



## Fire Risk Assessment for

## 5 Crane Street Pontypool



4<sup>th</sup> September 2025

Prior to the commencement of the report itself we would like to draw your attention to the following important information.

### **1.1 Application of the Regulations**

On the 1<sup>st</sup> October 2006, The Regulatory Reform (Fire Safety) Order 2005 came into force. This legislation replaced both the Fire Precautions Act 1971 and The Fire Precautions (Workplace) Regulations 1997.

The Regulatory Reform (Fire Safety) Order 2005 is applicable where the premises are put to use as a workplace and:

- An employer has one or more employees (not including domestic servants).
- You have as a Responsible Person, to any extent, control of a workplace.

Other acts that may apply include:

- The Health & Safety at Work etc Act 1974
- The Housing Act 2004
- The Building Act 1984
- The Building (Scotland) Act 2003
- Other regulations that may apply to the premises include:
  - The Management of Health & Safety at Work Regulations 1999.
  - The Highly Flammable Liquids and Liquefied Petroleum Gas Regulations 1972.
  - The Building Regulations 2010 and the Procedural Handbooks to the Building (Scotland) Act 2003.

### **References**

Department for Communities and Local Government Publications  
Fire Safety Risk Assessment for Offices and Shops

## **1.2 Responsible Person**

Under the Regulatory Reform (Fire Safety) Order 2005 and the Fire (Scotland) Act 2005, Part 3, Fire Safety, the term 'Responsible Person' is defined as:

- (a) In relation to a workplace, the employer, if the workplace is to any extent under his control
  
- (b) In relation to any premises not falling within paragraph (a)
  - (i) The person who has control of the premises (as occupier or otherwise) in connection with the carrying on by him of trade, business or other undertaking (for profit or not); or
  
  - (ii) The owner, where the person in control of the premises does not have control in connection with the carrying on by that person of a trade, business or other undertaking

In certain circumstances a Building Owner may retain a level of control over the premises as could a Managing Agent in the case of a workplace in multiple occupation.

Where a Contractor is employed to maintain or repair plant or fire safety equipment, then each will retain a level of control to the extent that any Contract Tenancy or Franchise determines.

## **2.1 Fire Risk Assessment**

A Fire Risk Assessment helps identify risks that can be removed or reduced and to decide the nature and extent of the general fire precautions that are needed to protect people from any fire risks that remain.

A Fire Risk Assessment is to ensure that:

- The risk of a fire occurring is reduced to the absolute minimum.
- The risk of fire spreading is minimised.
- That everyone in the workplace can reach a place of safety without outside assistance.

Where issues are noted within the Fire Risk Assessment, they either breach existing legislation, approved guidance and expose individuals to unacceptable fire safety risks.

Occasionally matters are raised with the Fire Risk Assessment that appear to meet approved British Standards. This situation reflects the site-specific nature of the assessment and the actual risks that the Fire Safety Consultant perceives at the time.

There are four (4) types of risk assessment that can be provided, depending on client requirements, insurance, and/or site-specific issues. This report is a type one (1) Fire Risk Assessment which is non-invasive and would not usually include extraneous works.

This is a Fire Risk Assessment and not a structural survey of the property.

This Fire Risk Assessment does NOT include any reference or assessment of external cladding.

The information, data and images contained within the body of this report are unique to your company and for your consideration only.

The completed report remains the intellectual property of RedSpark FSE Ltd in accordance with our standard terms and conditions. This is until payment has been received for the work undertaken.

Under no circumstances should your company pass this report, or associated reports, to any other third party until payment has been made in full.

Under regulation 34b of the Health and Safety at Work Act and section 33 of the 2005 Fire Safety Order, RedSpark FSE Ltd has a duty of care to inform you of any such instances of immediate risk to life. Therefore, upon the completion of this report the client will be advised of any immediate actions via email.

## **2.2 Review and Revision**

The fire risk assessment should be reviewed if:

- a) There is reason to suspect that it is no longer valid
- b) There has been a significant change in the matters to which it relates
- c) Where the employer employs a young person

A minimum recommended review date of 12 months may be sufficient where points (a), (b) and (c) do not arise. Where points (a), (b) or (c) arise, or evidence of continued or regular non-compliance suggests, the review frequency should be increased. It is important that risk assessments are seen as a continual process so that the adequacy of control measures are subject to continual review and revision if necessary.

In addition, under the Regulatory Reform (Fire Safety) Order 2005 and the Fire (Scotland) Act 2005, Part 3, Fire Safety, where an employer employs 5 or more people (whether or not they are in the workplace at the same time), they must keep a record of the arrangements referred to above. The records should be available for inspection when necessary.

### **2.3 Assessment Format**

Each risk assessment record will, in the opinion of the Assessing Consultant, identify those areas which give rise to significant fire risks.

### **2.4 Health and Safety Arrangements**

Under Regulation 5 of the Management of Health & Safety at Work Regulations 1999, employers are required to have arrangements in place to cover health and safety, including preventative and protective measures to control the risks.

Where the undertaking has five or more employees, the arrangements should be recorded. This, together with the fire risk assessment, should form part of the management system.

### **2.5 Report Preparation**

Where RedSpark FSE Ltd have carried out the Fire Risk Assessment, the consultant has prepared the report based upon the information gained on site and during the tour of the premises.

Although RedSpark FSE Ltd are experienced and trained to the highest professional standards, they have no powers under any statutory order to demand entry and the production of documents or information.

The advice in the report is therefore given in good faith based upon the evidence seen at the time of the visit. No guarantee can be given that during any subsequent visit by inspectors with statutory powers that other non-compliance situations may not be found.

Whilst every care is taken to interpret the Acts, Regulations and Approved Codes of Practice, these can only be authoritatively interpreted by Courts of Law.

### **2.6 Report Guidance**

#### **2.6.1 Topic Area**

This details the activity areas or equipment to which the hazard and risk is related.

### **2.6.2 Item**

The item number is for identification within the management action summary. For instance, item number one will be listed at the top as number one within the management action summary.

### **2.6.3 Control Description**

Identifies and describes the particular control measures associated with each item to reduce the risks.

### **2.6.4 Comments**

This section provides some guidance which may help to implement the control measure (Physical, process and human controls).

These are provided where known and are only intended to provide the Client with a selection of possible choices regarding the control measure.

It is for the Client to ensure that the control measure selected is suitable and sufficient for the hazard and risk.

## **3.1 Fire Resisting**

In England and Wales, fire resisting means the ability and duration that a passive fire component or construction can withstand fire based on the findings from a standard fire resistance test by a third-party accredited company.

Where the construction consists of or incorporates a door then the door must be:

Self-closing by the means of an automatic self-closing device other than rising butt hinges. As an alternative, where the door is to a duct, shaft or cupboard, it may be kept locked shut and provided with a notice to this effect.

- A. Free from any means of holding the door in an open position except, where permitted, an electro-magnetic or electro-mechanical door holder device susceptible to smoke (as defined in the Building Regulations 2000). The approval of the Fire Authority must be obtained for any proposal to install a door holder and the device must be of a type which complies with the provisions of the current British Standard 5839: Part 3.
- B. Close fitting to both the frame and hung in accordance with the manufacturer's guidance.

- C. Hung by limited combustible material that does not have a melting point of less than 800°C.
- D. Permanently marked "Fire Door Keep Shut" in a conspicuous position.
- E. Imperforate except for the minimum of perforations necessary for the fitting of locks and door furniture.
- F. Where the construction incorporates glazing, in addition to complying with this definition, the glazing is in a frame fixed shut.

### **3.2 Protected Route**

A protected route means a route enclosed with fire resisting construction and which complies with the following conditions:

- A. Service, ventilating and other similar ducts or shafts which pass into or out of the enclosure are fire resisting to the specified time required within the enclosure.
- B. Cupboards are enclosed with fire resisting construction except where premises are provided with a single staircase only. In this case, the cupboards are not accepted and must be taken out of use and sealed with fire resisting construction on the inside.
- C. No combustible storage is allowed other than in cupboards described in (B) above.
- D. Stairs and landings are provided with handrails and are adequately guarded on any open side.
- E. Sufficient and suitable artificial lighting is provided for the purpose of means of escape.
- F. The linings have a surface spread of flame classification not inferior to "Class 1" when tested in accordance with the provisions of the current British Standard 476: Part 7.

Lavatories and sanitary accommodation which are neither cloakrooms nor contain gas or portable heating appliances other than water heaters and incinerators may be contained within a protected route. On occasions, fire doors are located with 12mm door stops. However, tests from TRADA (Timber Research and Development Association) has shown that there is no improvement in smoke control where door stops are used rather than 12mm. Even door sets fitted with intumescent seal, the door stops make no significant contribution to fire resistance.

### **Surface Finishes of Walls and Ceilings**

The standards of acceptance for the surface finishes of walls and ceilings are as follows:

|   |   |
|---|---|
| A | <p><b>Inorganic Group</b><br/> Brickwork, blockwork, concrete, plasterboard, ceramic tiles, plaster finishes (including rendering on wood or metal laths) and all other surfaces conforming to Class O classification as defined in Appendix A of Approved Document B of the Building Regulations 1991.<br/> Acceptable in all locations.</p>   |
| B | <p><b>Cellulosic Group: Not flame retardant treated</b><br/> Timber, hardboard, particle (chipboard), blockboard and any other material not lower than Class 3 surface spread of flame rating.<br/> Acceptable only on small areas of wall surface in any room (but not for ceilings). The area covered should not exceed half the floor area of the room or 60m<sup>2</sup>, whichever is smaller.<br/> Not Acceptable on escape routes, i.e./ stairways, corridors, entrance halls.</p> |
| C | <p><b>Cellulosic Group: Flame retardant supported by evidence of treatment including painting to achieve Class 1 surface spread of flame</b><br/> Acceptable only on walls and ceilings in small rooms of floor area not exceeding 4m<sup>2</sup> and in other rooms for small areas of wall surface within the maximum area permitted for Cellulose Group B material, and for ceilings.<br/> Not Acceptable on escape routes, i.e. stairways, corridors, entrance halls.</p>             |
| D | <p><b>Woodwool Slab</b><br/> Acceptable in all ions.</p>  |
| E | <p><b>Plastics – Thermosetting: Decorative laminates</b><br/> Acceptable as for Group B unless there is evidence that they are of flame-retardant grade (to Class 1 surface spread of flame rating), in which case acceptability will be as for Group C.</p>  |
| F | <p><b>Plastics – Thermoplastics: Expanded polystyrene wall and ceilings linings</b><br/> Acceptable provided not finished with gloss paint, on inorganic surfaces in thicknesses not exceeding 5mm on walls, 12mm on ceilings, in same situations as Group B.</p>   |
| G | <p><b>Thin Vinyl and Paper Coverings (other than heavy flock wallpapers)</b><br/> Acceptable in all locations in inorganic surface.</p>   |
| H | <p><b>Heavy Flock Wallpapers</b><br/> Acceptable as for group B unless there is evidence that they are flame – retardant grade (to Class 1 surface spread of flame rating) in which case acceptability will be as for Group C.</p>  |

**REGULATORY REFORM (FIRE SAFETY) ORDER 2005  
FIRE RISK ASSESSMENT**

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Responsible person (e.g. employer) or person having control of the premises: [REDACTED] (Owner)  
[REDACTED] (Shop Manager)

Address of premises: 5 Crane Street,  
Pontypool,  
NP4 6LY

Person(s) consulted: [REDACTED]

Assessor: [REDACTED]

Date of fire risk assessment: 4<sup>th</sup> September 2025

Date of previous fire risk assessment: N/A

Suggested date for review: In accordance with section 2.2 above.

