



ARCHDIOCESE OF INDIANAPOLIS

Safety and Loss Control News

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Prepared by Gallagher Bassett Services, Inc.

Checklist for Festival and Carnival Grounds

The following checklist has been developed to assist with completing surveys of grounds in preparation for festivals and carnivals. This checklist serves as a guideline to assist in recognizing possible hazard areas. This is not to include the amusement ride equipment and areas which contain the equipment. This also does not include the areas where fireworks may be launched and viewed with an audience present. The surveys should take place before each day's events.

Electrical Safety

- Ground fault interruption protection in proper working condition.
- Cords, connections and wiring should be in proper working condition. Any worn, broken equipment should not be used.
- Electrical outlets and switches in proper working order.
- Check for burn areas due to sparks, poor grounding, etc.
- Check to see that all appliances are properly grounded.
- Be sure that cords are located in a manner that does not cause tripping hazards.

Cooking Area Safety

- Cooking equipment maintained in proper working condition.
- Portable fire extinguisher available.
- Tank connections for propane and other compressed gases properly functioning.
- Cylinders properly stored.
- Thermometers, heat sensors on equipment functional and properly working.
- Check eating areas for other possible hazards.
- Check benches, chairs, and tables for possible defects and damage.
- Garbage receptacles in place and in proper condition.
- All guards in place on cooking equipment.

- Railings and steps for storage trucks in good condition.

Stage Areas

- Stairs and walking surfaces on stages well maintained (guardrails, steps, mounting structures, etc.).
- Stage supports in good condition.
- Overhead fixtures in proper condition.
- Stage and area around stage clear of hazardous conditions (sharp objects on lawn, etc.).

Beer Garden

- Fencing around beer garden well maintained.
- Compressed gas cylinders properly stored.
- Check areas for hazards (objects on the lawn, etc.).
- Tables, chairs and benches in good condition.
- Restroom facilities in proper condition.

Swimming Pool

- Check pool area for tripping, falling hazards.
- Ladders and diving boards in proper condition.
- Safety equipment present (life rings, poles, etc.).
- Shower and changing facilities in proper condition.
- Check pool area for other possible hazards.
- Chlorine room and equipment properly secured.

Playground

- Inspect equipment for any defects, damage, etc.



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Festival and Carnival Grounds Checklist

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- Look for dangerous objects below equipment and around playground area.
- Check equipment for protruding bolts, sharp metal areas, etc.
- Check for objects which may cause tripping or falling accidents.

Fire Safety

- Portable fire extinguishers present and operable.
- Proper storage of flammable or combustible liquids, gases, etc.
- Fire lanes are cleared of all obstructions.
- Gates and areas for emergency vehicles are properly maintained.
- Distances are maintained from the tents for cooking equipment.
- Contact fire department if any questions arise as to any conditions that pertain to fire safety.
- Water supplies, hydrants cleared.

Tents and Booths

- Check all tents and booths for possible structural problems.
- Supports in good condition.
- Ropes and cables in proper condition.
- Stakes are properly covered and positioned to prevent injury.

Area Conditions

- Sidewalks and walkways free of possible tripping and falling hazards.
- Restroom facilities maintained and in proper condition.
- Fencing and security systems maintained and in proper condition.
- First aid stations and equipment present and accessible.
- Any generators properly maintained and installed.
- Closed metal containers provided for oily rags and other debris.
- Ladders, scaffolds, etc., properly maintained.
- Emergency lighting adequate and functional.
- Motors, fans, generators checked.
- Money storage and collection areas properly maintained, secured and functional lighting provided.

Festival Cash Management

Effective cash management is an essential function of a successful festival. The following are simple steps your parish, school, and ministry can take to reduce the risk of loss.



- Take cash at one place only. The fewer hands that touch cash, the better. For carnivals, selling tickets instead of charging at each booth will help to reduce the risk of loss.
- Use paper receipts for cash transactions. Paper receipts provide you with a record not only for your organization, but also the IRS. For carnivals, be sure to tally each sale. At the end of the day, the number of tallies should match your cash receipts, which should also match the number of tickets taken at each booth.
- Assign two people to the cash box at one time. Two people should also be present when cash receipts are counted. When all of the cash has been counted, the counters need to initial a form that certifies how much money is being turned over to the treasurer.
- Deposit the money immediately. Cash and receipts should be deposited as soon as they are counted, certified, and turned over to the treasurer. If the money is from an event taking place at night, lock the money in the Parish safe and deposit it first thing in the morning.
- Never take IOUs. Do not let people pay you later. Tell them that the Parish operations do not allow for the acceptance of IOUs.
- Always handle money in a businesslike manner. Report problems immediately.

-Information excerpted from www.ptotoday.com/pto-today-articles/articles/391-handling-cash-6-simple-steps.

