

National Health Service in Scotland  
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Dear Colleague

DESIGN GUIDE: THE DESIGN OF HOSPITAL MAIN  
ENTRANCES**Summary**

1. The purpose of this letter is to issue a copy, for your information and use, of the Design Guide: The Design of Hospital Main Entrances.

The Design Guide examines the quality of the design of the main entrance for community hospitals, general hospitals and teaching hospitals from the point of view of the patient and the visitor. More detail is provided in the Annex to this letter.

**Background**

2. The Design Guide has been produced by NHS Estates for use in England and Wales but it is in all essentials equally relevant to Scottish circumstances. It does contain some inappropriate references etc. These have been identified and appropriate Scottish references substituted in the Annex to this letter.

3. The Design Guide provides informal guidance and is intended to provide a framework of guiding principles for the planning and design of solutions to suit local circumstances. It should be used in conjunction with relevant Scottish Hospital Planning Notes, in particular SHPN51 and its Supplement 1 [MEL(1992)32] and SHPN 45 [MEL(1992)80].

4. Further copies of the Design Guide are available through HMSO (ISBN 0-11-321 422-7).

**Action**

5. The Design Guide is commended to all those concerned with the design and use of hospital main entrances.

Yours sincerely

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Director of Estates

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**Addressees**For action:Chief Executives  
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DESIGN GUIDE: THE DESIGN OF HOSPITAL MAIN ENTRANCES

Scope

1. The Design Guide considers in detail the sequence of arriving and leaving the main entrance and describes the design requirements from the first point of arrival on the hospital site right through to arrival at the information and enquiry counter, continuing on to the concourse and into the hospital.

2. Amendments required to make design guide suitable for use in Scotland

2.1 General

References to Health Building Notes (HBNs) should be amended to Scottish Hospital Planning Notes (SHPNs) throughout the document. SHPNs have the same numbering system as HBNs.

2.2 Other Amendments

Para 4.23: Ambulance liaison officer's office: delete - this paragraph does not apply in Scotland.

Para 5.30: Delete this paragraph and replace as follows:

"For guidance on proposed commercial premises within the main entrance, refer to the current Building Standards Regulations and liaise with the local fire prevention officer".

Appendix B: This should be replaced by the following:

FIRE CODE IN SCOTLAND

The FIRE CODE IN SCOTLAND series of documents contain policy and technical guidance on fire precautions in hospitals and other NHS premises in Scotland. The key document is 'Fire Safety: New Health Buildings in Scotland 1987' issued under cover of SHHD/DGM(1987)33. Further basic policy, principles and key management guidance is contained in 'FIRE SAFETY: Policy and principles for health building in Scotland'. Other FIRE CODE documents include the HTM '80' series (which give technical guidance on various building, engineering and equipment issues) and the 'Fire Practice Notes' series (dealing with various specialist aspects of fire precautions). Existing HTMs in this series will, in due course, be reissued in the FIRE CODE format.

Appendix C: Delete this Appendix: Nucleus does not apply in Scotland.

Bibliography:

Health Building Notes: Those Health Building Notes appearing in the bibliography should be replaced by Scottish Hospital Planning Notes which have been published, with the same numbering except for SHPNs No 29 and 47 which are in preparation.

Firecode: "HTM 81" does not apply in Scotland - replace with "Fire Safety: New Health Buildings in Scotland: SHHD 1987".

delete "Nucleus Fire Precautions Recommendations 1989: HMSO"

Miscellaneous Publications: delete "Nucleus 'Main Entrance' Study Pack, 1992. NHS Estates."

About NHS Estates (See SHPN I issued with SOHHD/DGM(1991)79)

Activity Data Base: Activity Data Sheets, to be associated with SHPNs, are published by HMSO.

Capricode: this does not apply in Scotland - the appropriate procedures in Scotland are incorporated in "Health Building Procurement in Scotland."

Option Appraisal Guide: refer to "Option Appraisal of NHS Developments in Scotland: SHHD 1987."

Health Building Notes: "Scottish Hospital Planning Notes" replace Health Building Notes in Scotland

Nucleus: this is not recommended for use in Scotland.