This report is intended to assist you in compliance with Article 9 of the Regulatory Reform (Fire Safety) Order 2005 (the "Fire Safety Order"), which requires that a risk assessment be carried out.

[REDACTED]  
6<sup>th</sup> September 2025

## GENERAL INFORMATION

### 1. THE PREMISES *(Clause 12)*

- 1.1 Number of floors at ground level and above: Two (2)
- Number of floors entirely below ground level: One (1)
- Floors on which car parking is provided: None (0)
- 1.2 Approximate ground & first floor area: 130 Sq. M.
- Approximate basement floor area: 50 Sq. M.
- Approximate total floor area: 180 Sq. M.

1.3 Details of construction and layout:

Property was originally built in 1828 (info from decorative tiling in lobby) of traditional brick with a vaulted roof. There is a basement that leads to other basement areas [REDACTED]

Walls are skimmed brick and floors are standard wooden beams with floorboards. It is unclear when the current configuration was formed.

There is a single staircase leading to a smaller first floor sales area.

1.4 Occupancy:

Shop is currently occupied by a charity organisation based in Pontypool.

### 2. THE OCCUPANTS *(Clause 12)*

- 2.1 Approximate maximum number of employees at any one time: None (0). All 'staff' members are volunteers.
- 2.2 Approximate maximum number of other occupants at any one time: Five (5) volunteers maximum.
- 2.3 Approximate total number of people present in the building at any one time: With customers included, ten (10).

**3. OCCUPANTS ESPECIALLY AT RISK FROM FIRE (Clause 12)**

- 3.1 Sleeping occupants:
- 3.2 Disabled employees:
- 3.3 Other disabled occupants:
- 3.4 Occupants in remote areas and lone workers:
- 3.5 Young persons employed:
- 3.6 Others:

**4. FIRE LOSS EXPERIENCE**

**5. OTHER RELEVANT INFORMATION**

**6. RELEVANT FIRE SAFETY LEGISLATION**

6.1 The following fire safety legislation applies to these premises:

Fire Safety Order

6.2 The above legislation is enforced by:

South Wales Fire & Rescue Service  
Forest View Business Park  
Llantrisant  
CF72 8LX  
  
01443 232000

6.3 Other legislation that makes significant requirements for fire precautions in these premises [other than the Building Regulations 2010 (as amended)]:

Health & Safety at Work Act

6.4 The other legislation referred to above is enforced by:

HSE

6.5 Is there an alterations notice in force? Yes  No

Relevant information and deficiencies observed:

N/A

## **FIRE HAZARDS AND THEIR ELIMINATION OR CONTROL**

### **7. ELECTRICAL SOURCES OF IGNITION** *(Clause 13 and Annex B)*

7.1 Are reasonable measures taken to prevent fires of electrical origin? Yes  No

7.2 More specifically:

a) Are fixed installations periodically inspected and tested? N/A  Yes  No

b) Is portable appliance testing carried out? N/A  Yes  No

c) Is there suitable control over the use of personal electrical appliances? N/A  Yes  No

d) Is there suitable limitation of trailing leads and adapters? N/A  Yes  No

Relevant information (including description of arrangements and deficiencies observed):

No Electrical Installation Condition Report (EICR) was made available.  
No PAT Testing report was made available. We have been informed this is being carried out by a volunteer.  
Staff are asked to not charge their phones etc. in the shop.  
Several multigang sockets and extension reels were observed.

### **8. SMOKING** *(Clause 13 and Annex B)*

8.1 Are reasonable measures taken to prevent fires as a result of smoking? Yes  No

8.2 More specifically:

a) Is smoking prohibited in the building? Yes  No

b) Is smoking prohibited in appropriate areas? N/A  Yes  No

c) Are there suitable arrangements for those who wish to smoke? Yes  No

d) Did the smoking policy appear to be observed at time of inspection? Yes  No

Relevant information (including description of arrangements and deficiencies observed):

No issues were observed.

**9. ARSON** (Clause 13 and Annex B)

9.1 Does basic security against arson by outsiders appear reasonable?<sup>1)</sup> Yes  No

9.2 Is there an absence of unnecessary fire load in close proximity to the premises or available for ignition by outsiders? Yes  No

Relevant information (including description of arrangements and deficiencies observed):

Waste is collected daily however the bags/bins are left out overnight. Bins were not available for inspection.

**10. PORTABLE HEATERS AND HEATING AND VENTILATION INSTALLATIONS** (Clause 13 and Annex B)

10.1 Is there satisfactory control over the use of portable heaters? N/A  Yes  No

10.2 Are fixed heating and ventilation installations subject to regular maintenance? N/A  Yes  No

Relevant information (including description of arrangements and deficiencies observed):

Whereas there were no heaters in use we have been informed one is used near the cash desk. We have been informed there is no gas on site.

**11. COOKING** (Clause 13 and Annex B)

11.1 Are reasonable measures taken to prevent fires as a result of cooking? N/A  Yes  No

11.2 More specifically, are filters cleaned or changed and ductwork cleaned regularly? N/A  Yes  No

<sup>1)</sup> Reasonable only in the context of this fire risk assessment. If specific advice on security (including security against arson) is required, this should be obtained from a security specialist.

Relevant information (including description of arrangements and deficiencies observed):

A toaster is in use very close to combustible sources behind the cash desk.

**12. LIGHTNING** (Clause 13 and Annex B)

12.1 Does the building have a lightning protection system? Yes  No

Relevant information and deficiencies observed:

N/A

**13. HOUSEKEEPING** (Clause 13 and Annex B)

13.1 Is the overall standard of housekeeping adequate? Yes  No

13.2 More specifically:

a) Do combustible materials appear to be separated from ignition sources? Yes  No

b) Is unnecessary accumulation or inappropriate storage of combustible materials or waste avoided? Yes  No

Relevant information (including description of arrangements and deficiencies observed):

The fire loading of this property is extremely excessive. Stock has found its way to almost all areas and this is a major concern and fire risk. There is no suitable distance between ignition sources and combustible materials. There is a domestic washing machine in use behind the cash counter.



**14. HAZARDS INTRODUCED BY OUTSIDE CONTRACTORS AND BUILDING WORKS** (Clause 13 and Annex B)

14.1 Is there satisfactory control over works carried out in the building? N/A  Yes  No

More specifically:

a) Where appropriate, are fire safety conditions imposed on outside contractors? N/A  Yes  No

b) Where appropriate, is a permit to work system used (e.g. for "hot work")? N/A  Yes  No

c) Are suitable precautions taken by in-house maintenance personnel who carry out works? N/A  Yes  No

Relevant information (including description of arrangements and deficiencies observed):

No system is in place.

**15. DANGEROUS SUBSTANCES<sup>2)</sup>** (Clause 13)

15.1 Are the general fire precautions adequate to address the hazards associated with dangerous substances used or stored within the premises<sup>3)</sup>? N/A  Yes  No

Relevant information (including description of arrangements and deficiencies observed):

N/A

**16. OTHER SIGNIFICANT FIRE HAZARDS THAT WARRANT CONSIDERATION**

16.1 Hazards:

The sheer volume of combustible stock in all areas is a major cause for concern and cannot be overstated. .

<sup>2)</sup> For the purpose of this risk assessment and the Fire Safety Order, dangerous substances are primarily explosive, highly flammable or flammable substances and oxidizing agents.

<sup>3)</sup> Small quantities with negligible impact on the appropriate fire precautions need not be taken into account.

Relevant information (including description of arrangements and deficiencies observed):

Stock in ALL areas, basement, shop floor and first floor.

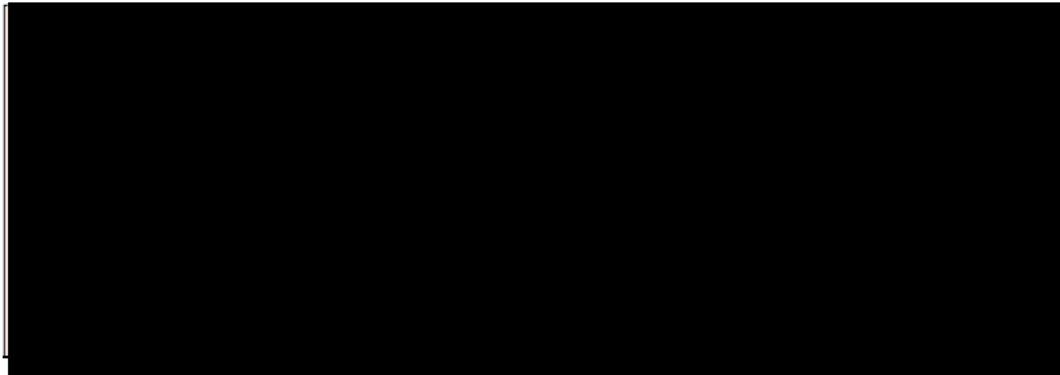
## FIRE PROTECTION MEASURES

### 17. MEANS OF ESCAPE *[Clause 15c) and Annex C]*

- 17.1 Is the design and maintenance of the means of escape considered adequate? Yes  No
- 17.2 More specifically:
- a) Do staircase and exit capacities appear to be adequate for the number of occupants<sup>4)</sup>? N/A  Yes  No
- b) Are there reasonable distances of travel:
- where there is escape in a single direction? N/A  Yes  No
  - where there are alternative means of escape? N/A  Yes  No
- c) Is there adequate provision of exits? N/A  Yes  No
- d) Do fire exits open in the direction of escape, where necessary? N/A  Yes  No
- e) Are there satisfactory arrangements for escape where revolving doors or sliding doors are used as exits? N/A  Yes  No
- f) Are the arrangements provided for securing exits satisfactory? N/A  Yes  No
- g) Is a suitable standard of protection designed for escape routes? N/A  Yes  No
- h) Are there reasonable arrangements for means of escape for disabled people? N/A  Yes  No

<sup>4)</sup> Based on current occupancy information provided. Detailed calculations (e.g. using floor space factors to predict maximum occupancy) are not carried out.

