

MacWilliam Associates
Est. 1993

Fire Safety
Food Hygiene
Health & Safety
Training & Consultancy
Risk Assessment



CIEH Centre

www.macwilliam.co.uk

Fire Safety

By law, employees must receive the appropriate fire safety training when they are first employed and again at regular intervals.

We can provide training for every employee at a time and date to suit you and your team on site at your premises. With two sessions during the day this allows every employee to attend and for those that can't we have our on line and distance learning available at no extra cost.

Each session lasts approximately one hour and includes -

- *Fire prevention*
- *Choosing the correct fire extinguisher**
- *The outbreak of fire and the fire triangle*
- *Action upon discovering a blaze*
- *Raising the alarm*
- *Locating call points and fire doors*
- *What to do when the alarm sounds*
- *Evacuation procedures including the less able*
- *Calling the fire service*
- *Spotting fire hazards*

Included within each session are appropriate films and a test style questionnaire to confirm understanding. In addition We will provide you with accurate signed attendance records. We also offer on line & distance learning www.macwilliam.co.uk

MacWilliam Associates can implement an audited **fire drill** and **fire risk assessment** for you as required by The Regulatory Reform (fire) Safety Order 2005; We can also review your emergency plan.

* The use of extinguishers is explained during training including the correct type for each fire that might occur, although practical training does not occur for insurance reasons.

Food Safety and Food Hygiene

Food handlers must receive suitable training in food hygiene commensurate with their duties. This training is essential for any person who handles food or drink as part of their duties, whether full or part time including those in need of a refresher. We carry out training at your premises for groups of all sizes or on line.

There is a variety of training available including the CIEH Level 2 Certificate in Food Safety.

The Course Itinerary includes -

- **Food contamination**
- **Bacteriology**
- **Personal Hygiene**
- **Cross contamination**
- **Cleaning and disinfection**
- **Food poisoning bacteria**
- **Pest control**
- **Food Aallergies**
- **Management and Legislation**

Training will usually take place on site at your premises. In addition we offer on line and distance learning which can reduce disruption to the working day.

Refresher and tailor made training can also be arranged specific to your requirements.

Where required we will also provide written training for employees who don't have English as their first language.

MacWilliam Associates can provide a **full kitchen audit** and **hygiene report** with our findings given to you in writing with recommendations. A written food safety policy and **HACCP** system can also be provided.

Health and Safety

Every employee should receive suitable instruction in health and safety. From one hour to a full day we will tailor training to the individual requirements of your team.

MacWilliam Associates provide training in -

- **Manual Handling**
- **COSHH (Safe handling of chemicals)**
- **Risk assessment**
- **Display screen equipment**
- **General Health and Safety**
- **CIEH Level 1 and 2 certificate in health & safety**
- **General certificate in health and safety**
- **Periodically chair your health and safety team meetings**

In addition we can help to create -

- **Health and safety policy**
- **Safe system of work**
- **Risk assessments and Fire Risk Assessment**
- **Implement an induction system**
- **Tailor made certificates for your organisation**

Initially we undertake a detailed 150 point health and safety checklist with a written report on our findings.

Refresher training and on line or distance courses are also available at www.macwilliam.co.uk

MacWilliam Associates also provide a fully inclusive package of fire safety, food hygiene, health and safety training. Writing audits, risk assessments and policies.

Visiting your business regularly throughout the year
The cost for this is little more than a part time employee.

This is only an outline of our services, if you would like more information please send an e-mail or telephone.

tim@macwilliam.co.uk - Telephone 01953 603445.

MacWilliam Associates

Based in Norfolk, MacWilliam Associates were established in 1993 by Tim MacWilliam to offer quality training and consultancy at reasonable cost. We work mainly within the hospitality industry and will tailor our services specific to your business needs. Training employees and keeping your organisation up to date with important changes in legislation helping your business to be compliant and safe.

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 following

The Chartered Institute of Environmental Health

The Royal Society for Public Health

The Institute of Food Safety Integrity and Protection

NEBOSH Qualified

All of our training and consultancies are available individually. However, we also offer a very cost effective package which includes fire safety, food hygiene, health and safety training, audits, risk assessment and safety policies with visits to your premises at regular intervals throughout the year. The cost of this is little more than a part time employee. We are also happy to help with advice on employee contracts and Human Resource Matters.

MacWilliam Associates have a suite of on line and distance learning courses available on our web site, if you would like to try one of our tests or exams free of charge please visit our web site www.macwilliam.co.uk using the code CR194

For an informal meeting and further information please contact us via e-mail tim@macwilliam.co.uk or call anytime 01953 603445.

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www.foodtrain.co.uk - www.macwilliam.co.uk

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