos?</i>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
3. Are exhaust filters, ducts, and hood cleaned on regular basis? <i>Ang exhaust filters, mga duct, at hood ba ay regular na niilinis?</i>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
4. Do you have multi-purpose or type "k" fire extinguisher/ fire blanket in the kitchen? <i>Mayroon bang multi-purpose o type "k" fire extinguisher/ fire blanket sa kusina ng parokya?</i>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	

## QUESTIONS:

YES NO N/A

## OTHER INFORMATIONS

5. Is the kitchen free of grease accumulations?  
Ang mga kusina ba ay walang mga akumulasyon ng grasa?

6. Are refrigeration coils, motors, and compressors clean? Ang mga coil ba ng refrigeration, motor, at compressor ay malinis?

7. Are all floors clean and free of spills? Ang sahig ay malinis at walang mga natapon?

8. Do you have mops and "caution" signage available? Mayroon bang mga mop at "caution" na signage na nagagamit?

## STAFF TRAINING

Training	Number of Convent Staff trained	date of last training (petsa ng huling pagsasanay)	Topics Covered
Fire Safety	N/A	N/A	N/A
First Aid Training	1	JUNE 2024	BASIC LIFE SUPPORT (BLS) (EPR)
Training in the practical use of a fire extinguisher	N/A	N/A	N/A

Inspection completed by  
(Ministry on Stewardship  
Coordinator)

: LEILA A. BUNCAE / PARISH COORDINATOR in SOCIAL SERVICES

Date

: MARCH 28, 2025

Approved by  
(Parish Priest)

: REV. FR. ROY L. MACATANGAY

Date

: MARCH 28, 2025