

[REDACTED]
Jayne's Baby Bank
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

**Pennaeth Diogelu'r
Cyhoedd, Gwasanaethau
Cymunedol a Hamdden
Rob Hartshorn**

**Head of Public
Protection, Community
& Leisure Services
Rob Hartshorn**

Eich Cyf/Your Ref:

Ein Cyf/Our Ref:

Cysylltwch â/Contact:

Ffon/Telephone:

E Bost/E Mail:

Dyddiad/Date:

[REDACTED]/160577
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Dear Madam

**Re: Regulation (EC) No 852/2004
The Food Hygiene (Wales) Regulations 2006
The Food Hygiene Rating (Wales) Act & Regulations 2013
Health and Safety at Work etc. Act 1974 and Regulations made thereunder
Jayne's Baby Bank, Unit 13-15 The Market Place, Blackwood**

I write to confirm the inspection of the above premises carried out by [REDACTED] Environmental Health Officer, on 17th October 2023, where discussions were had with yourself.

The food hygiene and safety inspection report is attached. Schedule A details contraventions of food safety law at the time of inspection which require your attention. Schedule B details recommendations, which provide advice on good practice. Schedule C details contraventions of health and safety law at the time of inspection which require your attention.

In relation to the Food Hygiene Rating Scheme, I can advise that this premises is presently exempt from the scheme because food sales are not the primary activity of the business and the small amount of foods onsite for sale/gifting sold are low risk and pre-packaged.

It is acknowledged that you may introduce some bistro style tables to provide coffee and snack next springtime, should this proceed then you must notify this department accordingly to enable your record to be updated and a rating allocated..

Could you therefore please remedy the items in the attached schedules as soon as possible.

The above matters will be assessed during future visits.

If you require any further information please contact [REDACTED] on the above telephone number.

If you consider any of the work required in the attached report unreasonable or would like to discuss any issues, please contact me on the above number, or my Manager, [REDACTED], Senior Environmental Health Officer, on [REDACTED].

Summary Privacy Notice

How we will use your information

Caerphilly County Borough Council's Environmental Health Group will use your information in order to assist you or your employer to comply with the law, or in order to take formal action against you or your employer if you are in breach of laws enforced by Environmental Health.

If in the course of the interaction with you or your business, it is identified that the assistance or any enforcement action is outside the remit of Caerphilly Environmental Health, this may mean passing your details to another service area within Caerphilly County Borough Council such as Trading Standards, Planning, Public Services, Community Safety and Highways, to another local authority or to an outside enforcement agency such as the Food Standards Agency, police or Her Majesty's Custom and Excise (HMRC) who may be better placed to advise you, or take formal action.

If the Environmental Health Group take formal action through the courts, your details will be shared with Her Majesty's Courts and Tribunals Service (HMCS).

Information we receive will be kept for 6 years in line with our Retention Policy.

Please note that as a result of the Environmental Information Regulations and the Freedom of Information Act the content of this report may be disclosed to third parties upon request. If you believe that it is not in the public interest to release this information please specify your objection in writing to the Senior Environmental Health Officer at the address above.

You have a number of rights in relation to the information including the right of access to information we hold about you and the right of complaint if you are unhappy with the way your information is being processed.

For further information on how we process your information and your rights please click the following link

{<https://www.caerphilly.gov.uk/CaerphillyDocs/FOI/EH-Business-Advice-and-Enforcement.aspx> Full Privacy Notice on our website}

Yours faithfully


for Head of Public Protection, Community & Leisure Services

FOOD HYGIENE INSPECTION REPORT

Additional Information

Type of Premises: Charity shop
Areas inspected: Retail unit, kitchen and sanitary accommodation
Records examined: Accident book
Samples taken: No samples taken

SCHEDULE A – LEGAL REQUIREMENTS

Food Hygiene & Safety Procedures

Regulation (EC) No.852/2004, Annex II, Chapter IX, Paragraph 3 & 4

- 1 Bags of donations were kept on the floor in front of the food items. Access to the food items must be kept clear.
- 2 A large quantity of stock was present within the premises upon the ground which provided areas which would harbour pests as well as inhibiting cleaning practices. Stock must be kept in a condition which does not pose the risk of an incident or harborage for pests.

Structural/cleaning issues

Regulation (EC) No 852/2004, Annex II, Chapter VI, Paragraph 2

- 3 The refuse container/s in the kitchen did not have a lid. All refuse containers must be fitted with close fitting lids to prevent access to flies and reduce unwanted smells.

4 The Sanitary Facilities

Regulation (EC) No.852/2004, Annex II, Chapter I, Paragraph 6

The painted wall covering in the WC cubicle was peeling in areas. There were a few small holes in the walls. The small holes should be infilled, the loose paint removed and the walls redecorated.

Confidence in Management/Control Procedures

I recommend that a cleaning schedule is put in place for the business.

SCHEDULE B – RECOMMENDATIONS

These recommendations provide advice on good practice.