Relevant information (including description of arrangements and deficiencies observed):



17.3 Are the escape routes available for use and suitably maintained? N/A  Yes  No

More specifically:

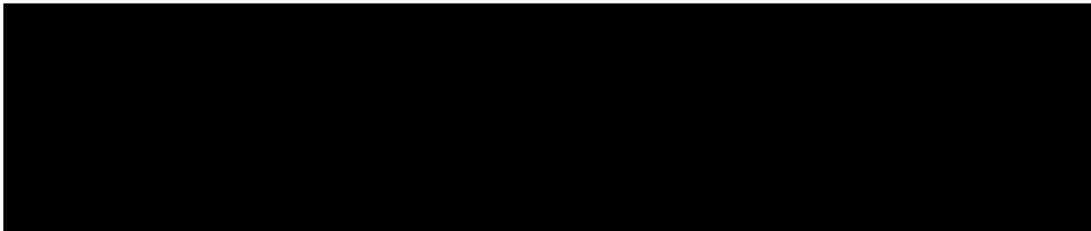
a) Are fire-resisting doors maintained in sound condition and self-closing, where necessary? N/A  Yes  No

b) Is the fire-resisting construction protecting escape routes in sound condition<sup>5)</sup>? N/A  Yes  No

c) Are all escape routes clear of obstructions? N/A  Yes  No

d) Are all fire exits easily and immediately openable? N/A  Yes  No

Relevant information (including description of arrangements and deficiencies observed):



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<sup>5)</sup> This fire risk assessment will not necessarily identify all minor fire stopping issues that might exist within the building. If you become aware of other fire stopping issues, or are concerned about the adequacy of fire stopping, you might consider arranging for an invasive survey by a competent specialist.

## 18. MEASURES TO LIMIT FIRE SPREAD AND DEVELOPMENT [Clause 15g]

18.1 Is it considered that there is:

a) compartmentation of a reasonable standard<sup>6)</sup>? Yes  No

b) reasonable limitation of linings that might promote fire spread? Yes  No

18.2 As far as can reasonably be ascertained, are fire dampers provided as necessary to protect critical means of escape against passage of fire, smoke and products of combustion in the early stages of a fire<sup>6), 7)</sup>? N/A  Yes  No

Relevant information (including description of arrangements and deficiencies observed):

The fire door is damaged and propped open. The artexed ceiling is also damaged and missing in places.



<sup>6)</sup> This fire risk assessment will not necessarily identify all minor fire stopping issues that might exist within the building. If you become aware of other fire stopping issues, or are concerned about the adequacy of fire stopping, you may wish to consider arranging for an invasive survey by a competent specialist.

<sup>7)</sup> A full investigation of the design of heating, ventilation and air conditioning systems is outside the scope of this fire risk assessment.

**19. EMERGENCY ESCAPE LIGHTING [Clause 15e]**

19.1 Has a reasonable standard of emergency escape lighting system been provided<sup>8)</sup>? N/A  Yes  No

Relevant information (including description of arrangements and deficiencies observed):

Emergency lighting has been fitted but it is poorly sited and not in operation in places.

**20. FIRE SAFETY SIGNS AND NOTICES [Clause 15d]**

20.1 Is there a reasonable standard of fire safety signs and notices? N/A  Yes  No

Relevant information (including description of arrangements and deficiencies observed):

Signage is poor or non-existent.

**21. MEANS OF GIVING WARNING IN CASE OF FIRE [Clause 15b]**

21.1 Is a reasonable fire detection and fire alarm system provided<sup>9)</sup>? N/A  Yes  No

21.2 Is there remote transmission of alarm signals? N/A  Yes  No

21.3 Is a zone plan displayed? N/A  Yes  No

Relevant information (including description of arrangements and deficiencies observed):

Fire alarm has a fault on the front panel and isn't operational.

21.4 Relevant information on false alarm experience (if known):

Not recorded.

<sup>8)</sup> Based on visual inspection, but no test of illuminance levels or verification of full compliance with relevant British Standards carried out.

<sup>9)</sup> Based on visual inspection, but no audibility tests or verification of full compliance with relevant British Standard carried out.

**22. MANUAL FIRE EXTINGUISHING APPLIANCES** [Clause 15f]

22.1 Is there reasonable provision of manual fire extinguishing appliances? N/A  Yes  No

22.2 What type(s) of appliances are provided?

Portable fire extinguishers:  Hose reels:  Fire blankets:

22.3 Are all fire extinguishing appliances readily accessible? N/A  Yes  No

Relevant information (including description of arrangements and deficiencies observed):



**23. RELEVANT AUTOMATIC FIRE EXTINGUISHING SYSTEMS<sup>10)</sup>** [Clause 15h]

23.1 Type of fixed system:

N/A

Relevant information and deficiencies observed:

N/A

**24. OTHER RELEVANT FIXED SYSTEMS AND EQUIPMENT<sup>11)</sup>** [Clause 15i]

24.1 Type of fixed system:

N/A

<sup>10)</sup> Relevant to life safety and this risk assessment (as opposed to property protection).

<sup>11)</sup> Relevant to life safety and this risk assessment (as opposed to property protection).

Relevant information and deficiencies observed:

N/A

- 24.2 Is there suitable provision of firefighters' switch(es) for high voltage luminous tube signs, etc.?

N/A  Yes  No

Relevant information (including description of arrangements and deficiencies observed):

N/A

- 24.3 Are there appropriately sited facilities for electrical isolation of any photovoltaic (PV) cells, with appropriate signage, to assist the fire and rescue service?

N/A  Yes  No

Relevant information (including description of arrangements and deficiencies observed):

N/A

## MANAGEMENT OF FIRE SAFETY

### 25. PROCEDURES AND ARRANGEMENTS (Clause 16)

#### 25.1 Safety assistance:

The competent person(s) appointed under Article 18 of the Fire Safety Order to assist the responsible person in undertaking the preventive and protective measures (i.e. relevant general fire precautions) is:

|  |  |
|--|--|
|  |  |
|--|--|

#### 25.2 Fire safety at the premises is managed by<sup>12)</sup>:

|  |  |
|--|--|
|  |  |
|--|--|

25.3 Is there a suitable record of the fire safety arrangements? N/A  Yes  No

Relevant information (including description of arrangements and deficiencies observed):

No record was made available.

25.4 Are procedures in the event of fire appropriate and properly documented, where appropriate<sup>13)</sup>? Yes  No

More specifically:

a) Are there adequate procedures for investigating fire alarm signals? N/A  Yes  No

b) Are there suitable arrangements for summoning the fire and rescue service? N/A  Yes  No

c) Are there suitable arrangements to meet the fire and rescue service on arrival and provide relevant information, including that relating to hazards to firefighters? N/A  Yes  No

<sup>12)</sup> This is not intended to represent a legal interpretation of responsibility, but merely reflects the managerial arrangement in place at the time of this risk assessment.

<sup>13)</sup> Based on brief review of procedures at the time of this fire risk assessment. In-depth review of documentation is outside the scope of this fire risk assessment, unless otherwise stated.

d) Are there suitable arrangements for ensuring that the premises have been evacuated? N/A  Yes  No

e) Is there a suitable fire assembly point(s)? N/A  Yes  No

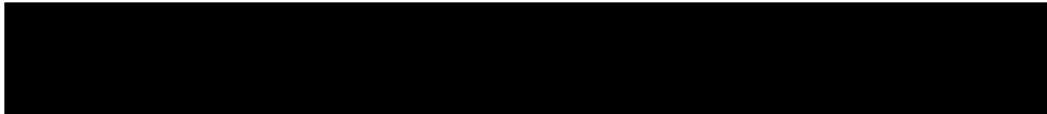
f) Are there adequate procedures for evacuation of any disabled people who are likely to be present? N/A  Yes  No

Relevant information (including description of arrangements and deficiencies observed):

No evacuation procedure has been made available. There has been no consideration given to the number of volunteers with disabilities either physical or otherwise.

25.5 Are there persons nominated to use fire extinguishing appliances? N/A  Yes  No

Relevant information (including description of arrangements and deficiencies observed):



25.6 If the premises are in multiple occupation, are there adequate arrangements for cooperation between duty holders to ensure coordination of their fire safety arrangements? N/A  Yes  No

Relevant information (including description of arrangements and deficiencies observed):

N/A

25.7 Are there persons nominated to assist with evacuation, including evacuation of disabled people? N/A  Yes  No

Relevant information (including description of arrangements and deficiencies observed):

This has NOT been considered. This requirement is covered in action plan item 20.

25.8 Is there appropriate liaison with fire and rescue service (i.e. by fire and rescue service crews visiting for familiarization visits?) N/A  Yes  No

Relevant information (including description of arrangements and deficiencies observed):

N/A

25.9 Are routine in-house inspections of fire precautions undertaken (e.g. in the course of health and safety inspections)? N/A  Yes  No

Relevant information (including description of arrangements and deficiencies observed):

These are not taking place.

## 26. TRAINING AND DRILLS *[Clause 16h]*

26.1 Are all staff given adequate fire safety instruction and training? N/A  Yes  No

More specifically:

a) Are they trained on induction? N/A  Yes  No

b) Are they given periodic refresher training? N/A  Yes  No

c) Are they given additional training to cover any specific roles and responsibilities? N/A  Yes  No

d) Is the content of training provided considered adequate<sup>14)</sup>? N/A  Yes  No

Relevant information (including description of arrangements and deficiencies observed):

We have been informed staff/volunteers are all given a workbook to study for fire safety. No record of this was made available and no evidence of the training was observed.

