

PLACEMENT DESCRIPTION

Employer: WEX TEMPLATES

Contact:

Supervisor:

Employer Tel:

Website:

Job: Facilities Management

Classification: Construction and Building

Ref: 50,016

Aims & Objectives: To develop key skills through the experience of work
To gain an insight into working in a large facilities management workplace

Key Tasks: Student will do a certain amount of observation then with training and under supervision may perform simple tasks within any of the facilities management services which may include small building works, Carpentry, Painting and Decorating, Plumbing, Electrical work, Blockwork and Wet Trades, Air conditioning and installation and maintenance of Fire Alarms and Security including CCTV, Drainage Services and Systems Maintenance.

Requirements: Student must have common sense, be reasonably numerate and literate.
Student must be punctual and reliable and inform the office immediately if unable to attend placement.

Clothing: Dress code: Casual, clean and tidy clothing (company sweatshirt/ tee shirt will be provided) and steel toe capped boots. (Boots can be borrowed from Careers Service on deposit tel: 706567.)

Working Hours: 8 4.30pm Monday to Friday (max 37 hrs)

Meal Breaks: lunchtimes may be unsupervised, packed lunch advised

Interview Required: Y

Student to Arrange: Y

Notes: Student to contact employer to arrange an informal interview before starting work experience

Employer's Health & Safety Risk Assessment:

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

PERSONAL PROTECTIVE EQUIPMENT: Any personal protective equipment required e.g. hard hats, high visibility vests, goggles, etc. will be provided and MUST be worn where necessary. Student must wear steel toe capped boots.

CHILD PROTECTION ISSUES: Students may travel to the site with qualified staff on one to one. (All staff police checked)

ELECTRICITY: Students must not work with 240v electricity.

SLIPS, TRIPS & FALLS: Students will not work at heights.

EQUIPMENT & MACHINERY: Students may use mechanical, battery operated or 110v hand tools only.

CHEMICALS & FLAMMABLE MATERIALS: Students will not be involved in any welding.

LIFTING & MANUAL HANDING: Safe lifting and handling will be shown.

WORKPLACE SPECIFIC HAZARDS: Students will not work in confined spaces.

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: M