

From: Freedom of Information

Sent: 16 November 2020 15:09

To:

Subject: Freedom of Information Response (Our Ref: K/20/451)

Dear

Freedom of Information Response (Our Ref: K/20/451)

Thank you for your Freedom of Information (FOI) request dated 2 November 2020, reference K/20/451.

Your request read:

“I wish to submit a Freedom of Information Request on the organisations spend / usage of Covid-19 PPE items and have a list of 17 short questions which I would appreciate a response on.

Q1 Please provide the contact details for the person responsible in procurement for PPE. i.e. name and email address. If unable to provide individual name, please provide a general email for Procurement

Q2 Can you confirm if hand gel / hand sanitiser is being procured to combat Covid-19 and if so, can you please provide alcohol content and the sizes of bottles being purchased i.e. 100ml, 236ml, 500ml and 5L

Q3 In respect of Q2, can you please confirm the estimated usage on a monthly basis for each of the sizes i.e. 100ml, 236ml, 500ml and 5L

Q4 In respect of Q3, can you please confirm the estimated monthly spend on each of the sizes i.e. 100ml, 236ml, 500ml and 5L

Q5 Please provide the name of the company(s) currently supplying Hand Gel

Q6 Can you confirm if Nitrile Gloves EN455 is being procured to combat Covid-19 and if so can you please provide the sizes of gloves being purchased i.e. small, medium, large, extra large

Q7 In respect of Q6, can you please confirm the estimated usage on a monthly basis for each of the sizes i.e. small, medium, large, extra large

Q8 In respect of Question 7, can you please confirm the estimated monthly spend on each of the sizes i.e. small, medium, large, extra large

Q9 Please provide the name of the company(s) currently supplying Nitrile Gloves

Q10 Can you confirm if Type IIR Face Masks is being procured to combat Covid-19

Q11 In respect of Question 10, can you please confirm the estimated usage on a monthly basis of Type IIR Face Masks

Q12 In respect of Question 11, can you please confirm the estimated monthly spend on Type IIR Face Masks

Q13 Please provide the name of the company(s) currently supplying Type IIR Face Masks

Q14 Can you confirm if Alcohol Antibacterial Wipes is being procured to combat Covid-19

Q15 In respect of Question 14 can you confirm the sizes currently being procured i.e. Tub of 100 and or Tub of 500.

Q16 In respect of Q15 can you please confirm the estimated usage on a monthly basis for each of the sizes i.e. Tubs of 100 and Tubs of 500 Alcohol Antibacterial Wipes

Q17 In respect of Question 16, can you please confirm the estimated monthly spend on Tubs of 100 and Tubs of 500 Alcohol Antibacterial Wipes”

The University of Leeds holds some information relevant to your request. For your convenience we have responded to each of your questions in turn below.

- 1. Please provide the contact details for the person responsible in procurement for PPE. i.e. name and email address. If unable to provide individual name, please provide a general email for Procurement**

[Mark Agar](#), Procurement Manager, Facilities Directorate

[Andy Higson](#), Category Manager, Laboratory Supplies

- 2. Can you confirm if hand gel / hand sanitiser is being procured to combat Covid-19 and if so, can you please provide alcohol content and the sizes of bottles being purchased i.e. 100ml, 236ml, 500ml and 5L**

Based on guidance from the University’s Health and Safety Team, Public Health England and other technical experts, the University’s re-entry procedure and enhanced cleaning processes do require hand sanitising agents to help combat Covid-19. These are being procured for this purpose in varying sizes (100ml, 236ml, 300ml, 500ml, 1ltr and 5ltr), dispense mechanisms (spray, squeeze, pump and automatic) and alcohol percentages.

- 3. In respect of Q2, can you please confirm the estimated usage on a monthly basis for each of the sizes i.e. 100ml, 236ml, 500ml and 5L**
- 4. In respect of Q3, can you please confirm the estimated monthly spend on each of the sizes i.e. 100ml, 236ml, 500ml and 5L**

We address these questions together. We do not hold a forecast figure as our usage of all Personal Protective Equipment, Sanitising Agents and Cleaning Products will be dictated by the course of the coronavirus pandemic and product availability in the supply chain.