<sup>14)</sup> Based on brief consideration of the scope of such training. In-depth evaluation is outside the scope of this fire risk assessment.

26.2 Are fire drills carried out at appropriate intervals? N/A  Yes  No

Relevant information (including description of arrangements and deficiencies observed):

No evidence of these being carried out was made available.

26.3 When the employees of another employer work in the premises, is appropriate information on fire risks and fire safety measures provided? N/A  Yes  No

Relevant information (including description of arrangements and deficiencies observed):

No information is given to shop visitors however they will not be far from the main volunteer.

## 27. TESTING AND MAINTENANCE [Clause 16j]

27.1 Is there adequate maintenance of the premises? Yes  No

Relevant information (including description of arrangements and deficiencies observed):

There are several maintenance issues, detailed above.

27.2 Is weekly testing and periodic servicing of the fire detection and fire alarm system undertaken? N/A  Yes  No

Relevant information (including description of arrangements and deficiencies observed):

This is not taking place.

27.3 Are monthly and annual testing routines in place for the emergency escape lighting? N/A  Yes  No

Relevant information (including description of arrangements and deficiencies observed):

These are not taking place.

27.4 Is annual maintenance of fire extinguishing appliances undertaken? N/A  Yes  No

Relevant information (including description of arrangements and deficiencies observed):

This is not taking place.

27.5 Is periodic inspection of external escape staircases and gangways undertaken? N/A  Yes  No

Relevant information (including description of arrangements and deficiencies observed):

N/A

27.6 Are six-monthly inspection and annual testing of rising mains undertaken? N/A  Yes  No

Relevant information (including description of arrangements and deficiencies observed):

N/A

27.7 Are weekly and monthly testing, six-monthly inspection, and annual inspection and testing undertaken of lift(s) provided for use by firefighters or evacuation of disabled people (evacuation lifts)? N/A  Yes  No

Relevant information (including description of arrangements and deficiencies observed):

N/A

27.8 Are weekly testing and periodic inspection of sprinkler installations undertaken? N/A  Yes  No

Relevant information (including description of arrangements and deficiencies observed):

N/A

27.9 Are routine checks of final exit doors and/or security fastenings undertaken? N/A  Yes  No

Relevant information (including description of arrangements and deficiencies observed):

This is not taking place.

27.10 Are annual inspection and testing of the lightning protection system undertaken? N/A  Yes  No

Relevant information (including description of arrangements and deficiencies observed):

N/A

27.11 Other relevant inspections or tests:

N/A

Relevant information (including description of arrangements and deficiencies observed):

N/A

## 28. RECORDS *[Clause 16k]*

28.1 Are there appropriate records of:

a) Fire drills? N/A  Yes  No

b) Fire training? N/A  Yes  No

c) Fire alarm tests? N/A  Yes  No

d) False alarms? N/A  Yes  No

e) Emergency escape lighting tests? N/A  Yes  No

f) Maintenance and testing of other fire protection systems and equipment? N/A  Yes  No

Relevant information (including description of arrangements and deficiencies observed):

No records are being kept.

## FIRE RISK ASSESSMENT

The following simple risk level estimator is based on a commonly used risk level estimator:

| Potential consequences of fire → | Slight harm    | Moderate harm    | Extreme harm     |
|----------------------------------|----------------|------------------|------------------|
| Likelihood of fire ↓             |                |                  |                  |
| Low                              | Trivial risk   | Tolerable risk   | Moderate risk    |
| Medium                           | Tolerable risk | Moderate risk    | Substantial risk |
| High                             | Moderate risk  | Substantial risk | Intolerable risk |

Taking into account the fire prevention measures observed at the time of this risk assessment, it is considered that the hazard from fire (likelihood of fire) at these premises is:

Low  Medium  High

In this context, a definition of the above terms is as follows:

- Low:** Unusually low likelihood of fire as a result of negligible potential sources of ignition.
- Medium:** Normal fire hazards (e.g. potential ignition sources) for this type of occupancy, with fire hazards generally subject to appropriate controls (other than minor shortcomings).
- High:** Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.

Taking into account the nature of the premises and the occupants, as well as the fire protection and procedural arrangements observed at the time of this fire risk assessment, it is considered that the consequences for life safety in the event of fire would be:

Slight harm  Moderate harm  Extreme harm

In this context, a definition of the above terms is as follows:

- Slight harm:** Outbreak of fire unlikely to result in serious injury or death of any occupant (other than an occupant sleeping in a room in which a fire occurs).
- Moderate harm:** Outbreak of fire could foreseeably result in injury (including serious injury) of one or more occupants but is unlikely to result in multiple fatalities.
- Extreme harm:** Significant potential for serious injury or death of one or more occupants.

Accordingly, it is considered that the risk to life from fire at these premises is:

Trivial  Tolerable  Moderate  Substantial  Intolerable

Comments:

From the area of the premises inspected I would currently deem the property as a Substantial Risk.

This level of fire risk grading is rare and indicates the high potential for a fire and subsequent injury/fatality.

There appears to be little consideration given to fire safety except for a staff handbook. The huge fire loading alone is a major hazard and must be reduced. Other exacerbating factors include the lack of an effective fire alarm, poor emergency lighting, lack of staff drills and consideration for those with different requirements. The travel distance alone makes this store a major concern.

Good management of fire safety is essential to ensure that fires are unlikely to occur. If they do occur, they are more likely to be controlled effectively and most importantly ensure that everyone in your premises is able to evacuate to a place of total safety quickly. The majority of the actions identified are not likely to incur a great degree of cost and are easily achievable. In turn, this has been reflected in the time scale given. The Action Plan section contains actions that should be address based on their priority scores and timeframe provided. These should be regular reviewed, and actions should be 'signed off' once implemented. Furthermore, this should be documented and kept alongside this Fire Risk Assessment to evidence that actions have been completed.

Due to the current risk of the premises and the significant findings highlighted, I recommend that a full review of the Fire Risk Assessment is carried out 12 months after the date of this report. Please note, if the findings of the Fire Risk Assessment are considered to be no longer valid or there has been a significant change to the premises that has affected the risk or the fire safety measures, the assessment should be reviewed immediately rather than waiting for the advised review date. Changes that may prompt a review are:

- A change in the number of people present or the characteristics of the occupants.
- Changes to the dependency of occupants over time.
- Changes to work procedures, including the introduction of new equipment.
- Alterations to the building which could include the internal layout.
- Significant changes to furniture and fittings.
- The introduction or increase in the storage of hazardous substances.
- Becoming aware of shortcomings or potential improvements.

Your local Fire and rescue Authority can at any time carry out an audit on your premises. They have the power to inspect without notice to check that you are complying with your duties under The Regulatory Reform (Fire Safety) Order 2005. They will look for evidence that you have carried out a suitable fire risk assessment and acted upon the significant findings of the assessment

A suitable risk-based control plan should involve effort and urgency that are proportional to risk. The following risk-based control plan is based on one advocated for general health and safety risks:

| <b>Risk level</b>  | <b>Action and timescale</b>   |
|--------------------|---|
| <b>Trivial</b>     | No action is required, and no detailed records need be kept.  |
| <b>Tolerable</b>   | No major additional controls required. However, there might be a need for improvements that involve minor or limited cost.  |
| <b>Moderate</b>    | It is essential that efforts are made to reduce the risk. Risk reduction measures should be implemented within a defined time period.<br><br>Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures. |
| <b>Substantial</b> | Considerable resources might have to be allocated to reduce the risk. If the building is unoccupied, it should not be occupied until the risk has been reduced. If the building is occupied, urgent action should be taken.   |
| <b>Intolerable</b> | Building (or relevant area) should not be occupied until the risk is reduced.   |

**Note that, although the purpose of this section is to place the fire risk in context, the above approach to risk assessment is subjective and for guidance only. All hazards and deficiencies identified in this report should be addressed by implementing all recommendations contained in the following action plan. The fire risk assessment should be repeated regularly.**

## **ACTION PLAN**

It is considered that the following actions should be implemented in order to reduce fire risk to, or maintain it at, the following level:

**Trivial**       **Tolerable**

1. High – Failure to carry out this will compromise the fire safety of the occupants, putting them at risk.
2. Medium – Failure to carry out this will compromise the fire safety systems and integrity of the building and its relevant parts reducing overall fire protection/safety.
3. Low – Failure to carry out this will result in inadequate following of procedures and/or fire protection rules not being adhered to

| Item   | Sect. | Recommendation  | Priority | Timescale      |
|--|-------|---|----------|----------------|
| At the end of March 2023 almost 20,000 fires in the UK were attributed to electrical issues. This is 11% of all fires. It is therefore imperative that electrical systems are tested on a regular basis and any faults rectified   |       |   |          |                |
| 1.   | 7     | Engage a competent person/company to carry out a full electrical installation condition inspection and resolve/rectify any C1 or C2 faults that may exist. A 'Satisfactory' certificate should be issued.   | Medium   | 2 Months       |
| Portable Appliance Testing (PAT) is now known as Inspection and Testing of Electrical Equipment (ITEE) or Electrical Equipment Testing (EET). The new term has been introduced to reflect the fact that the scope of the testing has expanded beyond portable appliances to include all electrical equipment |       |   |          |                |
| 2.   | 7     | Ensure all electrical appliances are tested in accordance with the above change.  | Medium   | As appropriate |
| 3.   | 7     | Engage a competent person/company to carry out the PAT Testing and ensure a suitable certificate is issued.   | Medium   | 2 Months       |
| 4.   | 7     | Review the use of multigang sockets and, as far as reasonably practicable have extra sockets fitted to negate their use.  | Medium   | 2 Months       |
| 5.   | 9     | Leaving a fire load in public access overnight is not advisable. Consider locks on bins or putting out bags on the day of collection.   | Medium   | 1 Month        |
| 6.   | 10    | Ensure electrical heaters are used in accordance with the manufacturer's guidelines and away from any combustible source. Where possible oil filled radiators should be used and not the electrical convection type.  | Medium   | 2 Months       |
| 7.   | 11    | Re-locate all cooking appliances and washing machine to an area clear of combustible materials and covered by a fire alarm system.  | Medium   | 2 Months       |
| 8.   | 13    | Maintaining good separation of combustible items from ignition sources will always be challenging in this store environment. Having good storage areas that have NO electrical equipment close by is essential. A review of all areas to establish the presence of electrical outlets should be carried out and records retained. Good stock control and prompt disposal of unwanted surplus should be a regular process. Stock is creating a major concern for the fire safety of this property. Routes should be clear and easily navigated. Stock must be reduced. | Medium   | 1 Month        |
| 9.   | 14    | A system should be introduced to ensure adequate control measures are imposed on any contractors or in-house maintenance staff working on the premises. This would particularly apply to any hot work undertaken.<br>Hot works includes welding, soldering and the use of abrasive wheels or any other equipment that produces heat or sparks that could cause a fire.  | Medium   | 2 Months       |
| 10.  | 16    | We cannot emphasise strongly enough the need to reduce stock levels. This level of stock must be reduced as it is a major fire hazard.  | Medium   | 2 Months       |