Facility Assessment Plan and Preventive Maintenance Program

A *Facility Assessment Plan and Preventive Maintenance Program* is a risk management tool dioceses can use for keeping track of the physical condition of church, school, housing and other buildings and grounds. This tool helps the diocese to identify and define building and facility status, maintenance requirements and related expenses for budget planning purposes. The components and action items that comprise this plan include the following:

1. Identify Buildings and Grounds

The Assessment Plan initially requires putting together an inventory of buildings and grounds system components. Examples of buildings and grounds components include parking lots and exterior lighting, landscaping, heating and air conditioning (HVAC), roofing, plumbing and electrical, fire protection systems, security systems, etc.

2. Inspection of Buildings and Grounds

Performing an initial inspection of the buildings and grounds helps to assess the current state of the facilities and provides the diocese with a baseline resource for the provision of maintenance and any necessary future repairs. Emphasis should be placed on building plumbing, electrical and mechanical systems.

3. Analysis of Building and Grounds Status and Future Needs

Upon completion of the buildings and grounds inspections, analyze the results to determine if preventive maintenance or repairs need to be made. This analysis may require the use of qualified contractors to supplement in-house expertise.

4. Create a Repair Plan

Put together a repair plan schedule that ranges from the most important tasks to the least important (such as rewiring electrical systems, overhauling the sprinkler system, lawn care, plumbing, etc.). Maintenance plans should be specific to the site and adapted to local circumstances, work methods and utilization of space.

5. Implement a Preventive Maintenance Plan

Create a detailed resource for maintenance procedures, including a monthly maintenance schedule, scope of work for outsourced bids, and cost estimates for recommended maintenance. In addition, determine any future cost estimates for the repair/maintenance of building and grounds components and

budget for unexpected emergencies. The Preventive Maintenance Plan should ensure that building and grounds operations function smoothly.

6. Submit Program to Pastor/Principal/Director for Approval

Provide the Pastor/Principal/Director and Parish/School/Housing Finance Committee with a copy of the program along with all findings and recommendations for repairs for budget implementation. The Assessment and Preventive Maintenance Plans can be documented on a spreadsheet for ease of use.

Sample Facility and Maintenance Assessment Checklist

Facility Assessment Overview

- Facility, building and component inventory.
- Existing physical condition of each facility, building and component.
- Define facility and building use.
- Probable cost to remedy physical deficiencies.
- What investments need to be made, initially and long-term?
- Prioritize costs and investments.
- Define a reasonable budgetary funding process.

Assessment Survey

- Structural and foundation condition survey
- Parking
- Roof
- Exterior walls
- Plumbing systems
- Electrical systems
- Mechanical systems
- Infrared thermal imaging

Assessment Report

- Photographs and written documentation.
- Assessment of the property's interior and exterior conditions, systems and components.
- Detailed inventory of facility and building component quality, expected useful life, remaining useful life, and current replacement cost.
- Suggested remedies for physical deficiencies.

-Information excerpted from Facility Assessment Plan and Preventive Maintenance Program MP³ published by Arthur J. Gallagher Risk Management Services, Inc.

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If there are any subjects you would like to see addressed in this newsletter, or questions about a topic presented, please contact Ms. Amanda Weller, Gallagher Bassett Services, Inc., Two Pierce Place, Itasca, IL 60143, Telephone: 815-236-5170, Email: Amanda_Weller@gbtpa.com.

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Food Safety in Warm Weather

Food-borne illness often increases during the warm weather months because food-borne bacteria grow fastest at temperatures between 90°F to 110°F. Bacteria also need moisture to flourish and hot and humid weather is the perfect catalyst. To avoid contracting food-borne illness, follow these four simple steps:



Clean—wash hands and surfaces often. Unwashed hands are a prime cause of food-borne illness.

Separate—don't cross-contaminate. Cross-contamination during preparation, grilling and serving food is a prime cause of food-borne illness. When grilling, always wash platters that contain raw meat and use a clean platter for cooked meat.

Cook—prepare food to proper temperatures. Food is safely cooked when it is heated for a long enough time and at a high enough temperature to kill harmful bacteria that causes food-borne illness. When cooking hamburger, cook until juices run clear. When cooking chicken or pork, cook until all of the meat is white in color. If meat has a pinkish color, it is not fully cooked.

Chill—refrigerate food promptly. Holding food at an unsafe temperature is a prime cause of food-borne illness. Keep cold food cold! Food left out of refrigeration at room temperature for more than 2 hours may not be safe to eat and should be thrown away. When temperatures are above 90°F, food should not be left out for any length of time. Remember—if you have any doubt, throw it out!

Heat—keep hot food hot. After cooking meat and poultry on the grill, keep it hot until served—at 140°F or warmer.

Keep cooked meats hot by setting them to the side of the grill rack, not directly over the coals where they could overcook. The cooked meat can also be kept hot in an oven set at approximately 200°F, in a chafing dish or slow cooker or on a warming tray.

For more information, visit www.foodsafety.gov or www.fsis.usda.gov/fact_sheets.