

PLACEMENT DESCRIPTION

Employer: WEX TEMPLATES

Contact:

Supervisor:

Employer Tel:

Website:

Job: Manufacturing Assistant

Classification: Process, Plant & Machinery

Ref: 13,062

Aims & Objectives: To develop key skills through the experience of work. To gain an understanding of the working environment and regulations within the window manufacturing industry

Key Tasks: Work will include a lot of observation, then after training and under strict supervision students may do simple tasks. Working in the workshop producing and assembling frames; fitting locks and handles and beading ,drilling, hand milling etc; Delivering units to customer premises; removing old windows; cleaning openings and preparing for fitting; fitting units using expanding foam and silicone.Fitting conservatories.Students may help with general cleaning and tidying up at times

Requirements: Must have a genuine interest in this area of work.Good communication skills for dealing with the public.Honest, trustworthy and discreet.

Clothing: Students should wear clothing suitable for a manufacturing working environment as work can be dirty at times. Steel toe-capped boots to be worn. Boots can be borrowed on deposit from the Careers Service Tel 733044

Working Hours: Hours to be discussed on first day - may be flexible (max 37 hrs)

Meal Breaks: Bring own lunch. - lunchtimes may be unsupervised

Interview Required: Y

Student to Arrange: Y

Notes: Student to contact employer to arrange an interview / informal chat prior to starting the placement.

Employer's Health & Safety Risk Assessment:

LACK OF KNOWLEDGE, EXPERIENCE & AWARENESS:-Student must be supervised at all times.

LIFTING & MANUAL HANDLING:-Student must be taught safe lifting and handling procedures.

SLIPS, TRIPS & FALLS:-Student must not work at heights. No use of ladders or scaffolding.

EQUIPMENT & MACHINERY, CHEMICALS & FLAMMABLE MATERIALS:-Student must not use hazardous machinery or hazardous chemicals. Student may use simple hand tools & battery operated tools under supervision.

WORKPLACE SPECIFIC HAZARDS:-Student must take extra care when moving about in the workshop. Student will not handle glass.

CHILD PROTECTION ISSUES:-Student may travel in a van to clients homes with trained members of staff.

ELECTRICITY:-Safe use of electrical items to be shown.

PERSONAL PROTECTIVE EQUIPMENT:-Gloves, goggles.

Special Notes:

Parents/Guardians will be expected to give details of any health problems e.g. epilepsy, asthma etc on the agreement form

Last Visit Date:

Next Visit Date:

Risk Band: H