| Item | Sect. | Recommendation  | Priority | Timescale  |
|------|-------|---|----------|--|
| 11.  | 17    | Engage a competent person/company to replace the main shop door lock with an internal thumb turn type lock  | Medium   | 3 Months   |
| 12.  | 18    | Due to the condition of the building fabric, lack of compartmented separation between the shop floor and basement we recommend the use of the basement be suspended. Stock should be removed, and a competent person should be engaged to fit a suitable fire door and repair/replace the ceiling to ensure there is 60-minute separation between this area and the shop floor. | High     | 3 Months. Suspension and clearing should be immediate. |
| 13.  | 19    | Engage a competent person/company to review the emergency lighting design and add fittings to ensure that the whole property meets or exceeds the requirements of BS5266.   | Medium   | 2 Months   |
| 14.  | 20    | A review of all signage should be taken and signage added where necessary to ensure customers and staff are aware of the direction of evacuation and actions to be taken. This should include directional signage and fire action notices.  | Medium   | 2 Months   |
| 15.  | 21    | Engage a competent person/company to review the fire alarm and repair/replace the system to ensure it meets or exceeds the requirements of BS5839 Pt. 1 grade L1. This should be certified.   | Medium   | 2 Months   |
| 16.  | 21    | Ensure the fire alarm system has a suitable logbook and it is updated accordingly.  | Medium   | 2 Months   |
| 17.  | 22    | Engage a competent person/company to review the extinguisher requirements and add extinguishers to ensure it meets the requirements of BS5306 Pt.8. This should be certified.   | Medium   | 2 Months   |
| 18.  | 25.3  | Collate a building plan that shows the locations of all fire safety arrangements including the escape route, fire exits and equipment.  | Low      | 1 Month  |
| 19.  | 25.4  | Collate a suitable fire safety procedure that includes evacuation procedure. This must take into consideration all staff and volunteers and the day-to-day mix of those present. At ALL times evacuation of the premises should be possible in under two (2) minutes.   | Medium   | 2 Months   |
| 20.  | 25.5  | Ensure there are always a suitable number of trained fire wardens with at least one on shift at all times.  | Medium   | 3 Months   |
| 21.  | 25.9  | Introduce a procedure for the regular checking of all fire safety arrangements.   | Low      | 1 Month  |
| 22.  | 26.1  | Introduce a staff training program on fire safety awareness and have this refreshed annually. This must be recorded and where possible should be third party accredited.  | Medium   | 2 Months   |
| 23.  | 26.2  | Carry out fire evacuation drills at least one per year. These should be recorded.   | Low      | 1 Month  |
| 24.  | 27.2  | Introduce a weekly testing of the fire alarm procedure. This should be the same time and same day and be suitably recorded.   | Low      | 1 Month  |

| <b>Item</b>  | <b>Sect.</b> | <b>Recommendation</b>  | <b>Priority</b> | <b>Timescale</b> |
|--|--------------|--|-----------------|------------------|
| 25.  | 27.2         | Ensure the fire alarm system has a suitable maintenance contract with a competent company/person who will certify the inspection   | Medium          | 2 Months         |
| 26.  | 27.3         | Introduce a monthly testing of the emergency lighting procedure. This should be suitably recorded.   | Low             | 1 Month          |
| 27.  | 27.3         | Ensure the emergency lighting system has a suitable maintenance contract with a competent company/person who will certify the inspection                                     | Medium          | 2 Months         |
| 28.  | 27.4         | Engage a competent person/company to review the current fire extinguisher provisions and upgrade the installation to ensure it meets BS5306 Pt. 8. This should be certified. | Medium          | 2 Months         |
| 29.  | 27.9         | Introduce a regular fire safety of final door locks and condition and ensure this is recorded.   | Low             | 1 Month          |
| 30.  | 28           | Introduce a system of recording all fire safety arrangements, checks and competent person visits.  | Medium          | 1 Month          |
| <p>It is imperative all volunteers and staff with any form of disability have a PEEP (Personal Emergency Evacuation Plan). Evacuation of a volunteer with mobility issues or behavioural issues as an example CANNOT be left to chance and all eventualities should be considered.</p> |              |  |                 |                  |

Gwasanaeth Tân ac Achub  
De Cymru



South Wales  
Fire and Rescue Service

[Redacted]

Our Ref: [Redacted]  
Your Ref: [Redacted]  
Date: 16 February 2026  
Contact: Watch Manager [Redacted]  
Tel: [Redacted]  
E-mail: firesafety@southwales-fire.gov.uk

Dear Sir/Madam

**THE REGULATORY REFORM (FIRE SAFETY) ORDER 2005 (“THE ORDER”)  
PREMISES: JAYNES BABY BANK CHARITY SHOP/WAREHOUSE, UNIT 5  
BLOCK D, NEWBRIDGE ROAD INDUSTRIAL ESTATE, PONTLLANFRAITH,  
BLACKWOOD NP12 2XF**

With reference to my recent conversation on 11 February 2026 with [Redacted] to arrange a fire safety visit to the premises identified above, I confirm the following:

Consent has been given for a fire safety visit under the above legislation to take place on 31 March 2026 at 10:30 by an Inspecting Officer from this Authority.

**Business Continuity.**

It would be a wise investment of your time to consider how a fire may affect your business continuity and plans for growth. There is a wealth of useful information and advice available free of charge from: <http://bit.ly/2s7vuLd>

The notes provided with this letter will help you to prepare for the visit.

If you need further advice or want to ask questions about this letter, please contact me.

**Correspondence in Welsh language.**

Should you wish to receive all our written correspondence in Welsh, please could you notify the Service either in writing, via email or by notifying the inspecting officer on the day of the inspection.

Yours faithfully,

[Redacted Signature]

**for Assistant Chief Fire Officer**

**Enc:** Advisory Notes – What to Expect  
cc: [Redacted]@gmail.com

Pencadlys Gwasanaeth Tân ac Achub De Cymru,  
Parc Busnes Forest View, Llantrisant, Pont-y-clun, CF72 8LX.

Ffôn 01443 232000 • Ffacs 01443 232180  
www.decymru-tan.gov.uk

Rydym yn croesawu gohebiaeth yn y gymraeg a'r saesneg - byddwn yn ymateb yn gyfartal i'r ddau ac yn ateb yn eich dewis iaith heb oedi.

CODI YMWHYBYDDIAETH - LLESTYMAWRYD

South Wales Fire and Rescue Service Headquarters,  
Forest View Business Park, Llantrisant, Pontyclun, CF72 8LX.

Telephone 01443 232000 • Fax 01443 232180  
www.southwales-fire.gov.uk

We welcome correspondence in Welsh and English - we will respond equally to both and will reply in your language of choice without delay.

BEING AWARENESS - REDUCING RISK

## **ADVISORY NOTES.**

### **What to Expect.**

We aim to carry out visits in a fair and open manner as stated in the Welsh Fire & Rescue Service's Business Fire Safety Enforcement Policy (You can view this on the South Wales Fire and Rescue Service website).

### **Fire Safety Inspectors.**

We will clearly identify ourselves and will be happy to explain our powers to you.

### **What we consider During the Visit.**

During the visit, we will try to establish whether your premises are safe in case of fire. We might ask questions and ask you to provide evidence to support your answers. We will consider all of the following:

- What you are doing to reduce the risk of fire;
- What you are doing to reduce the risk of the spread of fire;
- Are there enough escape routes (corridors, stairs and doors) for people in case of fire;
- What you are doing to make sure that escape routes (corridors, stairs and doors) are safe to use when needed;
- What you are doing to detect fire and raise an alarm;
- Whether people understand what to do if fire breaks out;
- What you are doing to fight outbreaks of fire safely;
- What you are doing to ensure that the effects of a fire are as small as possible.

### **Fire Safety Standards.**

As part of the visit, we will look at the fire safety standards in all or part(s) of the building. We may also wish to talk to employees to confirm their level of fire safety awareness.

### **Useful Documents**

- Regulators' Code (free download from <http://bit.ly/1tOPfRw>)
- Regulatory Reform (Fire Safety) Order 2005 (free download from <http://bit.ly/2nRz8TJ>)
- All Wales Enforcement Policy (free download from <https://bit.ly/2kzCQ4l>)
- Service Standards (free download from <https://bit.ly/2IVxA9G>)
- Code of Practice: Powers of Entry (free download from <http://bit.ly/1OtFdMM>)



Jaynes Baby Bank Charity Shop  
5 Crane Street  
Pontypool  
NP4 6LY  
[REDACTED]

Our Ref: [REDACTED]  
Your Ref: [REDACTED]  
Date: 05 March 2025  
Contact: Watch [REDACTED]  
Tel: [REDACTED]  
E-mail: firesafety@southwales-fire.gov.uk

Dear Sir/Madam

**THE REGULATORY REFORM (FIRE SAFETY) ORDER 2005 ("THE ORDER")  
PREMISES: JAYNES BABY BANK CHARITY SHOP, 5 CRANE STREET,  
PONTYPOOL. NP4 6LY**

With reference to my recent conversation on 05 March 2025 with Jayne to arrange a fire safety visit to the premises identified above, I confirm the following:

Consent has been given for a fire safety visit under the above legislation to take place on 13 March 2025 at 11:00 hours by an Inspecting Officer from this Authority.

Following our conversation, it was confirmed that you are not a member of a Primary Authority partnership.

**Business Continuity.**

It would be a wise investment of your time to consider how a fire may affect your business continuity and plans for growth. There is a wealth of useful information and advice available free of charge from: <http://bit.ly/2s7vuLd>

The notes provided with this letter will help you to prepare for the visit.

