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| **PPE Request Form – For Partner Organisations**  ***Version 6 – 22nd October 2021*** | ***Name of the organisation*** |  |
| ***Contact Name*** |  |
| ***Date requested*** |  |

*Please read carefully before completing this form:*

* This form should be used only in an emergency in the event a supplier/partner organisation is unable to fulfil their PPE needs through their own purchasing channels or other approved routes. **Please only request a maximum 2-week supply this should allow sufficient time to source your own PPE.**
* The Brighton & Hove City Council (BHCC) PPE Hub will endeavour to fulfil your PPE request in the first instance from stocks provided by central government. If the stock is unavailable, and has to be dispatched from BHCC procured stocks you will be charged for these items, therefore, please note the following:
  + Our understanding is that the following services are eligible for free PPE in emergency cases via the national PPE Portal– if you are one of these services, please contact 0800 876 6802-
    - Adult social care homes and domiciliary care settings
    - Children’s care homes and secure children’s care homes
    - Children’s residential special schools
    - Primary Care (GP practices, optometrists, dental practices including urgent dental care centres)
    - Community pharmacies
    - Substance misuse services
  + Our understanding is that if BHCC is unable to provide you with free PPE because we don’t hold any nationally provided stock of the required product, you can contact the National Supply Disruption line (0800 915 9964) to verify whether they are able to fulfil your needs. This line is open to all organisations including those who are eligible for the Portal where the Portal is also unable to meet your needs.
* Once complete this form needs to be sent to [PPE.Requests@brighton-hove.gov.uk](mailto:PPE.Requests@brighton-hove.gov.uk). The team will fulfil your request within 5 working days once you have agreed the cost implications for your request and clarified any queries from the team. If you are unable to wait 5 working days, please make this clear in the email accompanying this request.
* Supply chain challenges may result in your request only being partially filled. Therefore, all efforts should be maintained to source PPE through your own purchasing routes whilst you await clarity on whether the PPE Hub can fulfil your request.

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| **Contact details of the Partner organisation**  **(landline, mobile, address with postcode, email)** |  |
| **Services provided by the Supplier/Partner that require PPE** |  |
| **What options have already been explored to source the PPE needed? Please provide full details.** |  |
| **Estimated date when the requested quantities are needed** |  |
| **Please confirm here you are only requesting a maximum 2-week supply of PPE.** |  |
| **PPE and cleaning materials required** | **Quantities required (maximum 2-week supply)** |
| Disposable gloves - single use – Small – Box of 100 | Please specify here the number of boxes needed. |
| Disposable gloves - single use – Medium – Box of 100 | Please specify here the number of boxes needed. |
| Disposable gloves - single use – Large – Box of 100 | Please specify here the number of boxes needed. |
| Disposable gloves - single use – Extra-large – Box of 100 | Please specify here the number of boxes needed. |
| Disposable plastic apron - single use – pack of 100 | Please specify here the number of packs needed. |
| Fluid repellent surgical mask (Type IIR) - single use – pack of 50 | Please specify here the number of packs needed. |
| Filtering Face Piece Respirator (FFP3) – single use - one piece | Please specify here the number of pieces needed. ***Please note FFP3s are only required when performing Aerosol Generating Procedures (AGPs.)*** *Please detail the type of AGPs for which these FFP3 masks are being requested*. |
| Eye Protection – single use - one piece | Please specify here the number of pieces needed. |
| Face shields – single use – one piece | Please specify here the number of pieces needed. |
| Orange Clinical waste bags – roll of 25 | Please specify here the number of rolls needed. *Please note these bags will only be necessary if you have a clinical waste collection contract. These cannot be put into regular waste* |
| Hand sanitiser 100ml – one bottle | Please specify here the number of bottles needed. |
| **What arrangements could be put in place if any of the PPE wasn’t available?** |  |
| **What would be the impact if the services provided were interrupted/halted due to lack of PPE?** |  |
| **The PPE will need to be collected from the PPE Hub (details to be provided)– who would collect it? – Name, email, landline, mobile number** |  |
| **Any other notes** |  |