5. Please provide the name of the company(s) currently supplying Hand Gel

Bunzl Catering Supplies

6. Can you confirm if Nitrile Gloves EN455 is being procured to combat Covid-19 and if so can you please provide the sizes of gloves being purchased i.e. small, medium, large, extra large

Based on guidance from the University's Health and Safety Team, Public Health England and other technical experts, the University's re-entry procedure and enhanced cleaning processes do require nitrile and vinyl gloves to help combat Covid-19. These are being procured for this purpose in all sizes, but primarily medium, large and extra-large.

7. In respect of Q6, can you please confirm the estimated usage on a monthly basis for each of the sizes i.e. small, medium, large, extra large

8. In respect of Question 7, can you please confirm the estimated monthly spend on each of the sizes i.e. small, medium, large, extra large

We address these questions together. We do not hold a forecast figure as our usage of all Personal Protective Equipment, Sanitising Agents and Cleaning Products will be dictated by the course of the coronavirus pandemic and product availability in the supply chain.

9. Please provide the name of the company(s) currently supplying Nitrile Gloves

F2 Medical Supplies; Scientific Laboratory Supplies; Bunzl Catering Supplies

10. Can you confirm if Type IIR Face Masks is being procured to combat Covid-19

Based on guidance from the University's Health and Safety Team, Public Health England and other technical experts, the University's re-entry procedure and enhanced cleaning processes do require Type IIR Face Coverings to help combat Covid-19. These are being procured for this purpose.

11. In respect of Question 10, can you please confirm the estimated usage on a monthly basis of Type IIR Face Masks

12. In respect of Question 11, can you please confirm the estimated monthly spend on Type IIR Face Masks

We address these questions together. We do not hold a forecast figure as our usage of all Personal Protective Equipment, Sanitising Agents and Cleaning Products will

be dictated by the course of the coronavirus pandemic and product availability in the supply chain.

13. Please provide the name of the company(s) currently supplying Type IIR Face Masks

F2 Medical Supplies

14. Can you confirm if Alcohol Antibacterial Wipes is being procured to combat Covid-19

Based on guidance from the University's Health and Safety Team, Public Health England and other technical experts, the University's re-entry procedure and enhanced cleaning processes do require Alcohol Antibacterial Wipes to help combat Covid-19. These are being procured for this purpose.

15. In respect of Question 14 can you confirm the sizes currently being procured i.e. Tub of 100 and or Tub of 500.

The University is currently procuring various types and pack sizes to meet its requirements, this includes packs or tubs of 100, 200, 300 and 500.

16. In respect of Q15 can you please confirm the estimated usage on a monthly basis for each of the sizes i.e. Tubs of 100 and Tubs of 500 Alcohol Antibacterial Wipes

17. In respect of Question 16, can you please confirm the estimated monthly spend on Tubs of 100 and Tubs of 500 Alcohol Antibacterial Wipes

We address these questions together. We do not hold a forecast figure as our usage of all Personal Protective Equipment, Sanitising Agents and Cleaning Products will be dictated by the course of the coronavirus pandemic and product availability in the supply chain.

We hope this information is helpful. If you have any questions about this email, however, please do not hesitate to contact us on foi@leeds.ac.uk

If you are unhappy with the service you have received in relation to your request and wish to make a complaint or request a review of our decision, you can request an Internal Review. Requests for Internal Review should be made in writing using the following contact information:

Post: Mr D Wardle
Deputy Secretary
The University of Leeds
Leeds
LS2 9JT

Email: foi@leeds.ac.uk

Requests for Internal Review should be submitted within 40 working days of receiving the University's response to your request. Further information about how the University manages Freedom of Information requests and about our complaints procedure is also available on our website (www.leeds.ac.uk).

If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. Generally, the ICO cannot make a decision unless you have exhausted the review/complaints procedure provided by the University. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Kind regards

Chloe Wilkins

Freedom of Information Officer

Secretariat

University of Leeds