Health Technical Memorandum and Statutory Roles & Responsibilities Policy

V2.0

April 2019
Summary

Designated Person
Appointed senior executive (board level) with assigned responsibility for service

Authorising Engineer
Appointed independent professional engineer (specific to service)

Authorised Person
Appointed qualified engineer (specific to service)

Competent Person Assessed and qualified craftsperson (specific to service)

Trust Senior Operational Manager
Informed client/intelligent customer
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1. **Introduction**

1.1. The Health Technical Memorandum 00 and supporting documentation set out a framework and guidance for the safe operation and maintenance of the estate within a healthcare environment.

1.2. The Health Technical Memorandum require that there clear policies and procedures for the management and development of the healthcare environment.

1.3. The aim of Health Technical Memorandum 00 is to ensure that those involved in the managing, design, procurement and use of healthcare facilities understand the requirements of the specialist building and engineering technology involved.

1.4. This version supersedes any previous versions of this document.

2. **Purpose of this Policy**

2.1. The purpose of this policy is to set out the governance reporting structures as required by each of the Health Technical Memorandum and how these have been implemented within the Trust.

2.2. The policy will:

- Identify the corporate and individual responsibilities, including the role the Executives take within the process.
- Show the link between Estate Operations and Development
- Identify to members of staff and contractors who has responsibility for and ability to authorise permits to work.

3. **Scope**

3.1. This policy applies to all members of staff within the Trust, with specific requirements for those specifically identified in the document.

3.2. All Contractors are expected to have a full awareness of the policies and procedures associated with this policy.

4. **Definitions / Glossary**

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>HTM</td>
<td>Health Technical Memorandum</td>
</tr>
<tr>
<td>HBN</td>
<td>Health Building Note</td>
</tr>
<tr>
<td>AE</td>
<td>Authorising Engineer</td>
</tr>
<tr>
<td>AP</td>
<td>Authorised Person</td>
</tr>
<tr>
<td>RP</td>
<td>Responsible Person</td>
</tr>
<tr>
<td>CP</td>
<td>Competent Person</td>
</tr>
<tr>
<td>Designated Person</td>
<td>Person identified as accountable for compliance.</td>
</tr>
</tbody>
</table>
5. Ownership and Responsibilities

5.1. Role of the Chief Executive Officer (CEO)
The Chief Executive Officer is accountable for appointing suitably qualified and trained independent Authorising Engineers, and has overall accountability for the hospital estate.

5.2. Role of the Designated Person (Chief Finance Officer)
The Designated Person is an appointed Executive member of the board with delegated responsibility for the Estates under the requirements of the Health Technical Memorandums. The CEO has delegated this responsibility to the Chief Finance Officer.

5.3. Role of the Director of Estates & Facilities
The Director of Estates & Facilities is responsible for offering assurance to the Chief Executive Officer and Trust Board that the Estate Operations Department have sufficient and suitably qualified members of staff to carry out the duties required under the HTM’s. They will ensure there is robust governance in place for the implementation of the policy.

5.4. Role of the Head of Estate Operations
The Head of Estate Operations is responsible for interpreting and implementing the requirements of the HTMs in relation to statutory roles and responsibilities. Appointing of the Authorised Persons on behalf of the Trust and the Chief Executive Officer based on the recommendations from the Authorising Engineer.

5.5. Role of the Head of Estate Development
The Head of Estate Development is responsible for ensuring that all Major Capital Projects are built in accordance with the HTMs and HBNs. Where the project will not meet the HTM, the Head of Estate Development will ensure that there has been an approved formal derogation recorded and signed off at the appropriate level.

5.6. Role of the Authorising Engineer
The Authorising Engineer is responsible for offering external, independent assurance and advice to the Trust with regards to compliance with the HTMs and statutory legislation and guidance. They are also responsible for assessing and ensuring that the Authorised Persons are suitably qualified for the role they are undertaking.

5.7. Role of the Authorised or Responsible Person
The Authorised or Responsible Person is a suitably qualified Officer, Manager or Team Leader, to be able to be operationally responsible for a specialist service. They will be nominated by the AE and appointed by the Trust.

They will need to demonstrate their understanding through familiarisation with the system, attendance of the appropriate professional course, competency, experience and evidence of knowledge and skills.

They are responsible for establishing and maintaining the validation of the Competent Persons.
5.8. Role of the Estates & Facilities Performance & Governance Board
The Estates & Facilities Performance & Governance Board is responsible for monitoring the appointment of Authorising Engineers and Authorised or Responsible Persons.

6. Standards and Practice
6.1. This section details the responsibilities as required by the HTMs, giving appropriate details of the appointments made. The areas covered are:

Formal requirement under the HTM:
- Decontamination (HTM01-01, 01-04, 01-05, 01-06)
- Medical Gas Pipeline Systems (HTM02-01)
- Heating & Ventilation (HTM03-01)
- Water Systems (HTM04-01, HTM07-04)
- Fire Safety (HTM05-01, 05-02, 05-03)
- Electrical Services High-voltage and Low Voltage (HTM06-01, 06-02)
- Lifts (HTM08-02)

6.2. The following are statutory, but do not have a formal process for an Authorising Engineer or similar:
- Environment & Sustainability (HTM07-02)
- Asbestos
- Confined Spaces

6.3. For each of the areas detailed in the policy there should be a clearly defined structure for assuring the safe management of these systems (Appendix 3).