If you need further advice or want to ask questions about this letter, please contact me.

**Correspondence in Welsh language.**

Should you wish to receive all our written correspondence in Welsh, please could you notify the Service either in writing, via email or by notifying the inspecting officer on the day of the inspection.



**for Assistant Chief Fire Officer**  
**Enc: Advisory Notes – What to Expect**

## **ADVISORY NOTES.**

### **What to Expect.**

We aim to carry out visits in a fair and open manner as stated in the Welsh Fire & Rescue Service's Business Fire Safety Enforcement Policy (You can view this on the South Wales Fire and Rescue Service website).

### **Fire Safety Inspectors.**

We will clearly identify ourselves and will be happy to explain our powers to you.

### **What we consider During the Visit.**

During the visit, we will try to establish whether your premises are safe in case of fire. We might ask questions and ask you to provide evidence to support your answers. We will consider all of the following:

- What you are doing to reduce the risk of fire;
- What you are doing to reduce the risk of the spread of fire;
- Are there enough escape routes (corridors, stairs and doors) for people in case of fire;
- What you are doing to make sure that escape routes (corridors, stairs and doors) are safe to use when needed;
- What you are doing to detect fire and raise an alarm;
- Whether people understand what to do if fire breaks out;
- What you are doing to fight outbreaks of fire safely;
- What you are doing to ensure that the effects of a fire are as small as possible.

### **Fire Safety Standards.**

As part of the visit, we will look at the fire safety standards in all or part(s) of the building. We may also wish to talk to employees to confirm their level of fire safety awareness.

### **Useful Documents**

- Regulators' Code (free download from <http://bit.ly/1tOPfRw>)
- Regulatory Reform (Fire Safety) Order 2005 (free download from <http://bit.ly/2nRz8TJ>)
- All Wales Enforcement Policy (free download from <https://bit.ly/2kzCQ4l>)
- Service Standards (free download from <https://bit.ly/2IVxA9G>)
- Code of Practice: Powers of Entry (free download from <http://bit.ly/1OtFdMM>)



Gwasanaeth Tân ac Achub  
De Cymru  
South Wales  
Fire and Rescue Service

## Note For Case

|                 |  |                     |                      |
|-----------------|--|---------------------|----------------------|
| <b>Address:</b> | Jaynes Baby Bank Charity Shop,<br>14 Pentrebane Street,<br>Caerphilly,<br>CF83 1FR | <b>Service No:</b>  | ██████████           |
|                 |  | <b>File Number:</b> | ████████████████████ |
|                 |  | <b>Date:</b>        | 09.12.2025           |

|                                  |    |  |
|----------------------------------|----|--|
| Consent given to enter premises? | No | Details of person giving consent (name, position, etc.): |
|                                  |    | N/A  |

### REASON FOR NOTE FOR CASE:

Re-visit update

#### Attendees:

- WM ██████████ (Watch Manager)
- WM ██████████ (Watch Manager)
- WM ██████████ (Watch Manager)

**Date of Visit:** Tuesday 9<sup>th</sup> December 2025

**Premises:** Jaynes Baby Bank Charity Shop, 14 Pentrebane Street, Caerphilly, CF83 1FR

**Purpose of Visit:** Re-visit update from AFR visit 4<sup>th</sup> November 2025 - obstructed MOE due to overloading of stock.

**Update:** On arrival at the shop, at approximately 11:00 we found it to be closed by roller shutter doors.

**Next steps:** I have contacted ██████████ via email as asked her to advise on a suitable date to re-visit this shop and a date to conduct a visit of another premises:

**NOTE:** If any information contained on this note for case has an operational implication, you should report it using the "report a firefighter risk" form

CODI YMWYBYDDIAETH - LLEIHOU PERYGL • RAISING AWARENESS - REDUCING RISK

- 
- File no. 21-15038 - Jaynes Baby Bank Warehouse, Unit 5 Block E, Newbridge Road Industrial Estate, Pontllanfraith, Blackwood, NP12 2XF.

[REDACTED]

A new visit has been agreed and arranged for the 19<sup>th</sup> December at 10:30.

NAME WM [REDACTED]

SIGNED [REDACTED]



Our Ref: [REDACTED]  
Your Ref: [REDACTED]  
Date: 14 April 2025  
Contact: Watch Manager [REDACTED]  
Tel: [REDACTED]  
E-mail: firesafety@southwales-fire.gov.uk

Dear Sir/Madam,

**THE REGULATORY REFORM (FIRE SAFETY) ORDER 2005  
LETTER OF FIRE SAFETY MATTERS  
PREMISES: JAYNES BABY BANK CHARITY SHOP, 5 CRANE STREET,  
PONTYPOOL. NP4 6LY**

An inspecting officer visited your premises on 13 March 2025 and evaluated the fire safety provided. I am of the opinion that some people are at risk in case of fire. You have an ongoing duty to ensure the safety of people. The attached schedule sets out what you need to do.

**Timescale for Completion**

You should complete the work outlined in the schedule as soon as possible, balancing the need for safety against the demands on your business or undertaking. You should complete the actions and outcomes before any future visits are carried out.

**Consequence for Non-compliance**

If you do not do the work in the schedule before my next visit (or I find that safety provisions have worsened), the authority may serve an enforcement notice on you. An enforcement notice would legally bind you to do the work.

**Have Your Say**

If you want to comment on your experience of the visit, please refer to our feedback survey using the following link: <https://www.surveymonkey.co.uk/r/FCZHDMQ>

**Alternative Solutions**

If you prefer to use a different solution to any of the requirements of the schedule to bring about safety from fire please contact the above named Officer. An alternative approach might enable you to apply an equally appropriate safety solution to better meet your needs but must be agreed by the Authority.

**Business Continuity**

It would be a wise investment of your time to consider how a fire may affect your business continuity and plans for growth. There is a wealth of useful information and advice available free of charge from: <http://bit.ly/2s7vuLd>

Yours faithfully,



**for Assistant Chief Fire Officer**

## Important Information – schedule referred to in letter

Notes to this schedule:

The government guidance most suitable to your premises is Making your small non-domestic premises safe from fire which can be found at

<http://www.cfoa.org.uk/19512>

Before you make certain changes to the premises, you may have to apply for approval from statutory bodies and/or others having interest in them. If you have doubt about the need for approval, you should ask the relevant body. For example, you may have to apply for approval from a Building Control Body to make '[material alterations](#)'. You might also need to apply for the property owners' permission or for '[listed building consent](#)', among others.

### SCHEDULE OF WORKS REQUIRED

| ITEM 1          |  |
|-----------------|--|
| Reason          | <p>The fire risk assessment is not suitable and sufficient.</p> <p>This is contrary to Article 9.</p>  |
| Required Action | <p>The fire risk assessment must be recorded in full and identify all the risks that may endanger any person, i.e both shops, who may be affected by fire and persons who may be specifically at risk. The fire risk assessment should be reviewed on a regular basis for example annually or when there is a change in the level of risk to keep it up to date and evidence of the review maintained.</p> <p>If you employ a fire risk assessor to assist you in completing a fire risk assessment, the fire risk assessment should include the name of the person who has carried out the said assessment, and where applicable, their organisation's name.</p> <p>Further information on completing a fire risk assessment can be found at: <a href="https://www.gov.wales/fire-safety-guidance-businesses-and-workplaces">https://www.gov.wales/fire-safety-guidance-businesses-and-workplaces</a></p> |
| Outcome         | <p>This work is necessary to identify the general fire precautions which need to be taken to comply with The Regulatory Reform (Fire Safety) Order 2005 as amended.</p>  |

|                 |  |
|-----------------|--|
| ITEM 2          |  |
| Reason          | <p>The fire detection system is inadequate for the type and use of the premises.</p> <p>This is contrary to Article 13.</p>  |
| Required Action | <p>A fire warning system must be extended and linked between both shops. The scope and extent of the fire alarm system should be informed by the significant findings of your fire risk assessment.</p> <p>All work involving the fire alarm should be carried out in accordance with the relevant standard e.g., the relevant BS5839.</p> |
| Outcome         | <p>This work is necessary to detect fire and raise the alarm</p>   |

|                 |   |
|-----------------|---|
| ITEM 3          |   |
| Reason          | <p>The manual firefighting equipment is inadequately maintained.</p> <p>This is contrary to Article 17.</p>   |
| Required Action | <p>All portable fire extinguishers should be periodically inspected, maintained and tested. As a minimum extinguisher should receive a basic service by a competent person every 12 months.</p> <p>Evidence should be kept of all fire extinguisher maintenance and testing, best practice being the recording of the maintenance and testing in the fire logbook. Evidence of all extinguisher maintenance and testing should be available for inspection by the fire authority at all reasonable times.</p> <p>The inspection testing and maintenance of fire extinguisher/s should conform to a relevant standard e.g. HM Government guidance appropriate to the type and use of premises.</p> <p>The relevant BS5306-3 Fire extinguishing installations and equipment on premises code of practice for inspection and maintenance of portable fire extinguishers.</p> |

|         |   |
|---------|---|
|         | Compliance with this or an equivalent standard will normally satisfy the requirement.   |
| Outcome | This work is necessary to ensure that the firefighting equipment remains in effective state so that the effects of a fire are as small as possible. |

|                 |  |
|-----------------|--|
| ITEM 4          |  |
| Reason          | <p>The fire alarm system is in adequately maintained in both shops.</p> <p>This is contrary to Article 17.</p>   |
| Required Action | <p>To ensure the continuing good operation of the fire alarm system, routine inspections and tests should be undertaken in accordance with the relevant BS 5839-1 which indicates the frequencies as follows:</p> <ul style="list-style-type: none"> <li>• Daily checks.</li> <li>• Weekly test.</li> <li>• Periodic inspection and test by a competent person but no less frequently than six monthly.</li> <li>• Annual.</li> <li>• Non routine test, e.g. inspection and test of the system following a fire.</li> </ul> <p>If applicable, in premises in which some employee's only work during hours other than at which the fire alarm system is normally tested, additional tests should be carried out at least once a month to ensure familiarity of these employees with the fire alarm signals.</p> <p>Evidence should be kept of the date of all such tests and any resulting maintenance of the system, best practice being the recording of the abovementioned information in a logbook.</p> |
| Outcome         | This work is necessary to ensure the fire alarm system remains in an effective state and is able to detect fire and raise an alarm   |

|                 |  |
|-----------------|--|
| ITEM 5          |  |
| Reason          | <p>The emergency lighting is inadequately maintained in both shops</p> <p>This is contrary to Article 17.</p>  |
| Required Action | <p>Routine inspections and tests of the emergency lighting system should be undertaken on the basis of the relevant BS 5266-1 and BS EN 50172 and the relevant BS 5266-8 which, among other things, indicates that tests should, wherever possible, be undertaken at time of minimum risk, and associated with inspections, at frequencies as follows:</p> <p>Daily check.<br/>Monthly test.<br/>Subsequent Annual Test.</p> <p>Evidence should be kept of the date of all such tests and any resulting maintenance of the emergency lighting system, best practice being the recording of the abovementioned information in a logbook, with the exception of the daily test where there are no faults or repairs found.</p> |
| Outcome         | <p>This work is necessary to ensure the means of escape can be safely and effectively used whenever they are needed.</p>   |

|                 |   |
|-----------------|---|
| ITEM 6          |   |
| Reason          | <p>The fire resistance of the ceiling is not adequately maintained.</p> <p>This is contrary to Article 17.</p>  |
| Required Action | <p>Ceiling tiles in both shop areas were found to be damaged, they should be repaired or replaced to provide or reinstated a 30 minute standard of fire resistance.</p> <p>The fire resistance should conform to a relevant standard e.g. HM Government guidance appropriate to the type and use of premises.</p> |
| Outcome         | <p>This work is necessary to reduce the risk of the spread of fire.</p>   |



