

## PLACEMENT DESCRIPTION

**Employer:** WEX TEMPLATES

**Contact:**

**Supervisor:**

**Employer Tel:**

**Website:**

**Job:** Removals Assistant

**Classification:** Goods Transport and Logistics

**Ref:** 50,058

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**Aims & Objectives:** To develop key skills through the experience of work and to gain an insight into the work of a furniture removal assistant

**Key Tasks:** Duties may include loading / unloading goods (lightweight only), accompanying the driver on rounds, checking documentation and other administrative work.

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**Requirements:** Should have common sense, confidence and initiative with a genuine interest in delivery & removal work.  
Should not be afraid of hard work.

**Clothing:** Dress should be tidy, casual clothes.  
Please discuss footwear at interview.  
Please take outdoor clothing.

**Working Hours:** Can be discussed at informal interview. 9 4 Monday to Friday (max 37 hrs)

**Meal Breaks:** Flexible lunchtimes may be unsupervised

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**Interview Required:** Y

**Student to Arrange:** Y

**Notes:** Student to contact employer to arrange an informal meeting.

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**Employer's Health & Safety Risk Assessment:**

LACK OF KNOWLEDGE, EXPERIENCE & AWARENESS: Student will observe and then after training and under strict supervision perform simple tasks.

WORKPLACE SPECIFIC HAZARDS: Students may be working at a variety of sites and will be supervised at all times.

CHILD PROTECTION ISSUES: Students will be transported by one of the police checked staff (one to one) and may be collected by staff member first thing in morning.

EQUIPMENT & MACHINERY, CHEMICALS & FLAMMABLE MATERIALS: Students will not use any machinery at all, other than possibly a sack truck under strict supervision.

Students will have no contact with chemicals.

LIFTING & MANUAL HANDLING: Lifting and handling of small goods only under supervision

SLIPS, TRIPS & FALLS: Students not to work at heights

Students may be working outdoors and should wear appropriate clothing.

ELECTRICITY: Safe use of electrical items to be shown.

PERSONAL PROTECTIVE EQUIPMENT: Gloves will be provided.

COMPUTERS & WORK STATION: Regular breaks from computer screens are required during prolonged use.

**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