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Dear Colleague

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SCOTTISH HOSPITAL PLANNING NOTE 4:  
ADULT ACUTE WARDS

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**Summary**

**Addressees**

1. This letter announces the publication of Scottish Hospital Planning Note (SHPN)4, the associated Design Briefing System (DBS) Notebook and Supplement 1 - Activity Space Data Sheets. A copy of each document is enclosed for your information and use. Further copies of each document are available through HMSO priced at £15.75 for the SHPN 4 and DBS package, and £17.50 for Supplement 1.

For action:

General Managers,  
Health Boards

Unit General Managers

Chief Executives and  
Chief Executive  
Designate, NHS Trusts

For information:

General Manager, State  
Hospital

General Manager, Common  
Services Agency

Members of Estates  
Policy and Management  
Group

2. Annex 1 to this letter describes the scope of SHPN 4 and provides an explanation of the appropriate cost allowances. Annex 2 is a table showing the appropriate Departmental Cost Allowances.

**Action**

3. Health Boards and NHS Trusts should ensure that the guidance in SHPN 4 is taken into account when briefing and planning hospital projects.

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H R McCALLUM  
Director of Estates

## SCOTTISH HOSPITAL PLANNING NOTE 4: ADULT ACUTE WARDS

### Introduction

1. Scottish Hospital Planning Note (SHPN)4 gives guidance on the design of Adult Acute Wards in Scotland.

2. While drawing on the principles of ward design which are common throughout the UK and which are set out in the DH and Welsh Office document - Health Building Note 4: 'Adult Acute Wards', the SHPN highlights certain planning principles which are of special interest in Scotland. These are flexibility, efficiency and economy of use of beds. In addition, the Note takes account of differing clinical/medical practices and legislation which apply in Scotland.

### Cost Allowances and Guide to Areas

3. The Departmental Cost Allowances associated with this Note are given in Annex 2 and are calculated on the basis of SPSBTP Index Value 134.

4. Schedules of areas which are for illustrative purposes only are given in Chapter 7 of the Planning Note. The figures are published as background information to assist project managers at the earliest design stages when rooms and spaces require to be grouped in their correct relationships. As indicated in Chapter 7 of the Note, the areas DO NOT represent recommended room sizes, maximum or minimum allowances, nor are they to be regarded in any way as specific individual entitlements.

5. The accommodation will rely on central hospital services for all facilities not encompassed within the guidance. The Cost Allowances are flexible and are designed to encourage project managers to plan for the most economical solution available.

6. The new Cost Allowances are higher than those which they replace. This is partly because they reflect the rationalisation of practices which have already taken place and they reflect also new regulations and requirements which appear in the new guidance, such as:

Recommendation for fewer beds per ward;

Enhanced patient areas;

Better patient sanitary arrangements, with more facilities;

More comprehensive medical gases and electrical installations;

Health and Safety at Work regulations;

More stringent fire regulations;

Energy conservation measures.

7. Many of these changes are intended to contribute to the overall improvement in efficiency and reduction in running cost per case sought

## DEPARTMENTAL COST ALLOWANCES

## SPSBTPI VALUE 134

SERVICE	DEPARTMENT	ACCOMMODATION	FUNCTIONAL SIZE	COST GUIDE £
In-Patients' Services	General Acute Wards		1 Bed	16,700
		Essential Complementary Accommodation: Seminar Room	1 Room	9,500
		Essential Complementary Accommodation: Clerical Office	1 Office	7,700
		Essential Complementary Accommodation: Clinical Nurse Manager's Office	1 Office	7,700
		Essential Complementary Accommodation: Interview/Overnight Room	1 Room	6,300
		Essential Complementary Accommodation: Medical Staff Office	1 Office	7,700
		Essential Complementary Accommodation: WC/Shower en Suite	1 Shower	7,400
		Essential Complementary Accommodation: Laboratory	1 Room	10,100
		Optional Accommodation: Cook Chill Trolley Holding Room	1 Room	17,600
		Optional Services Bed head compressed air	1 Bed	420
		Positive/negative ventilation for 4-Room suite	1 Suite	30,000