

LC/DHD: 0371120

11 November 2020

Dear

Thank you for your request for information under the Freedom of Information (Scotland) Act (2002).

I now respond to your request as follows:

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.

The College Health and Safety Manager, Geoff Lawson ([geofflawson@glasgowkelvin.ac.uk](mailto:geofflawson@glasgowkelvin.ac.uk)) is responsible for college wide PPE procurement.

Procurement of PPE specifically required for curriculum, is the responsibility of the Curriculum Directors.

- Andy Allan, Director of Learning Innovation and Curriculum ([aallan@glasgowkelvin.ac.uk](mailto:aallan@glasgowkelvin.ac.uk));
  - Tracy Leavy, Director of Community Engagement and Curriculum ([tlevy@glasgowkelvin.ac.uk](mailto:tlevy@glasgowkelvin.ac.uk)); and
  - Peter Brown, Director of Planning and Performance and Curriculum ([pbrown@glasgowkelvin.ac.uk](mailto:pbrown@glasgowkelvin.ac.uk)).
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.

Yes. The College has procured hand sanitiser in the following sizes 5L, 1L and 100ml.

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.

Estimated Monthly Usage:

5L                      20 bottles

1L	10 bottles
100ml	50 bottles

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.

Total spend to date has been £8,313.

Our campuses have been operating at relatively low levels for the period June to early August. Teaching resumed late August, with our campuses operating at around 20% - 30% occupancy. Due to hand sanitiser supplies being purchased by the College in bulk and only as required, it is estimated that the monthly spend for all sizes (June to November) is £1,385.

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

The College has purchased products from Arco and Bunzl.

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.

Yes. The College has purchased nitrile gloves in sizes small, 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.

Approximately six boxes of each per month (please note that there may be additional usage across the faculties not recorded).

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.

Total spend to date has been £644.20

As advised in question four, our campuses have been operating at relatively low levels for the period June to early August. Teaching resumed late August, with our campuses operating at around 20% - 30% occupancy. Due to supplies of gloves being purchased by the College in bulk and only as required, it is estimated that the monthly spend for all sizes (June to November) is £164.86.

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

The college has purchased nitrile gloves from Arco, White Milne (Decco) and St John's Ambulance.

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

Yes.



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

Approximately 8 boxes (of 100) per week.

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

To date, total spend has been £4,795.

Due to the variance in occupancy levels within campus buildings and the purchase of IIR face masks in bulk and used as required, our estimated monthly spend (June to November) is £799.

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

Arco and White Milne (Decco).

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

No, the College procured anti-viral wipes.

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

Anti-viral wipes: 864 x packs of 120 and 622 packs of 200.

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.

Approximate usage of anti-viral wipes to date is 110 packs of 120 and 95 packs of 200.

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.

To date, the College has made two purchases for anti-viral wipes totaling £8,070.76, giving an approximate monthly spend (June to November) of £1,345.

I trust the above response meets your request for information.

Should you be unhappy with the College's response you are entitled to seek a review of the response. To seek a review, you should apply, in writing, to Derek Smeall, Principal, stating the grounds for seeking a review.

I also wish to advise you that the Scottish Information Commissioner has launched an online appeals service via their website – the link is as follows:

[www.itspublicknowledge.info/appeal](http://www.itspublicknowledge.info/appeal).

Other contact information for the Scottish Information Commissioner is listed below:



Tel: 01334 464610

Email: [enquiries@itspublicknowledge.info](mailto:enquiries@itspublicknowledge.info)

Thank you for your interest in the College.

Yours sincerely

**Interim Assistant Principal**

