**TELFORD & WREKIN SCHOOLS PPE REQUEST FORM**

If Telford & Wrekin Council schools, education settings and childcare cannot obtain the personal protective equipment (PPE) they need from your usual sources, Telford & Wrekin Council’s health and safety team will assist with the provision of PPE supplies. We aim to respond to all requests within 24 working hours – excluding weekends and bank holidays.

This service is for an emergency supply only until you procure you own supply and the maximum allocation is given beside each stock item. All requests are monitored and supply is under constant review. Please complete this form and return to [coronavirus@telford.gov.uk](mailto:coronavirus@telford.gov.uk)

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| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | | |  |  | |  |
|  | **Name of School** | | | |  | |  |
|  | **Address** | | | |  | |  |
|  | **School/childcare provision** | | | | (*Nursery, Infant, Primary, Secondary, Special, PRU, other)* | |  |
|  | **Number of Pupils/children in school/care** | | | | *(Approx.)* | |  |
|  | **Contact Name & Number** | | | |  | |  |
|  | **I confirm that I am unable to meet our PPE needs within our usual supply chain** | | | | | |  |
|  | **I can collect order from Granville House – details below but full collection instructions will follow within a confirmation email** | | | | | |  |
|  | **Item Required** | **Max allocation** | | **Number required** | **Required for**  [Please see PPE in Education settings guidance for further details](file:///\\btw.gov.uk\shared\public_protection\Health%20and%20Safety%20Internal\Coronavirus\PPE\PPE%20for%20Schools\PPE%20for%20schools%20guidance.docx) | **Comments** |  |
|  | Emergency PPE Kit | 5 per setting | |  | For use with a symptomatic child on site |  |  |
|  | Gloves (S/M/L/XL)  (Indicate size required) | 100 pairs | |  | Direct care or personal care of pupil |  |  |
|  | Plastic Apron | 100 aprons | |  | Direct care or personal care of pupil |  |  |
|  | Fluid Resistant Surgical Mask FRSM (Type IIR) | 50 | |  | Risk assess for direct care or personal care of pupil |  |  |
|  | Eye Protection   * Goggles * Visor/face shield | 5 items | |  | Risk assess for direct care or personal care of pupil |  |  |
|  | Hand Sanitizer | 2 x 500ml | |  | Hand hygiene |  |  |
|  | Surface Sanitizer | | 1 x750ml |  | Environmental hygiene |  |  |
|  | Hand Wash | | 1 x Litre |  | Hand hygiene |  |  |
|  | Other item/request | |  |  | Please state |  |  |
|  |  | | |  |  | |  |

The collection point for PPE is at Granville House, St Georges Road, Donnington, TF2 7RA. You will need to have authorisation for the provision of PPE for your service area, task or role using the [PPE request form](file:///\\btw.gov.uk\shared\public_protection\Health%20and%20Safety%20Internal\Coronavirus\PPE\PPE%20REQUEST%20FORM%20%20T&W.docx) and sending it to the [coronavirus@telford.gov.uk](mailto:coronavirus@telford.gov.uk) email

The collection point will be manned:

* Tuesday to Friday (weekdays only) 11.00- 12.00 o’clock

The collection point is from a **dedicated WHITE** window at the front of Granville and will be indicated by a sign. You do not need to enter the building. The point is manned during opening times and a member of the internal H&S team will come to you at the window. On receipt of emailed authorised request we will pack the PPE into a box/bag for you to take away.

Unless you have made a prior request/have confirmed authorisation we may not be able to provide you with PPE.

**Go to the PPE window at Granville House St Georges Rd, Donnington, Telford TF2 7RA**

