

**CASE REFERENCE NUMBER: 2020/00107800**

**FREEDOM OF INFORMATION REQUEST ON ORGANISATIONS SPEND / USAGE OF COVID-19 PPE ITEMS**

**SCOTTISH FORESTRY**

	<b>GRAMPIAN</b>	<b>PERTH</b>	<b>HIGHLAND</b>	<b>CENTRAL</b>	<b>SOUTH SCOTLAND</b>
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	Office Manager, <a href="mailto:grampian.cons@forestry.gov.scot">grampian.cons@forestry.gov.scot</a>	Office Manager, <a href="mailto:panda.cons@forestry.gov.scot">panda.cons@forestry.gov.scot</a>	Office Manager, <a href="mailto:highland.cons@forestry.gov.scot">highland.cons@forestry.gov.scot</a>	Office Manager, <a href="mailto:centralscotland.cons@forestry.gov.scot">centralscotland.cons@forestry.gov.scot</a>	Office Manager, <a href="mailto:southscotland.cons@forestry.gov.scot">southscotland.cons@forestry.gov.scot</a>
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	Staff have been supplied with hand sanitiser for site visits etc.  Alcohol content is 70%  Sizes of bottles have been – 5l, 500ml, 400ml, 250ml, 60ml	Tall metal hand gel dispensers on site provided by landlord  In addition we have purchased 4 x PHR hand gel in July and a further 5 in August  Alcohol content is 70%	Hand gel / hand sanitiser has been purchased 500ml.  50ml 58-86% has been purchased for Woodland Officer's use.	Hand Sanitiser was purchased 45 x 100ml bottles.  Alcohol content is 75%.	Hand gel has been purchased.  Four 5L bottles were purchased to replenish the approximately 8 x 500ml bottles purchased at the time.  24 travel size (100ml) bottles and a further 36 x 500ml were purchased.  70% alcohol content.
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	Each staff member (11) has been issued with 1 or 2 bottles depending on role. I have not been asked for refills yet so have approximately half still in stock.	See Q2	Limited usage of Office hand gel / hand sanitiser (500ml) as the office remains closed and is only open for essential tasks to be undertaken.  Information not held on usage of 50ml hand gel / hand sanitiser for Woodland Officer's use.	Can say – information not held, and for parts below  Each member of Operational staff was issued with 3 bottles in June and no further request for renewal has been received.  Monthly usage less than 100ml per month	12 x 100ml  2 x 500ml

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	£308.04 so far. Very rough estimate of cost of issues is £140 – over 7 months = £20/month	Information not held	Information not held	45 bottles x 100ml = £113.71	100ml = £15.00 500ml = £13.00
5. Please provide the name of the company(s) currently supplying Hand Gel	Amazon, The Post Office Shop, Dingbro	Purchased at Morrisons	Any hand gel bought to date has been from various suppliers.	Purchased from Amazon. Sold by Primatel Products.	Criffel Cleaning Services Limited  Guthrie Group Ltd
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	Gloves have not been purchased with this standard on them	1 x box of vinyl gloves (brand not provided)	1 box of Nitrile Gloves have been procured.	Powder free clear vinyl gloves purchased extra Large.	No gloves are being procured.
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	See Q6	See Q6	Limited usage of gloves as the office remains closed and is only open for essential tasks to be undertaken.  Size medium.	200 gloves purchased.	N/A
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	See Q6	Information not held	Information not held	£39.92. Estimated cost £7.98 per month.	N/A
9. Please provide the name of the company(s) currently supplying Nitrile Gloves	See Q6	Information not held	Information not held	Purchased from Amazon. Sold by Real Accessories	N/A

10. Can you confirm if Type IIR Face Masks is being procured to combat Covid-19	Face Masks have not been purchased with this standard on them	Information not held	No face masks have been procured.	Each member of operational staff provided with 3 x face coverings from Keela.	No face masks are being procured.
11. In respect of Question 10, can you please confirm the estimated usage on a monthly basis of Type IIR Face Masks	See Q10	See Q10	N/A	N/A	N/A
12. In respect of Question 11, can you please confirm the estimated monthly spend on Type IIR Face Masks	See Q10	See Q10	N/A	N/A	N/A
13. Please provide the name of the company(s) currently supplying Type IIR Face Masks	See Q10	See Q10	N/A	N/A	N/A
14. Can you confirm if Alcohol Antibacterial Wipes is being procured to combat Covid-19	Alcohol Antibacterial Wipes have not been purchased	2 x Morrisons Anti-Bac wipes purchased in July.  5 x Morrisons Anti-Bac wipes purchased in August.	Antibacterial Wipes have been purchased.	Dettol antibacterial wipes purchased.	Antibacterial Wipes have been purchased.
15. In respect of Question 14 can you confirm the sizes currently being procured i.e. Tub of 100 and or Tub of 500.	See Q14	Tubs of 200.	Packs of 50/80 wipes.	Packs of 80.	Tubs 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	See Q14	Information not held.	Limited usage of wipes as the office remains closed and is only open for essential tasks to be undertaken.	Since issue no further request from staff for further supply has been received.	Approximately half of one 200 tub.

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	See Q14	Information not held	Information not held	£60 spent to date, Estimated monthly spend is less than £1 on average.	£7.50