6.4. Appointment of Authorising Engineers

6.4.1. Authorising Engineers will be appointed using NHS Procurement process and the Trust local procurement policies for the tendering of goods and services.

6.4.2. The criteria for the appointment will include ensuring that each potential supplier has relevant and sufficient industry approved qualifications and experience.

6.4.3. Authorising Engineers will need to demonstrate their knowledge and understanding, and be well versed in the relevant legislation and guidance.
6.4.4. The appointment will also be subject to references from other NHS organisations where they fulfil a similar role.

6.4.5. Authorising Engineers will need to demonstrate continuing professional development.

6.4.6. Recommendation for appointment will be made by the Director of Estates & Facilities and a letter of request will be made by the Chief Executive. The Authorising Engineer will be expected to reply to the letter and also to sign a Trust contract for their services.

6.5. Appointment of Authorised Persons¹

6.5.1. Authorised Persons will be recommended for appointment by the Authorising Engineer. The formal appointment will be made by the Head of Estate Operations on behalf of the Trust and the Chief Executive Officer.

6.5.2. Authorised Persons will need approval for appointment by the Authorising Engineer. Any Authorised Person will need to demonstrate a sufficient level of knowledge before being appointed that will be assessed by the Authorising Engineer.

6.5.3. The Authorising Engineer will recommend the appointments by writing formally to the Trust. The approval letter should include the validity of assessment and any addition continuous professional development required.

6.5.4. Appointment and acceptance will be made by formal letter.

6.5.5. Authorised Persons will need to ensure that the continue to demonstrate development in the role through training, seminars and other Continuous Professional Development.

6.6. Appointment of Competent Persons²

6.6.1. Competent Persons will be appointed by the Authorised Person.

6.6.2. Competent Persons will have the relevant skills and training to carry out the role assigned to them.

6.6.3. Competent Persons will need to demonstrate continuous learning and undertake any training required for the role.

6.6.4. Appointment will be made by formal letter.

6.7. Schedule of Appointments

6.7.1. A schedule of appointments will be maintained by the Estates Department. The schedule will contain the details of all appointments made including amendments and updates.

¹ For Water Safety, this is the Responsible Person
² This role is also known as the Test Person for Decontamination
6.7.2. The schedule will be reviewed where changes are made to statutory guidelines or changes to staffing.

6.8. In some cases there is not the need for the formal process detailed above, but there is a need for a lead in the discipline. This process has been informally agreed within the Trust, but follows the same format as formal process.

6.9. Delegated roles and responsibilities are detailed in the as assigned under the terms of the policy are detailed in the policy (Appendix 3). Health Technical Memorandum 00 provides a best-practice organisational chart (Figure 1), which does not necessarily follow line management structures for the Trust.

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**Figure 1 HTM Best Practice Roles & Responsibilities**

- **Designated Person**
  - Appointed senior executive (board level) with assigned responsibility for service

- **Authorising Engineer**
  - Appointed independent professional engineer (specific to service)

- **Authorised Person**
  - Appointed qualified engineer (specific to service)

- **Competent Person Assessed and qualified craftsperson (specific to service)**

- **Trust Senior Operational Manager**
  - Informed client/intelligent customer
7. Dissemination and Implementation

7.1. The policy will be maintained on the documents library and will be disseminated through Trust governance processes.

7.2. Training of staff members to ensure Trust compliance will be facilitated by the Estates Department.

Monitoring compliance and effectiveness

<table>
<thead>
<tr>
<th>Element to be monitored</th>
<th>Compliance with HTM requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lead</td>
<td>Estates Governance Lead &amp; Estates Operations Manager</td>
</tr>
<tr>
<td>Tool</td>
<td>Estates Schedule of Appointments</td>
</tr>
<tr>
<td>Frequency</td>
<td>Quarterly review or when there are changes to the HTMs</td>
</tr>
<tr>
<td>Reporting arrangements</td>
<td>Quarterly report to the Estates Performance and Governance Board, or sooner if there are significant changes</td>
</tr>
<tr>
<td>Acting on recommendations and Lead(s)</td>
<td>Estates Operations Senior Management Team will act on recommendations</td>
</tr>
<tr>
<td>Change in practice and lessons to be shared</td>
<td>Through facilitated training in the Estates Department and via Trust communication channels.</td>
</tr>
</tbody>
</table>

8. Updating and Review

Policy will be reviewed at least every three years or sooner if there have been changes to staffing, legislation or guidance.

9. Equality and Diversity

9.1. This document complies with the Royal Cornwall Hospitals NHS Trust service Equality and Diversity statement which can be found in the ‘Equality, Diversity & Human Rights Policy’ or the Equality and Diversity website.

