



National Health Service in Scotland
Management Executive

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25 September 1995

Dear Colleague

**CURRENT HEALTH BUILDING PLANNING AND
BRIEFING GUIDANCE RECOMMENDED FOR USE BY
THE NHS IN SCOTLAND: SCOTTISH HOSPITAL
PLANNING NOTES AND HEALTH BUILDING NOTES**

Summary

1. This letter provides colleagues with a comprehensive list of current health building planning and briefing guidance recommended for use by the NHS in Scotland.

Other Information

2. Management Executive letter SOHHD/ DGM(1991)79, issued in September 1991, introduced a new series of Scottish Hospital Planning Notes (SHPNs) whose purpose was to provide a comprehensive, up-to-date suite of health building briefing and planning guidance. This series of Notes uses the same reference system as that used by the Department of Health/NHS Estates for their series of Health Building Notes.

3. Since the issue of the first Scottish Hospital Planning Note (SHPN) in September 1991, NHS in Scotland Management Executive has been involved in an intensive publication programme. Annex 1 is the up-to-date list of all SHPN publications along with the reference letters which accompanied their issue and the guidance which was superseded. Annex 2 shows the up-to-date list of Health Building Notes (HBNs) produced by NHS Estates/Department of Health with comment on their relevance to the NHS in Scotland.

Addressees

For action

Chief Executives, NHS Trust

General Managers,
Island Health Boards

For information

General Managers,
Mainland Health Boards

General Manager,
Common Services Agency

General Manager,
Health Education Board for Scotland

General Manager,
State Hospitals Board for Scotland

Executive Director, SCPMDE

Enquiries to:

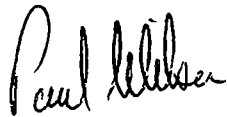
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Action

4. Colleagues will wish to consider drawing the contents of this letter to the attention of others with a responsibility for the procurement of new facilities or the adaptation and/or upgrading of existing premises.

Yours sincerely

A handwritten signature in cursive script, appearing to read "Paul Wilson".

PAUL WILSON
Director of Trusts

PUBLICATIONS IN SCOTTISH HOSPITAL PLANNING NOTE (SHPN) SERIES

CURRENT SERIES AS AT 25 SEPTEMBER 1995

SHPN No	Title/Department	Date of publication and reference of accompanying letter	Superseded briefing/planning guidance
1	Health Service Building in Scotland	HMSO 1991 SOHHD/DGM(1991)79	-
2	Hospital Briefing and Operational Policy	HMSO 1993 NHS MEL(1993)120	-
4	Adult Acute Wards	HMSO 1992 NHS MEL(1992)83	Hospital Planning Note 1: In-patient accommodation SHHD 1977
4	Adult Acute Wards Supplement 1 Activity Space Data Sheets	HMSO 1992 NHS MEL(1992)83	-
6	Radiology	HMSO 1995 NHS MEL(1995)10	HBN6: Radiology Department HMSO 1985
12	Out-patients	HMSO 1993 NHS MEL(1993)41	Hospital Planning Note 6: Organisation and Design of Out-patient Departments HMSO 1967
12	Out-patients Supplement A Activity Space Data Sheets	HMSO 1993 EPM(1993)2	-
12	Out-patients Supplement 1 - Genito-urinary Medicine Clinics	HMSO 1993 NHS MEL(1993)35	Design Guide 'Special Treatment Clinic' 1974: DHSS
13	Sterile Services	HMSO 1994 NHS MEL(1994)63	-
15	Accommodation for Pathology Services	HMSO 1994 NHS MEL(1994)12	Hospital Building Note 15: Pathology Department HMSO 1973: Revised 1981

