

Return to Campus PPE and Covid-19 products Buyers Guide

As part of returning to campus we need to ensure that we have the right protective equipment and cleaning products. This guide and the products listed within has been developed to detail how you go about procuring the correct products. The guide has been produced in conjunction with Health & Safety to ensure that the products have met the required safety standards and offer value for money.

Step 1 Risk Assessment

you should carry out a work-place risk assessment as per the Universities guidance below:

<https://www.bath.ac.uk/corporate-information/risk-assessment/>

Step 2 Product selection

the risk assessment should identify what products are needed to ensure a safe return to campus.

Trying to get an understanding of quantities you may use in a month will help with the planning and purchasing of goods.

A specification of what the product should be doing is vital to ensuring you have the right product.

This may be as simple as: 3 ply mask which conforms to a specific standard (FFP2 or 3). The working group can help identify if the specification is right for your needs, please see contacts

Step 3 Checking list

Central stores has a stock of the key lines required for the return to work (appendix 1) if the item you require is not listed or the quantities are significant please see contacts

Step 4 Ordering

If Central Stores has the products you require, where possible you should order via them, follow the link for instructions (<https://www.bath.ac.uk/guides/ordering-and-hiring-products/>).

Once ordered you will be able to pick up the goods from central stores. If the products you are after are not listed, please see contacts.

Step 5 Collection

Currently all orders will need to be collected from Stores, can be located on the site map:

<https://www.bath.ac.uk/publications/campus-accessibility-map/attachments/accessibility-map.pdf>

Warning

Please be aware that some of these products are in high demand and prices can vary wildly as can lead times and quality, if you are ordering away from central stores please ask the supplier the following questions:

1. How Much for the product, how does that compare to other products of the same specification?
2. What's the lead time (how long it takes to dispatch)?
3. Is there a minimum order quantity?
4. Do they have the product in stock?
5. Does it comply with the relevant safety standards?

Contacts

Procurement	Greg Derrick	gd329@bath.ac.uk	01225 387454
Central Stores	Dave Higgins	adsdch@bath.ac.uk	01225 386680
Health and Safety	Chris Young	shew@bath.ac.uk	01225 384839
Finance	Catherine Payne	clp45@bath.ac.uk	01225 385617

Appendix 1 Central Stores Stock List.

Cleaning Products			
Product	unit	Price ex vat	Code
Hand sanitiser	5L	£21.50	3802510
Sanitiser	500ml dispenser	£4.68ea	3802533
Pelican Pump	1	£2.00ea	3821869
Wipes	Pack of 72	£4.00ea	3801522
Surface cleaner	6 x 750ml Trigger	£26.88/6	3801551
Viricide	750ml Trigger	£2.25ea	3801580
PPE			
Nitrile Gloves small	Box of 100	£5.75/Box*	3032532
Nitrile Gloves Medium	Box of 100	£5.75/Box*	3032549
Nitrile Gloves Large	Box of 100	£5.75/Box*	3032555
Nitrile Gloves Ex Large	Box of 100	£5.75/Box*	3032561
Nitrile Gloves Large	Box Of 200	£6.26/Box*	3032584
FFP2 disposable masks	single	£2.76 each*	303106X

*Price subject to change

Other items being sourced but not held in stores:

- Screens
- Sanitiser stations
- Face coverings