

***MacWilliam Associates***  
***Est. 1993***

***Health and Safety***  
***Fire Safety***  
***Food Hygiene***  
***Manual Handling***  
***Risk Assessment***



*CIEH Accredited Centre*

***Quality Hospitality Training & Consultancy***

[www.macwilliam.co.uk](http://www.macwilliam.co.uk)

## *MacWilliam Associates at Your Service*

*MacWilliam Associates were established in 1993 to offer a professional service to the hospitality industry at a reasonable cost. We provide a tailored service in every aspect of safety training and information specific to hotel and catering. We will keep your business fully up to date with statutory matters which, in turn, should leave you free to run the workplace effectively away from the endless red tape.*

*This will free up many of the time consuming activities such as –*

- ⇒ Training employees in statutory matters such as fire, health & safety as required by law on site at your hotel*
- ⇒ Writing and updating policies and risk assessments for your business in fire, safety and food hygiene*
- ⇒ Removing much of the worry when an inspector calls or when an incident happens*
- ⇒ Carrying out safety audits and fire drills*

*We take an active approach, physically carrying out training on site for all employees on a regular basis, taking on board many of the time consuming activities involved with the seemingly ever changing health and safety requirements. All training will be tailored for the particular needs of your business including times, dates, frequency and numbers who can attend each session.*

*In doing so a good rapport and working relationship will be built throughout the business.*

*With more and more overseas workers we now provide information in a number of different languages*

*We travel nationwide with our services available separately or as part of a package*



[www.macwilliam.co.uk](http://www.macwilliam.co.uk) - 01953 603445

## ***Our Services to You***

- *Regular visits to your premises undertaking and updating training and audits*
- *You will be kept fully up to date with important changes in legislation*
- *You will receive our regular safety newsletter*
- *Supply training records, information and handouts for attending trainees*

## ***Fire Safety***

- *Undertake a Fire Risk Assessment carried out at your property with an emergency plan*  
*The Regulatory Reform (Fire Safety) Order*
- *Training and Information for every employee*
- *An evacuation plan written and implemented*
- *Audited fire drill with report and debrief*

## ***Food Hygiene Management***

- *Training carried out on site for food handlers*
- *A full hygiene audit with full written report*
- *A review of kitchen management HACCP/SFBB*  
*We will introduce and monitor a food management system (as required by law)*
- *A full written food hygiene policy*
- *A food safety manual for kitchen management*
- *More than 1500 people have qualified with us since being established in 1993*

## ***Health and Safety***

- *We will draw up risk assessments with documentation and an updated safety policy*
- *Documentation available in hard and data format*
- *Training and information in key areas such as Manual handling*
- *Full health and safety manual in paper and digital format*
- *Interactive website with tests, quizzes and information [www.macwilliam.co.uk](http://www.macwilliam.co.uk)*
- *Information in other languages for overseas employees where appropriate*
- *Proposal to form and chair a health and safety team as required by legislation*

## ***Additional Services***

- *We can introduce an induction programme*
- *Write a tailor made staff hand book for you to copy and distribute*
- *Information on updated legislation such as The Working Time Directive*
- *Help and advice on staff matters such as contracts And personnel matters*

## Our Clients Include

**Abacus Hotels**  
**The Arlington Group**  
**The Belmont Hotel**  
**Best Western Hotels**  
**Cambridge University**  
**The Commodore Hotel**  
**Compass Hotels**  
**Countryside Supplies**  
**The Gonville Hotel**  
**The John Howard Hotel**  
**The Phoenix Hotel**  
**St Peters Brewery**  
**The Three Swans Hotel**  
**Ufford Park**  
**The Vienna Group**  
**Virgin Money**  
**Woodland Leisure**



## ***How Much Will our Service Cost?***

*The overall cost will be little more than that of a part time member of staff  
For this MacWilliam Associates will become a  
“hands on” safety consultant, trainer and helpline*

*There are no lengthy contracts tying you down, the agreement  
can be ended at any time giving just a months notice  
or each training course or service is available separately*

*For an informal meeting e mail [tim@macwilliam.co.uk](mailto:tim@macwilliam.co.uk)  
Telephone 01953 603445 or 07702906035  
or complete the request sheet at the back of this brochure*

*We are **NEBOSH** qualified  
Members of the **CIEH**; **RIPHH**; **RSPH** & subscribe to the **HSE**  
We are also members of the **Fire Protection Association***

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# ***MacWilliam Associates Est.1993 Hospitality Training and Consultancy***

## **To Request Further information**

*E mail [tim@macwilliam.co.uk](mailto:tim@macwilliam.co.uk) telephone 01953 603445; post to the address below  
or fax this form to 01953 603445 (24 Hours)*

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- Fire Safety Training***   
*Regulatory Reform (Fire Safety) Order*
- Fire Risk Assessment***
- Food Hygiene Management***   
*Safer Food Better Business, HACCP and Policies*
- Food Hygiene Training 1, 2 & 3***
- Health and Safety***
- Manual Handling***
- COSHH***
- Safety Risk Assessments***
- Employment & Personnel***
- Full Safety Package/Retainer Service***   
*This includes regular visits to your property to carry out training, audits, update  
assessments and policies, advice line*

***Name & Address***

***Telephone***

***E-Mail***

***Please send me your free health and safety newsletter***

***MacWilliam Associates 16 Holly Court Wymondham Norfolk NR18 0HG  
[tim@macwilliam.co.uk](mailto:tim@macwilliam.co.uk) [www.macwilliam.co.uk](http://www.macwilliam.co.uk)  
Telephone and Fax 01953 603445***