



NHS Management Executive
St. Andrew's House
Edinburgh EH1 3DG

Telephone 0131-244
Fax 0131-244 2323

18 March 1997

Dear Colleague

**HEALTH BUILDING NOTE/SCOTTISH HOSPITAL
PLANNING NOTE 40: COMMON ACTIVITY SPACES -
VOLUME 5: SCOTTISH APPENDIX**

**HEALTH BUILDING NOTE 40: COMMON ACTIVITY
SPACES - VOLUMES 1-4**

Summary

1. This letter advises colleagues of the publication of Health Building Note/Scottish Hospital Planning Note (HBN/SHPN)40: Common activity spaces - Volume 5: Scottish Appendix. With its publication, the Management Executive has completed the delivery of all outstanding guidance in the hospital planning note series.
2. HBN/SHPN 40 Volume 5 is the lead document for use in association with its Health Building Note (HBN) counterpart. It describes and illustrates amendments to the four volumes of HBN 40 to ensure that the HBN conforms to medical and nursing practices, statutory standards and references applicable in Scotland. An explanatory note under the heading "Contents" describes the scope of these amendments.
3. HBN 40 has been restructured and updated to reflect the latest thinking on common activity spaces in health buildings and to provide guidance on access provisions for disabled people to these buildings. The Note comprises four volumes giving guidance on activity spaces frequently occurring in common form in health buildings:

**FOR
REFERENCE ONLY**

* A copy of the documents referred to is kept in the library *

SCOTTISH HEALTH SERVICE COMMON SERVICES AGENCY TRINITY PARK HOUSE LIBRARY
CLASS
ACC. NO.: 100314
DATE

D0304037

1.

Addressees

For action:
Chief Executives,
NHS Trusts

General Managers,
Island Health Boards

General Manager,
State Hospitals Board for Scotland

General Manager
Common Services Agency

For information:
General Manager,
Mainland Health Boards

General Manager
Health Education Board for Scotland

Executive Director
SCPMDE

Enquiries to:

Mr Ian Grieve
SODoH
Directorate of Trusts
Room 352A
St Andrew's House
EDINBURGH EH1 3DG

Tel: 0131-244 2777
Fax: 0131-244 2323

COMMON SERVICES AGENCY	
RECEIVED 20 MAR 1997	
FILE No	
REFERRED TO RS 20/97	ACTION TAKEN



Volume 1 (Public areas) provides detailed ergonomic data on a variety of public spaces, and is related to information in Activity Data Sheets specifically prepared to complement this volume. It aims to provide the essential information with which the designer may produce the most effective and efficient solution for a particular project;

Volume 2 (Treatment areas) provides detailed ergonomic data on a variety of clinical and sanitary spaces and associated components, and is related to information in Activity Data Sheets specifically prepared to complement this volume;

Volume 3 (Staff areas) provides detailed ergonomic data on a variety of administrative and support spaces and associated components, and is related to information in Activity Data Sheets specifically prepared to complement this volume;

Volume 4 (Circulation areas) deals with internal horizontal and vertical hospital circulation and communication spaces (ie corridors, lifts and stairs). It provides guidance on the planning and design of traffic routes both within and between hospital departments. Particular emphasis is given to the space requirements for the movement of people, goods and equipment.

General

4. A copy of HBN/SHPN 40 Volume 5: Scottish Appendix and a copy of each of the four volumes which comprise its counterpart HBN 40 are enclosed as a matched set for your information and use. Further copies can be purchased from The Stationery Office.

Action

5. Colleagues are invited to consider this guidance when briefing and planning hospital projects.

Further Information

6. The previous issue of Scottish Hospital Planning Note (SHPN) 40 was published in 1992 and referred only to the two volumes of HBN 40 published in 1985 and the two volumes published in 1988. It is not applicable to the 1995 version of HBN 40.

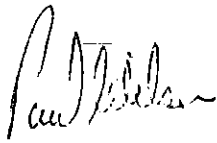
7. The Estates Environment Forum is currently considering the future of planning guidance, the responsibility for which passed from the Management Executive to the Forum on 1 April 1996.

8. A comprehensive list of extant guidance in the Scottish Hospital Planning Note series is attached at Annex 1.

9. Colleagues' attention is also drawn to the availability of HBN 36 Volume 1: Local Healthcare Facilities and Volume 2: Case Studies. Although these have not been issued to The Scottish Health Service, in the absence of corresponding Scottish-specific primary care briefing and planning guidance these documents have the general support of the Management Executive as a source of valuable information. They do not include references to other publications relevant to the Scottish Health Service, eg to "The Building Standards (Scotland) Regulations 1990". Such differences, if acknowledged, do not detract from the usefulness of the Notes as guidance.