- 1 I recommend an antibacterial surface cleaner is provided for use at the premises. This product should be fragrance free and comply with either BSEN1276 or BSEN13697.
- 2 As an extremely small quantity of low risk, prepacked food is kept at the premises I recommend the carpet floor covering is replaced with a washable product. Should food donations / sales increase this may become a legal requirement.
- 3 I recommend that the communal towel is replaced with single use paper towels.
- 4 I recommend that you obtain a copy of Safer Food Better Business, Retail guide and implement this within the business. A copy can be downloaded from:
[Safer food, better business for retailers | Food Standards Agency](#)

HEALTH & SAFETY

SCHEDULE C – LEGAL REQUIREMENTS

You are required to address the following contraventions of health and safety law:-

Health and Safety at Work etc. Act 1974

Management of Health and Safety at Work Regulations 1999 (as amended) **Regulation 3**

- 1 Health and safety paperwork was not available at the shop. As there are over 30 volunteers split between the 4 sites it is necessary for the safety policy, risk assessments, manual handling assessments etc. to be documented. Further advice or guidance is available on at www.hse.gov.uk

Health and Safety Policy

- 2 Section 2(3) of the Health and Safety at Work Act requires every employer employing five or more staff to prepare and revise as necessary a written statement of his general policy with regard to the health and safety of his employees, and the organisation and arrangements in force for implementing the policy, and to bring the statement and any subsequent revisions to the attention of all his employees.

The policy is normally present in three sections:

Statement of Intent

- a. This is a general statement of the employer encompassing his general philosophy regarding the health, safety and welfare of his employees at work.

It should be signed and dated by the employer

Organisation

- b. This section should explain who within the organisation has responsibility for health and safety matters.

The general responsibility rests upon the employer, however, responsibility for specific matters such as investigating and reporting accidents, fire precautions and drills, first aid, general safety inspections, training and supervision, etc. may be allocated to individuals within the organisation.

It is often useful to outline the “chain of command” by including a management structure diagram.

Arrangements

- c. This section should detail the practical arrangements in force to ensure the health and safety of employees.

It is advisable to undertake a job safety evaluation for each employee to identify job specific hazards and outline appropriate precautions.

Safe systems of work should be documented as should the utilisation of personal protective equipment, maintenance of plant, machinery, tools and the general working environment, emergency procedures and training and supervision.

Risk Assessments

Management of Health and Safety at Work Regulations 1999, Regulation 3

3. A risk assessment must be carried out of all the hazardous operations and work activities at your undertaking, which may affect the health and safety of your employees or other persons. The purpose of the risk assessment is to help the employer or self-employed person determine the appropriate precautionary measures, which are necessary to comply with current health and safety legislation. Employers with 5 or more employees must record the significant findings of the assessment in writing.

The HSE document “Five Steps to Risk Assessment – A Step by Step Guide to a Safer and Healthier Workplace” provides a suggested format for the recording of risk assessments.
[Example risk assessment for a shop \(hse.gov.uk\)](http://www.hse.gov.uk)

Electricity at Work Regulations 1989, Regulation 4 (2)

- 4 Periodic inspection and testing of the fixed electrical system is necessary, as an electrical system will deteriorate over time. To ensure the system is maintained in a safe condition it is recommended that a competent person inspect it once in every five years.

Please forward a copy of the current electrical certificate for the premises

Electricity at Work Regulations 1989, Regulation 4

- 5 All portable electrical appliances should be routinely inspected for visible signs of damage or faults. The frequency of the visual inspection will depend on the equipment type, use and work environment. Some faults cannot be seen just by looking, e.g., lack of continuous earths. A competent person should therefore, test equipment at intervals as recommended by the competent person. Records should be kept of all inspections and tests together with any defects and / or remedial works, so as to demonstrate compliance with the regulations.

Manual Handling Operations Regulations 1992, Regulation 4 (1)

- 6 At the time of inspection, no manual handling assessments were available for examination. Hazardous manual handling operations are taking place, which may cause risk of injury to your employees.

If these operations cannot be avoided, then a risk assessment must be carried out and measures taken to reduce the risk of injury

Staff (whether paid or volunteers) must also be trained in the correct manual handling techniques. A record of staff training should be kept.

Health and Safety at Work etc. Act 1974, Section 2(1)

- 7 During the inspection it was noted that there was no segregation between items which were displayed for sale and those which had been donated and were awaiting sorting. Whilst traffic routes were available the floor space was cluttered. In addition to this items were not stacked in a secure manner, a plastic container was seen to slide and fall from off a bag of items below. Pictures and mirror were propped against walls in were not secured to prevent them falling or being pulled over. Quantities of items were displayed upon the top of display shelving units. Stock must be stored in a safe and secure manner. Stock awaiting sorting must be kept in a designated storage area away from public access so it does not congest public areas and increase the potential for an incident occurring.
- 8 During the visit a customer was observed to enter the premises and a small fragment of metal penetrated the sole of her shoe. It is noted that the accident book was completed and the metal shard retained and attached to the record. However, it is essential that

the floor area is cleaned, and hoovered daily and is visually checked prior to opening to ensure it is free of hazards.

Employers Liability (Compulsory Insurance) Act 1969

- 9 As discussed, please forward details of the employers liability insurance.