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De Cymru  
South Wales  
Fire and Rescue Service

## Note For Case

|                 |  |                     |                      |
|-----------------|--|---------------------|----------------------|
| <b>Address:</b> | Jaynes Baby Bank Charity Shop,<br>14 Pentrebane Street,<br>Caerphilly,<br>CF83 1FR | <b>Service No:</b>  | ██████████           |
|                 |  | <b>File Number:</b> | ████████████████████ |
|                 |  | <b>Date:</b>        | 11.02.2026           |

|                                  |     |  |
|----------------------------------|-----|--|
| Consent given to enter premises? | Yes | Details of person giving consent (name, position, etc.): |
|                                  |     | ██████████<br>Manager, Jayne’s Baby Bank                 |

**REASON FOR NOTE FOR CASE:**  
Re-visit update

**Attendees:**

- WM ██████████ (Watch Manager)
- WM ██████████ (Watch Manager)
- ██████████ Manager Jayne’s Baby Bank

**Date of Visit:** Wednesday 11<sup>th</sup> February 2026

**Premises:** Jaynes Baby Bank Charity Shop, 14 Pentrebane Street, Caerphilly, CF83 1FR

**Purpose of Visit:** Re-visit update from visit 4<sup>th</sup> November 2025 - obstructed MOE due to stock overload

**Update:** During the visit today, ██████████ provided some documentation in regard to maintenance of systems. In addition ██████████ has had installed an additional 2 domestic smoke alarms in the main shop and kitchen area to supplements the existing detection as well as a new fire extinguisher. Guidance was provided to ██████████ in reference the review of the Fire Risk Assessment, upkeep and logging of the maintenance records, and ensuring the MOE is kept clear for people to exit the building in the event of a fire. We

**NOTE: If any information contained on this note for case has an operational implication, you should report it using the “report a firefighter risk” form**

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have also provided her with links to our website guidance documents via an email.

**Next steps:** We see no further action required regarding this premises.

A visit to their other site: Baby Bank Charity Shop/Warehouse, Unit 5 Block E, Newbridge Road Industrial Estate, Pontllanfraith, Blackwood has been arranged for the 31<sup>st</sup> March 2026.

NAME

[REDACTED]

SIGNED

[REDACTED]



## Note For Case

|                 |   |                     |            |
|-----------------|---|---------------------|------------|
| <b>Address:</b> | Jaynes Baby Bank Charity Shop 5<br>Crane Street<br>Pontypool<br>NP4 6LY | <b>Service No:</b>  | ████████   |
|                 |   | <b>File Number:</b> | ██████████ |
|                 |   | <b>Date:</b>        | 11.06.25   |

|                                  |     |  |
|----------------------------------|-----|--|
| Consent given to enter premises? | YES | Details of person giving consent (name, position, etc.): |
|                                  |     | ████████<br>Manager                                      |

### REASON FOR NOTE FOR CASE:

Visit following a AFR received on the 12.05.25

An AFR was received via email on the 12.05.25 ██████████ reporting an excessive amount of stock and people sleeping overnight at the premises. I contacted ██████████ as he'd attended the premises several times recently and completed a fire safety audit on the 13.03.25.

#### Attendees:

██████████ (Watch Manager)

██████████ (Jaynes Baby Bank Charity Shop)

**Date of Visit:** Wednesday 11<sup>th</sup> June 2025

**Premises:** Jaynes Baby Bank Charity Shop **Address:** 5 Crane Street, Pontypool, NP4 6LY

**Purpose of Visit:** To assess risks reported

██████████  
██  
██  
██  
██

#### Property Walk-Through:

During the visit I found no evidence of anyone sleeping in these premises in any of the areas.

**NOTE: If any information contained on this note for case has an operational implication, you should report it using the "report a firefighter risk" form**

There remains a lot of stock within the shop/storerooms, however walkways are accessible, and [REDACTED] confirmed they are only currently using the ground floor area of the Crane street shop for members of the public and not the shop leading onto Commercial Street (this exit is, blocked by stock). This does appear to be the case as the doors to these areas were closed and the lights were off.

[REDACTED]  
[REDACTED].

**Agreed Actions and next steps:**

Following the audit a schedule of works was sent to the premises on the 14.04.25, I advised [REDACTED] [REDACTED] needs to progress these works. I believe another visit in a few months to check stock levels and use of the other shop is required and have I scheduled this in with [REDACTED]

NAME WM [REDACTED]

SIGNED [REDACTED]



## Note For Case

|                 |   |                     |             |
|-----------------|---|---------------------|-------------|
| <b>Address:</b> | Jaynes Baby Bank Charity Shop<br>5 Crane Street<br>Pontypool<br>NP4 6LY | <b>Service No:</b>  | ████████    |
|                 |   | <b>File Number:</b> | ████████    |
|                 |   | <b>Date:</b>        | 27 Feb 2025 |

|   |     |  |
|---|-----|--|
| Consent given to enter premises?                              | Yes | Details of person giving consent (name, position, etc.): |
| If no, give reason why:<br>Enter reason why consent not given |     | ████████<br>Manager                                      |

### REASON FOR NOTE FOR CASE: Re-visit.

I visited the above premise on Thursday 27<sup>th</sup> February to assess progress since my last visit.

████████ had opened the adjoining shop on Commercial Street. There was evidence of the stock being managed and there were clear walkways through the two shops.

I explained to ██████████ that I would carry out a Fire Safety Audit and we agreed on the date of Thursday 13<sup>th</sup> March.

NAME: ██████████

SIGNED: ██████████

**NOTE: If any information contained on this note for case has an operational implication, you should report it using the "report a firefighter risk" form**



## Note For Case

|                 |   |                     |          |
|-----------------|---|---------------------|----------|
| <b>Address:</b> | Jaynes Baby Bank Charity Shop<br>5 Crane Street<br>Pontypool<br>NP4 6LY | <b>Service No:</b>  | ████████ |
|                 |   | <b>File Number:</b> | ████████ |
|                 |   | <b>Date:</b>        | 28/01/25 |

|   |     |  |
|---|-----|--|
| Consent given to enter premises?                              | Yes | Details of person giving consent (name, position, etc.): |
| If no, give reason why:<br>Enter reason why consent not given |     | ████████<br>Manager                                      |

### REASON FOR NOTE FOR CASE: AFR dated 25.01.25

I visited the premises at 14:45 hours on 28 January 2025.

████████  
████████  
████████  
████████  
████████  
████████

████████ did show me around the premises. It consists of an entrance from Crane Street, Pontypool into a ground floor with stairs to an upper floor -a quarter of the size of the GF - which was currently out of use to the public and used as storage. The access was blocked by stock. The stock consists of donations of used clothing, toys, puzzles, C.D's, ornaments, brick-a-brac and books. There is also a food bank consisting of non-perishable foods.

There was a fridge and washing machine behind the counter. ██████████. The fridge always stayed on. It had a PAT sticker stating April 2025. I asked if the fridge could be turned off in the night when the shop was closed. I also asked if the fridge and washer could be moved into a room with a fire door to lower the risk. ██████████

The ground floor travel distance was compliant for one means of escape. There were detectors visible and a Manual Control Point near the front door and emergency lighting over the door and in various places throughout. ██████████

**NOTE: If any information contained on this note for case has an operational implication, you should report it using the "report a firefighter risk" form**

[REDACTED]. I enquired if [REDACTED] had a fire risk assessment, [REDACTED] opened a folder and showed me a generic risk assessment form which mentioned a few fire safety provisions, alongside health & safety hazards. I gave advice and explained the need for a current FRA and said that I would send [REDACTED] guidance documents and Fire Risk Assessment examples.

I was then shown down a set of stairs which led to a corridor with a toilet and a door leading to another shop. This was the new premises that they were expanding into. This area was full of stock and the entrance/exit was blocked at this time. The entrance to the shop was out onto Commercial Street, Pontypool.

[REDACTED] explained that when the stock is sorted the 2 entrances will be in use and a member of staff will each have a till area in both shops. This will mean that there will be 2 means of escape available.

I explained the need for clear corridors and signage to ensure means of escape can be used by members of the public, at all times. [REDACTED] suggested painting the floor in some way, to ensure a clear corridor – wide enough to push a pram through.

[REDACTED]  
[REDACTED]  
[REDACTED]  
I told [REDACTED] to only keep the Crane Steet shop open on the ground floor into the back room, thus ensuring compliance, until the entrance/exit and circulation areas in the Commercial Street shop was clear and stock in both shops was tidy and manageable.

I told [REDACTED] that a Fire Safety Audit would be required to be undertaken, and I arranged to re-visit in one months' time, to assess progress.