10. Copies of the Notes can be purchased from The Stationery Office.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Paul Wilson', written in a cursive style.

PAUL WILSON
Director of Trusts

Publications in the Scottish Hospital Planning Note series

Scottish Hospital Planning Notes form a series of documents which give advice on best practice when briefing and planning health buildings in Scotland. The series is prepared in consultation with representatives of the medical and nursing professions in the National Health Service and with appropriate professional bodies.

The series is aimed at Trusts, project managers and all members of multi-disciplinary teams engaged in:

- briefing new health buildings;
- briefing the adaptation or extension of existing health buildings;
- designing new or adapting existing health buildings.

Given below is a list of all Scottish Hospital Planning Notes which have been published by The Stationery Office together with their ISBN references and their accompanying letter (MEL or EPM) references. A Design Briefing System (DBS) Notebook is available with some Notes and information is given within the Notebook on how it may be used. Those Notes which have to be read along with their counterpart Health Building Note (HBN) are marked with a *. SHPN 21 and 22, including its supplement, are published as UK guidance, ie as combined HBN/SHPNs. This list is correct as at 31 March 1997.

No.	Title	ISBN	Letter Ref.
1.	Health service building in Scotland 1991	0 11 494156 4	DGM(1991)79
2.	Hospital briefing and operational policy 1993	0 11 495182 9	MEL(1993)120
4.	Adult acute wards (with DBS) 1992	0 11 494273 0	MEL(1992)83
4.	Adult acute wards - Supplement 1: Activity space data sheets 1992	0 11 494249 8	MEL(1992)83
6.	Radiology department 1995	0 11 495298 1	MEL(1995)10
12.	Out-patients department (with DBS) 1993	0 11 494224 2	MEL(1993)41
12.	Out-patients department - Supplement A: Activity space data sheets 1993	0 11 494279 X	EPM(1993)2
12/1.	Out-patients department - Supplement 1: Genito-urinary medicine clinics 1993	0 11 494278 1	MEL(1993)35
12/2.	Out-patients department - Supplement 2: Oral surgery, orthodontics, restorative dentistry 1996	0 11 495787 8	MEL(1996)41
13.	Sterile services department 1994	0 11 495209 4	MEL(1994)63
15.	Accommodation for pathology services 1994	0 11 495225 6	MEL(1994)12
20.	Mortuary and post-mortem rooms 1993	0 11 495187 X	MEL(1993)124
20.	Mortuary and post-mortem rooms - Supplement 1: Activity space data sheets 1994	0 11 495233 7	EPM(1994)7
21.	Maternity department 1996	0 11 322246 7	MEL(1996)60
22.	Accident and emergency services in the UK: Accident and emergency department in a general hospital 1995	0 11 322183 5	MEL(1995)23
22/1.	Accident and emergency services in the UK - Supplement 1: Trauma care & minor injury	0 11 322247 5	MEL(1996)60
26.	Operating department* 1992	0 11 494242 0	MEL(1992)65
26.	Operating department - Supplement 1: Activity space data sheets	0 11 494282 X	EPM(1993)2
34.	Estate maintenance and works operations* 1992	0 11 494225 0	MEL(1992)77
34.	Estate maintenance and works operations - Supplement 1: Activity space data sheets 1993	0 11 495212 4	EPM(1993)16
35.	Accommodation for people with acute mental illness 1994	0 11 495276 0	MEL(1994)107
40.	Common activity spaces (Volumes 1- 5)* 1997	0 11 495834 3	MEL(1997)13
45.	External works for health buildings* 1992	0 11 494241 2	MEL(1992)80
47.	Health records department 1995	0 11 495732 0	MEL(1996)35
48.	Telecommunications 1993	0 11 495106 3	MEL(1993)46
51.	Accommodation at the main entrance of a district general hospital 1992	0 11 494203 X	MEL(1992)32
51.	Accommodation at the main entrance of a district general hospital - Supplement A: Activity space data sheets 1993	0 11 494281 1	EPM(1993)2
51/1.	Accommodation at the main entrance of a district general hospital - Supplement 1: Miscellaneous spaces in a district general hospital 1992	0 11 494215 3	MEL(1992)32
51/1.	Accommodation at the main entrance of a district general hospital - Supplement 1A: Miscellaneous spaces in a district general hospital: Activity space data sheets 1993	0 11 494280 3	EPM(1993)5