

MacWilliam Associates
Est. 1993

Food Safety
Fire Safety
Health & Safety
Training & Consultancy



CIEH Centre

www.macwilliam.co.uk

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For more than twenty years MacWilliam Associates have offered quality training and consultancy to the hospitality industry. We provide a tailored service, specific to your business, training employees and keeping you up to date with important changes in legislation. Tim MacWilliam is a *Fellow of The Royal Society for Public Health* and has worked extensively within the hospitality industry.

***MacWilliam Associates* are registered with**

The Chartered Institute of Environmental Health
The Royal Society for Public Health
The Institute of Food Safety Integrity and Protection
NEBOSH Qualified

We aim to take an active approach, carrying out training at your business for employees on a regular basis. However we appreciate this isn't always practical so a variety of on line information tests and training sheets are available on our website with direct access to 24 hours a day.

The subjects include.

- Food Hygiene Certificate Level 1 & 2
- Health and Safety
- Fire safety
- COSHH
- Manual Handling
- Risk Assessment

We can also provide information in a number of different languages for employees who don't have English as a first language.

www.macwilliam.co.uk Telephone 01953 603445

Our Exclusive plan, which costs little more than a part time employee includes –

➔ Regular visits to your premises for training and updates (quarterly or more often if required).

➔ Keeping your business fully up to date with important changes in legislation.

➔ Our regular *Safety Matters* newsletter with news, views and advice available to everyone on site.

➔ We will implement training records and information for all who attend

➔ A variety of on line safety courses available 24/7 – We will have an automatic record of every trainee.

➔ On site meetings with management to discuss any incidents recorded into the accident book.

Fire Safety

- ➔ Update the Fire Risk Assessment
As required by The 2005 Regulatory Reform
(Fire Safety) Order
- ➔ Training and Information for
employees on fire safety procedures.
- ➔ An evacuation and emergency plan
of action written and implemented.
- ➔ Audited fire drill with report and
debrief.

Health and Safety

- ➔ An initial 150 point health and safety
audit with written report
- ➔ Review and update documentation such
as risk assessment & health and safety
policy; available as hard and electronic
format.
- ➔ Training and information for Manual
Handling, Risk Assessment and safety
procedure

Food Safety & Hygiene Management

- ➔ Training for food handlers at level 1 and 2 or equivalent either on site at your business or on line for food handlers.
- ➔ An annual full hygiene audit with full written report.
- ➔ A review of kitchen management hygiene procedure, such as Safer Food Better Business.
- ➔ A full written food hygiene and personal hygiene policy.
- ➔ Advice on HACCP and food safety control measures.

Additional Services

- ➔ We can introduce an induction programme for your business
- ➔ Write a tailor made employee handbook
- ➔ Confidential help and advise on matters such as contracts and employee disputes.

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All of the services are available individually or as part of our exclusive plan where an agreed monthly amount is paid.

This is a very cost effective way to manage many of your health & safety requirements and free up valuable time. We aim to build up a good rapport and be seen as part of your team.

The agreement may be ended at anytime with just one month's notice

In return you will receive a tailored service that will support your organisation, employees and management to be safer, save time and help comply with legislation.

- Training of employees on site and on line**
- Health & safety policy**
- Risk assessment**
- Full kitchen hygiene service**
- Training records**
- Fire Risk assessment and policy**
- Advice and consultancy**

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