**COVID-19 – Central Ordering of PPE**

Estate and Facilities Management Helpdesk will co-ordinate the ordering of COVID-19 related PPE. This will be for generic PPE items.

This does not include specialist PPE. For example medical grade face masks that are required in Lab and/or Health environments.

Those departments who had a need for PPE prior to the pandemic will continue to order their PPE directly. For example Occupational Health and workshop environments.

Faculties and Service Teams will continue to determine the requirements for PPE through the completion of a risk assessment.

Two to three months of stock will be ordered centrally to mitigate risks around shortage of supply wherever possible.

The following items will be ordered centrally.

-Antibacterial gel (sanitiser) 50ml and 500ml bottles (70% alcohol content)

-Antiviral wipe packs

-Disposable three ply pleated face masks

-Disposable Gloves

-Aprons

-Eye wash bottles

-Visors (Face Shields)

**Ordering process**

* Faculties and Service Teams have been consulted regarding the specification and centrally ordering process.
* Holding stock will be agreed for all items for stock control purposes.
* Orders will be limited to one a month. Items will have maximum orders to avoid stock piling to ensure that there is adequate provision to service the University.
* An on-line order form has been created (attached).
* Guidance will be provided for the ordering process with a link from the COVID-19 microsite.
* All orders submitted must confirm that a risk assessment has been conducted and the manager responsible for approving the order. If either field is incomplete the order will be rejected.
* Order forms will be submitted to the Estate and Facilities Management Helpdesk. Estate and Facilities Management will raise orders for PPE stock.
* An initial stock-pile order to provide 2-3 months of stocks will be processed. Additional orders will be raised based on stock control and holding stock levels.
* All items will be delivered to the Catering Department, John Foster Building for central distribution.
* Stock control, order and delivery records will be maintained.
* Reports on issued PPE will be produced by the Estate and Facilities Management Helpdesk.