

# 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** : Parish of Sto. Niño, Marawoy

**Address** : Marawoy, Lipa City

**Contact number** : +63437748885 / +639932780133

**Email address** : psn.marawoy@gmail.com

**Church Facility types: (tick all applicable options)**

Church Facility Type	Construction Type: <b>Type I:</b> Concrete and Steel (Fire Resistive) <b>Type II:</b> Concrete and exposed steel (Noncombustible) <b>Type III:</b> Heavy Timber (Large Mass Wood) <b>Type IV:</b> Wood Frame (Lightweight wood)	Maximum Occupant Load	Building height (in meters)	Number of storey
Church main building <input checked="" type="radio"/>	<b>Type I</b>	800 people	10 meters	1
Sacristy <input checked="" type="radio"/>	<b>Type I</b>	10 people	3 meters	1
Adoration Chapel <input checked="" type="radio"/>	<b>Type I</b>	10 people	4 meters	1
Parish Hall <input checked="" type="radio"/>	<b>Type I</b>	100 people	12 meters	Part of 3
Convent <input checked="" type="radio"/>	<b>Type I</b>	5 people	12 meters	Part of 3
Storage Room <input checked="" type="radio"/>	<b>Type IV</b>	5 people	3 meters	temporary
Comfort Room <input checked="" type="radio"/>	<b>Type I</b>	5 people	3 meters	Part of 3

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others: (Specify)				
Garage <input checked="" type="checkbox"/>	<b>Type I</b>	4 cars	5 meters	Part of 3

## 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 inayos?</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 checked="" type="radio"/>	<input 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: 1 Locations: <b>Sacristy</b>
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 type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Gaano kadalas pinapalitan ang laman ng first aid kit? ___3 months ___6 months ___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 type="radio"/>	<input checked="" type="radio"/>	
2. Is a multipurpose fire extinguisher available? <i>Mayroon bang multi-purpose fire extinguisher and parokya?</i>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Total Number of fire extinguishers: 1 Locations: near sacristy
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 INFORMATIONS
5. Are fire alarm systems tested and serviced annually? <i>Ang mga fire alarm system ba ay sinusuri taun-taon?</i>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	
6. Are key/access records maintained? <i>Ang susi o pag-access ba sa mga rekords ay napapanatili?</i>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
7. Do you have a written list with photographic inventory of building contents and valuables? <i>Mayroon ka bang nakasulat na listahan na may larawan ng imbentaryo ng mga nilalaman ng gusali at mga mahahalagang bagay?</i>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	

## CHURCH GROUNDS

QUESTIONS:	YES	NO	N/A	OTHER INFORMATIONS
1. Are parking lots and church grounds free from rubbish, debris, and potholes? <i>Ang mga paradahan at lugar ng simbahan ba ay walang basura at mga butas?</i>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
2. Are all fences/gates in good condition? <i>Ang lahat ba ng mga bakod/gate ay nasa maayos na kondisyon?</i>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
3. Are all pathways/external walkways are in good condition? <i>Ang lahat ba ng mga daanan ay nasa maayos na kondisyon?</i>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
4. Are all steps in good conditions? <i>Ang lahat ba ng mga hagdan ay nasa maayos na kondisyon?</i>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
5. Do all steps have handrails and painted lines highlighting the change in elevation? <i>Ang lahat ba ng mga hagdan ay may mga handrail at ipinintang mga linya na nagha-highlight sa pagbabago sa elebasyon</i>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
6. Are steps railings firmly secured and in good repair? <i>Ang mga railing ng hagdan ba ay ligtas na nakakabit at nasa maayos na kondisyon?</i>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
7. Are all ditches and drains clear of debris? <i>Ang lahat ba ng kanal at alulod ay walang basura?</i>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
8. Have you securely stored all machinery? <i>Ligtas bang nakatago ang mga makinarya?</i>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
9. Are all flammable materials (eg. fuel for machinery) safely and securely stored? <i>Ang lahat ba ng mga flammable materials (hal. gasolina para sa makinarya) ay maayos bang nakaimbak?</i>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	

## 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 checked="" type="radio"/>	<input 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, maluwag, o nasira na mga tiles o sahig?</i>	<input checked="" type="radio"/>	<input type="radio"/>	<input 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 checked="" type="radio"/>	<input 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 checked="" type="radio"/>	<input 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"/>	During Sundays and special occasions, all passages inside the Church are open.
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 type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	There are pews that are for repair.

## 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 checked="" type="radio"/>	<input 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 type="radio"/>	<input checked="" 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 type="radio"/>	<input checked="" 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 checked="" type="radio"/>	<input type="radio"/>	<input 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 type="radio"/>	<input checked="" 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 nililinis?</i>	<input checked="" type="radio"/>	<input type="radio"/>	<input 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 checked="" type="radio"/>	<input 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**

<b>Training</b>	<b>Number of Convent Staff trained</b>	<b>date of last training (<i>petsa ng huling pagsasanay</i>)</b>	<b>Topics Covered</b>
Fire Safety			
First Aid Training			
Training in the practical use of a fire extinguisher			

**Inspection completed by  
 (Ministry on Stewardship  
 Coordinator)**

: Medwin Terrill M. Lambio, Social Services and Gil Aggari, PPC Coordinator

**Date**

: March 28, 2025

**Approved by  
 (Parish Priest)**

: Rev. Fr. Jayson T. Siapco

**Date**

: March 28, 2025