

FARNDON PARISH COUNCIL

RISK ASSESSMENT 2026/27

ASSESSMENT COMPLETED BY

Clerk to the Council

DATE OF ASSESSMENT

May 2026

A Risk Assessment has been carried out to arrive at a severity rating of risks identified. Severity has been measured by using the following calculation of factors.

Hazard Factor

Factor 1 minimal risk – causing eg anxiety, stress, strain or minor injuries such as cuts, bruises etc

Factor 2 moderate risk – causing e.g. broken bones, burns, scalds etc.

Factor 3 serious risk – causing e.g. serious disease, loss of limbs or death

Risk Factor

Factor 1 improbable occurrence – unlikely to happen

Factor 2 possible occurrence – a 50/50 situation

Factor 3 common occurrences – frequently happens

Person Factor

Factor 1 1 to 5 people affected

Factor 2 6 to 10 people affected

Factor 3 11 to 20 people affected

Factor 4 21 to 49 people affected

Factor 5 50 or above people affected

HAZARD X RISK X PERSONS AT RISK = SEVERITY

RISK	ACTION TAKEN	HAZARD	RISK	PERSON	SEVERITY
		FACTOR	FACTOR	FACTOR	RATING
FINANCIAL					
Bank Account	Cheques are prepared by the Clerk and signed by two dedicated Members				
The clerk could submit bogus invoices	Only Members can sign Cheques and they check invoices against cheques and initial them Fidelity Guarantee Ins Up to £25,000	1	1	1	1
Electronic payments may be made for bogus goods/services	A list of online transactions is produced against all electronic payments and cross checked against invoices and signed by two members of the Parish Council				
The clerk could transfer money from the online savings account	The account is set up to only allow transfers to a nominated bank account – the Parish Council current account with Nat West	1	1	1	1
Budget Control					
The Parish Council could mispend public funds or fail to provide sufficient to cover the costs of the Parish Council.	Members will be guided by the Clerk to identify and only spend money through its permitted spending ‘powers’. The Clerk will monitor expenditure.	1	1	1	1
The Parish Council may fail to keep control of its finances	The Finance Working Party will meet 2-3 times per year to carry out budget setting, ensuring that there are sufficient balances and that the precept requests reflects the cost of running the Council for the year ahead.	1	1	1	1
Petty Cash	Council does not operate petty cash system				
Cash Handling	Members have no access to cash				
The Clerk may keep cash collected by Members	The Clerk collects cash collected by Members from allotment holders and or Barnston Estate collections, the amount is presented and noted at monthly meetings. After which it is banked as soon as possible.	1	1	1	1
The Clerk may be the subject of a burglary or theft whilst in possession of Parish Council Cash.	Insurance is in place to cover the cost of loss of cash	1	1	1	1
A Member may keep cash handed over by allotment holders or from other sources.	The Clerk keeps a record of what is expected. Details are presented in the end of year accounts summary.	1	1	1	1
Records					
	All records, except deeds are kept either at the home of the Clerk, at the Parish Council storeroom in Farndon War Memorial Hall or at the Chester Records Office.				
Records at Clerk’s home could be destroyed by fire.	Smoke alarm fitted. Archive records sent to Chester Records Office regularly.	1	1	1	1
FACILITIES					
Quarry Hill Play Area					

Injury to members of the public using the facilities	Annual RoSPA check on all play equipment undertaken. Monthly Visual Check by Clerk.	1	1	5	5
Injury from litter and broken glass	Monthly check	1	2	2	4
Skate Park and Play Area at FCC					
Injury to members of the public using the facilities	Annual RoSPA check on all play equipment undertaken. Monthly Visual Check by Clerk.	1	2	2	4
Injury from litter and broken glass	Monthly check	1	1	1	1
INSURANCE	The Parish Council has the following Insurance in force – Public Liability, Employers Liability, Libel & Slander, Money, Fidelity Guarantee, Property Damage, Officials Indemnity, Personal accident and Play Equipment at Quarry Hill Play Area, the Skate Park and the small play area at FCC				