ANNEX 1

SHPN No	Title/Department	Date of publication and reference of accompanying letter	Superseded briefing/planning guidance
20	Mortuary and Post Mortem Room	HMSO 1993 NHS MEL(1993)124	Hospital Building Note 20: Mortuary and Post Mortem Rooms: HMSO 1963 and reprinted 1966
20	Mortuary and Post Mortem Room Supplement 1 Activity Space Data Sheets	HMSO 1994 EPM(1994)7	-
21	<i>Maternity Department</i>	<i>HBN/SHPN 21</i>	<i>To be published in December 1995</i>
22	Accident and Emergency Services in the UK: Accident and Emergency Department in an acute General Hospital	HBN/SHPN 22 HMSO 1995 NHS MEL(1995)23 see footnote	Hospital Planning Note 3: Provision and design of casualty and accident departments HMSO: 1961
22	<i>As above Supplement 1 Trauma Facilities in an Acute Hospital</i>	<i>HBN/SHPN 22/1</i>	<i>To be published in December 1995</i>
26	Operating Department*	HMSO 1992 NHS MEL(1992)65	Hospital Building Note 26 Operating Department: 1967 HMSO
26	Operating Department Supplement 1 Activity Space Data Sheets	HMSO 1993 EPM(1993)2	-
34	Estate Maintenance* and Works Operations	HMSO 1992 NHS MEL(1992)77	Hospital Building Note 34: Works Department for District General Hospital and Teaching Hospitals HMSO: 1973 (reprinted 1976)
34	Estate Maintenance and Works Operations Supplement 1 Activity Space Data Sheets	HMSO 1993 EPM(1993)16	-

ANNEX 1

SHPN No	Title/Department	Date of publication and reference of accompanying letter	Superseded briefing/planning guidance
35	Accommodation for people with acute mental illness	HMSO 1994 NHS MEL(1994)107	Hospital Planning Note 1: Supplements D and E: SHHD 1977
40	Common Activity Spaces* Vol 1 - Examples, Layouts, Common Components, 1986, HMSO Vol 2 - Corridors, 1986, HMSO Vol 3 - Lifts and Stairways, 1989, HMSO Vol 4 - Designing for Disabled, 1989, HMSO	HMSO 1992 SOHHD DGM(1992)16	-
45	External Works for Health Buildings*	HMSO 1992 NHS MEL(1992)80	-
47	Health Records	HMSO 1995 NHS MEL(1995)23	Hospital Building Note 18: Administrative Department 1963 published with amendments in 1966 and later without amendments in 1970
48	Telecommunications	HMSO 1993 NHS MEL(1993)46 and NHS MEL(1993)56	-
51	Accommodation at the Main Entrance of a District General Hospital	HMSO 1992 NHS MEL(1992)32	-
51	Accommodation at the Main Entrance of a District General Hospital: Supplement A - Activity Space Data Sheets	HMSO 1993 EPM(1993)2	-
51	Accommodation at the Main Entrance of a District General Hospital: Supplement 1 - Miscellaneous Spaces in a District General Hospital	HMSO 1992 NHS MEL(1992)32	-

SHPN No	Title/Department	Date of publication and reference of accompanying letter	Superseded briefing/planning guidance
51	Accommodation at the Main Entrance of a District General Hospital: Supplement 1A - Miscellaneous Spaces in a District General Hospital - Activity Space Data Sheets	HMSO 1993 EPM(1993)5	-

NOTE: Those SHPNs with an asterisk * must be read in association with their Health Building Note (HBN) counterpart.

FOOTNOTE: HBN/SHPN22 is the first joint venture guidance document produced by NHS in Scotland Management Executive, Estates Division and NHS Estates in England. HBN/SHPN21: Maternity Department and Supplement 1 to HBN/SHPN 22: Trauma Facilities in an Acute Hospital are also joint ventures. These documents will be for use throughout the UK.

PUBLICATIONS IN HEALTH BUILDING NOTE (HBN) SERIES WITH COMMENTS ON THEIR USE IN SCOTLAND AS AT 25 SEPTEMBER 1995

HBN No	Title/Department & Date of Publication	Comment
1	Buildings for the Health Service, 1988, HMSO	Not suitable for use in Scotland (see SHPN1)
2	The whole hospital, 1992, HMSO	Not suitable for use in Scotland (see SHPN2)
4	Adult acute ward, 1990, HMSO	Not suitable for use in Scotland (see SHPN4)
6	Radiology department, 1992, HMSO	Not suitable for use in Scotland (see SHPN6)
6	Supplement 1: Magnetic Resonance Imaging, 1994, HMSO	Similar Scottish Hospital Planning Note guidance not available
8	Rehabilitation: accommodation for physiotherapy, occupational therapy and speech therapy, 1991, HMSO	Similar Scottish Hospital Planning Note guidance not available
10	Catering department, 1986, HMSO	HBN10 issued with SHHD/DGM(86)43: suitable for use in Scotland
12	Out-patients department, 1986, HMSO	Not suitable for use in Scotland (see SHPN12)
12	Supplement 1: Genito-urinary medicine clinic, 1991, HMSO	Not suitable for use in Scotland (see SHPN12 Supplement 1)
12	Supplement 2: Oral surgery, orthodontics, restorative dentistry, 1992, HMSO	<i>HBN12 Supplement 2: Suitable for use in Scotland subject to amendments currently in preparation to be issued later in 1995.</i>
12	Supplement 3: ENT and audiology clinics, Hearing Aid Centre, 1994, HMSO	Similar Scottish Hospital Planning Note guidance not available
13	Sterile services department, 1993, HMSO	Not suitable for use in Scotland (see SHPN13)
13	Supplement 1: Ethylene oxide sterilisation section, 1994, HMSO	HBN13 Supplement 1: Suitable for use in Scotland subject to amendments in NHS MEL(1995)48