NAME: WM [REDACTED]

SIGNED: [REDACTED]



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South Wales  
Fire and Rescue Service

## Note For Case

|                 |  |                     |            |
|-----------------|--|---------------------|------------|
| <b>Address:</b> | Jaynes Baby Bank Charity<br>Shop/Warehouse,<br>Unit 5 Block E,<br>Newbridge Road Industrial Estate,<br>Pontllanfraith, Blackwood, NP12 2XF | <b>Service No:</b>  | [REDACTED] |
|                 |  | <b>File Number:</b> | [REDACTED] |
|                 |  | <b>Date:</b>        | 04.11.2025 |

|                                  |     |  |
|----------------------------------|-----|--|
| Consent given to enter premises? | N/A | Details of person giving consent (name, position, etc.): |
|                                  |     | [REDACTED]   |

**REASON FOR NOTE FOR CASE:**  
Visits to x 2 premises [REDACTED], [REDACTED]  
[REDACTED]

**Attendees:**

- [REDACTED] (Watch Manager)
- [REDACTED] (Watch Manager)

**Date of Visit:** Tuesday 4<sup>th</sup> November 2025

**Premises:** Jaynes Baby Bank Warehouse, Unit 5 Block E, Newbridge Road Industrial Estate, Pontllanfraith, Blackwood, NP12 2XF

*And*

Jaynes Baby Bank Charity Shop, 14 Pentrebane Street, Caerphilly, CF83 1FR

**Purpose of Visit:** To check against claims of obstructed emergency access routes.

**Premises Description (warehouse):** We were unable to gain access to the warehouse

**Introduction:** [REDACTED]  
[REDACTED],

**NOTE: If any information contained on this note for case has an operational implication, you should report it using the "report a firefighter risk" form**

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[REDACTED]

**Premises Description (shop):** The premises is used as a charity shop consisting of the main shop area at the front and a small kitchen area and bathroom at the rear. There is one exit in use at the front of the shop.

**Fire Risk Assessment:** No FRA was available to view [REDACTED].

**Property Walk-Through and Fire Safety Arrangements (shop):** The shop is small, approximately 13m in depth with an excessive amount of stock, in some parts obstructing the MOE routes. The small kitchen (microwave only) and bathroom, both have some stock inside them. The exit door at the rear is not used, [REDACTED]

[REDACTED]

[REDACTED]. I explained that [REDACTED] must ensure these routes are always kept clear by clearing some of the stock.

[REDACTED]

I explained we had visited the warehouse prior to the shop, and we would like to access the warehouse, [REDACTED] said that we couldn't, and it is not being used or is not open to the public. I explained that we could complete a fire safety audit on the warehouse which could be arranged and followed up with by a letter.

**Actions:** I asked [REDACTED] to forward copies of the FRA's for both the shop and warehouse, [REDACTED]. We advised [REDACTED] all means of escape routes must be kept clean of all obstructions for people to escape in an emergency. [REDACTED] was also advised that the fire extinguisher needs testing or replacing [REDACTED]. There was one working fire alarm at the back of the shop.

I explained we would re-visit the shop in a few weeks' time to check progress. I confirmed in the email today we would re-visit on the 9<sup>th</sup> December.

**Next steps:** Today, I have spoken with [REDACTED], District Environmental Health Officer [REDACTED] confirmed they have a current enforcement order in place on this premise for excessive stock, [REDACTED]

---

[REDACTED]  
[REDACTED] The EHO are visiting the premises shortly to check compliance of the existing enforcement, [REDACTED]

[REDACTED] [REDACTED]  
[REDACTED]

Firefighter Risk Forms have been completed for each premises outlining the excessive stock levels and obstructed means of escape routes.

**NAME WM** [REDACTED]

**SIGNED** [REDACTED]



---

[REDACTED]

NAME WM [REDACTED]

SIGNED

[REDACTED]



---

**Means of Escape**

- [REDACTED]
- The fire loading throughout these premises is excessive. [REDACTED]

**Inspection**

The premises is filled with charity stock donations throughout, stacked extremely high in places. We were unable to enter the premises without climbing onto a wooden unit and over stacked materials (see image below)



View from front door



View from inside of stacked materials against roller shutter door



It was agreed by SM [REDACTED] the premises would be prohibited for use, except for the removing of materials to create an adequate MOE.

**Requirements for Lifting the Prohibition Notice**

To reinstate use, the following condition must be met:

- All combustible materials must be removed from escape routes to ensure that persons can make a safe and rapid escape in the event of fire.

**Additional Issues Identified.**

Other issues identified were:

- The fire risk assessment is not suitable and sufficient
- [REDACTED]

The above deficiency will be addressed in the EN01. 90 days is suggested as a timeframe.

A firefighter risk form, as well as supplementary email, have been completed and forwarded to control regarding the excessive fire loading and access within the premises.

[REDACTED]

[REDACTED]

NAME: WM [REDACTED]

SIGNED [REDACTED]



- The emergency lighting is inadequately maintained in both shops

Following a further AFR visit and several discussions with the landlords [REDACTED] a fire risk assessment was completed on the 4<sup>th</sup> September 2025.

A visit was arranged on the 3<sup>rd</sup> March 2026 to assess progress of the IN01 schedule of works and action plans of the fire risk assessment.

**Premises Description**

5 Crane Street is a three-storey property consisting of:

- Lower Ground Floor: Toilet, storage room and small kitchen area along with access to an adjoining premises. The adjoining premises is being leased by this RP.
- Ground Floor: Main shop and counter area.
- First Floor: shop area

**Means of Escape**

- The fire loading throughout these premises including along all MOE is excessive. [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

**Commercial Area Inspection**

The premises is filled with charity stock donations throughout the premises and is stacked high. The MOE is compromised in areas such as the stairs to the lower ground and 1st floor. [REDACTED] there is no evidence any electrical items are being tested.

[REDACTED]. It was agreed by SM [REDACTED] and GM [REDACTED] the commercial areas would be prohibited for use, except for when removing stock.

**Requirements for Lifting the Prohibition Notice**

To reinstate use of the commercial premises, both of the following conditions must be met:

- All combustible materials must be removed from escape routes to ensure that persons can make a safe and rapid escape in the event of fire.
- The fire alarm system must be fully commissioned, tested, and confirmed as operational by a competent person.

**Additional Issues Identified.**

Other issues identified were:

- The fire safety measures evaluated in the fire risk assessment must be implemented.
- The standard of compartmentation provided between the LG and G floors are inadequate.
- The fire detection system is inadequate for the type and use of the premises and must be extended to the adjoining premises, as per the FRA.
- The emergency lighting and fire extinguishers are not being adequately maintained.

The above deficiencies will be addressed in the EN01. 180 days is suggested as a timeframe.

A firefighter risk form, as well as supplementary email, have been completed and forwarded to control regarding the excessive fire loading and access within the premises.

No CADD plans are required owing to the small size and simplicity of the premises.

NAME: WM [REDACTED]

SIGNED [REDACTED]



## Note For Case

|                 |   |                     |            |
|-----------------|---|---------------------|------------|
| <b>Address:</b> | Jaynes Baby Bank Charity Shop 5<br>Crane Street<br>Pontypool<br>NP4 6LY | <b>Service No:</b>  | ████████   |
|                 |   | <b>File Number:</b> | ██████████ |
|                 |   | <b>Date:</b>        | 03.09.25   |

|                                  |     |  |
|----------------------------------|-----|--|
| Consent given to enter premises? | YES | Details of person giving consent (name, position, etc.):<br>████████████████████ |
|                                  |     |  |

**REASON FOR NOTE FOR CASE:**  
Follow up visit from previous audit (05.03.2025), AFR visit (11.06.2025) and following a new AFR received 26.08.2025 (see file).

**Attendees:**  
WM ██████████ (Watch Manager)  
WM ██████████ (Watch Manager)  
████████████████████

**Date of Visit:** Tuesday 2nd September 2025

**Premises:** Jaynes Baby Bank Charity Shop **Address:** 5 Crane Street, Pontypool, NP4 6LY

**Purpose of Visit:** To assess risks reported and update on schedule of works required from previous audit.  
██  
██  
██  
██  
██

**NOTE:** If any information contained on this note for case has an operational implication, you should report it using the "report a firefighter risk" form

[REDACTED]

**Property Walk-Through:** There remains a large quantity of stock within the shop/storerooms, walkways are accessible some could be considered slightly narrow. There appears to be more stock in the shop/storerooms than in both previous visits.

[REDACTED] confirmed they are only currently using the ground floor and first floor area of the Crane Street shop for members of the public and not the shop leading onto Commercial Street. This appears to be the case when trying to access this shop via external doors there were locked and any internal access is restricted by stock blocking the doorway.

[REDACTED]

No actions appear to have been taken on items listed on the schedule of works detailed in the IN01 dated 14.04.2025

- No fire risk assessment in place
- Inadequate fire detection system
- inadequately maintained - Firefighting equipment/fire detection system/emergency lighting/fire resistance ceiling

**Fire Risk Assessment:** This was not available to us

**Actions:** We confirmed to [REDACTED] we will re-visit the shop week commencing 8<sup>th</sup> September where we would need to view the FRA.

[REDACTED]

[REDACTED]

[REDACTED]

**Next steps:** A re-visit/audit will take place once we have receipt of the FRA.

NAME WM



SIGNED





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**SM [REDACTED] confirmed (see file) that:**

- The shop appeared open
- Toys and advertising boards were positioned outside the premises
- The premises would reasonably appear open for trade to members of the public
- Members of the public were turned away when they tried to enter the premises

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

---

**Spot Check – 07/04/2026**

Upon arrival at the premises, two members of the public were observed entering the shop. They exited shortly afterwards, prior to photographs being taken. Outside the premises, stock items and advertising boards were positioned on the pavement, giving the clear impression that the premises was open for business. A Notice of Powers and Rights (POE 0453) was completed [REDACTED]  
[REDACTED]

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

---

[REDACTED]

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**Advice Given**

[REDACTED]

- Advertising boards and goods on the pavement, combined with an open door, clearly present the premises as open.
- Members of the public must not be able to access the premises while the Prohibition Notice remains in force.
- The shop door must remain closed/inaccessible to the public when Dan is entering or exiting to remove goods.
- Clear measures must be in place to always prevent public entry
- A meeting will be held to discuss findings from our recent visits

---

**Next Steps**

- SM [REDACTED] will arrange a meeting to discuss this case.
- A second spot visit will take place as a result of further complaints received indicating that the shop is open to the public.
- I have spoken to SM [REDACTED] and arranged to spot visit the premises on the 14/04/2026

NAME: WM [REDACTED]

SIGNED

[REDACTED]