HBN No	Title/Department & Date of Publication	Comment
15	Accommodation for pathology services, 1991, HMSO	Not suitable for use in Scotland (see SHPN15)
17	-	-
18	Office accommodation in health buildings, 1991, HMSO	Similar Scottish Hospital Planning Note guidance not available
20	Mortuary and post-mortem room, 1991, HMSO	Not suitable for use in Scotland (see SHPN20)
21	Maternity Department	Not suitable for use in Scotland; HBN/SHPN21 to be published in December 1995
25	Laundry, 1994, HMSO	HBN25 suitable for use in Scotland subject to amendments contained in NHS MEL(1994)108
26	Operating department, 1991, HMSO	HBN26 partially applicable in Scotland; to be read in association with SHPN26 (see Annex 1)
27	Intensive therapy unit, 1992, HMSO	Similar Scottish Hospital Planning Note guidance not available
29	Accommodation for pharmaceutical services, 1988, HMSO	HBN29 applicable in Scotland subject to amendments in SHHD/DGM(1988)8
33	Rehabilitation centres for psychiatric patients, 1966, HMSO	Similar Scottish Hospital Planning Note guidance not available
34	Estate maintenance and works operations, 1992, HMSO	HBN34 partially applicable in Scotland; to be read in association with SHPN34 (see Annex 1)
35	Accommodation for people with acute mental illness, 1988, HMSO	Not suitable for use in Scotland (see SHPN35)

HBN No	Title/Department & Date of Publication	Comment
36	Local healthcare facilities	Similar Scottish Hospital Planning Note guidance not available. NOTE: HBN36 is <u>not</u> suitable for use in Scotland despite reference on the Note's cover to The Scottish Office as one of the UK departments responsible for preparing the document.
37	Hospital accommodation for elderly people, 1981, HMSO	Similar Scottish Hospital Planning Note guidance not available
39	Ophthalmic Clinic, 1982, HMSO	Similar Scottish Hospital Planning Note guidance not available
40	Common activity spaces Vol 1 - Public areas, 1995, HMSO Vol 2 - Treatment areas, 1995, HMSO Vol 3 - Staff areas, 1995, HMSO Vol 4 - Circulation areas, 1995, HMSO	<i>HBN40 Vols 1-4 have to be read with a Scottish Supplement which is in preparation and will be published later in 1995.</i>
41	Accommodation for staffing changing and storage of uniforms, 1984	HBN41 suitable for use in Scotland subject to comments in SHHD/DS(1984)29
42	Accommodation for education and training, 1989, HMSO	Not suitable for use in Scotland
44	Accommodation for ambulance services, 1994, HMSO	Suitable for use in Scotland; but to be read in association with Appendix issued to CSA on 28 October 1988
45	External works for health buildings, 1992, HMSO	HBN45 partially applicable in Scotland; to be read in association with SHPN45 (see Annex 1)
46	General medical practice premises, 1991, HMSO	Similar Scottish Hospital Planning Note guidance not available
47	Health records department, 1991, HMSO	Not suitable for use in Scotland (see SHPN47)
48	Telephone services, 1989, HMSO	Not suitable for use in Scotland (see SHPN48)

HBN No	Title/Department & Date of Publication	Comment
51	Main entrance, 1991, HMSO	Not suitable for use in Scotland (see SHPN51)
51	Supplement 1: Miscellaneous spaces in a District General Hospital, 1991, HMSO	Not suitable for use in Scotland (see Supplement 1 to SHPN51)
52	Accommodation for day care Vol 1 - Day surgery unit, 1993, HMSO Vol 2 - Endoscopy unit, 1994, HMSO Vol 3 - Medical Investigation and treatment unit, 1995, HMSO	Similar Scottish Hospital Planning Note guidance not available