9.2. Equality Impact Assessment

9.3. The Initial Equality Impact Assessment Screening Form is at Appendix 3.
### Appendix 1. Governance Information

<table>
<thead>
<tr>
<th>Document Title</th>
<th>Health Technical Memorandum and Statutory Roles &amp; Responsibilities Policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Issued/Approved:</td>
<td>March 2019</td>
</tr>
<tr>
<td>Date Valid From:</td>
<td>April 2019</td>
</tr>
<tr>
<td>Date Valid To:</td>
<td>April 2022</td>
</tr>
<tr>
<td>Directorate / Department responsible (author/owner):</td>
<td>Phil Bond, Estates Governance Lead, Estates Department</td>
</tr>
<tr>
<td>Contact details:</td>
<td>01872 25 3400</td>
</tr>
<tr>
<td>Brief summary of contents</td>
<td>The purpose of this policy is to set out the governance reporting structures as required by each of the Health Technical Memorandum and how these have been implemented within the Trust.</td>
</tr>
<tr>
<td>Suggested Keywords:</td>
<td>Estates, HTM, HBN, Health Technical Memorandum, Health &amp; Safety, Statutory Compliance, CQC, Regulated Activity</td>
</tr>
<tr>
<td>Target Audience</td>
<td>RCHT ✅ CFT KCCG</td>
</tr>
<tr>
<td>Executive Director responsible for Policy:</td>
<td>Chief Finance Officer</td>
</tr>
<tr>
<td>Date revised:</td>
<td>March 2019</td>
</tr>
<tr>
<td>This document replaces (exact title of previous version):</td>
<td>Health Technical Memorandum and Statutory Roles &amp; Responsibilities Policy V2</td>
</tr>
<tr>
<td>Approval route (names of committees)/consultation:</td>
<td>Estates &amp; Facilities Performance &amp; Governance Board</td>
</tr>
<tr>
<td>Care Group General Manager confirming approval processes</td>
<td>Garth Weaver, Care Group General Manager for Estates &amp; Facilities</td>
</tr>
<tr>
<td>Name and Post Title of additional signatories</td>
<td>Not Required</td>
</tr>
<tr>
<td>Name and Signature of Divisional/Directorate Governance Lead confirming approval by specialty and divisional management meetings</td>
<td>{Original Copy Signed}</td>
</tr>
<tr>
<td>Name: Phil Bond</td>
<td></td>
</tr>
<tr>
<td>Signature of Executive Director giving approval</td>
<td>{Original Copy Signed}</td>
</tr>
</tbody>
</table>
Publication Location (refer to Policy on Policies – Approvals and Ratification):

<table>
<thead>
<tr>
<th>Internet &amp; Intranet</th>
<th>✓</th>
<th>Intranet Only</th>
</tr>
</thead>
</table>

Document Library Folder/Sub Folder

Estates/General

Links to key external standards

Health Technical Memorandum
Heath Building Notes

Related Documents:

Planned & Reactive Maintenance Policy

Training Need Identified?

Yes

Version Control Table

<table>
<thead>
<tr>
<th>Date</th>
<th>Version No</th>
<th>Summary of Changes</th>
<th>Changes Made by (Name and Job Title)</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 16</td>
<td>V1.0</td>
<td>Initial Issue</td>
<td>Phil Bond, Governance Lead</td>
</tr>
<tr>
<td>Mar 19</td>
<td>V2.0</td>
<td>Full Review Change of Executive Director to CFO &amp; other job title changes throughout CFPP changed to HTM in line with national change</td>
<td>Phil Bond, Governance Lead</td>
</tr>
</tbody>
</table>

All or part of this document can be released under the Freedom of Information Act 2000

This document is to be retained for 10 years from the date of expiry.

This document is only valid on the day of printing

Controlled Document

This document has been created following the Royal Cornwall Hospitals NHS Trust Policy on Document Production. It should not be altered in any way without the express permission of the author or their Line Manager.
### Appendix 2. Initial Equality Impact Assessment Form

<table>
<thead>
<tr>
<th>Name of the strategy / policy / proposal / service function to be assessed</th>
<th>Health Technical Memorandum and Statutory Roles &amp; Responsibilities Policy V2</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Directorate and service area:</strong> Estates &amp; Facilities</td>
<td><strong>Is this a new or existing Policy:</strong> Existing</td>
</tr>
<tr>
<td><strong>Name of individual completing assessment:</strong> Phil Bond</td>
<td><strong>Telephone:</strong> 01872 25 3400</td>
</tr>
</tbody>
</table>

1. **Policy Aim***
   - Who is the strategy / policy / proposal / service function aimed at?
   - To formalise and identify the roles required under HTM, both statutory and best practice

2. **Policy Objectives***
   - As above

3. **Policy – intended Outcomes***
   - Documentation of the framework used to govern Estate Operations.

4. **How will you measure the outcome?***
   - Estates & Facilities Performance & Governance report on progress/audit

5. **Who is intended to benefit from the policy?***
   - Estates Department staff

6a. **Who did you consult with***
   - Workforce
   - Patients
   - Local groups
   - External organisations
   - Other
   - Estates & Facilities Senior Management
   - Authorising Engineers

b). **Please identify the groups who have been consulted about this procedure.***

7. **What was the outcome of the consultation?***
   - Approval

---

**7. The Impact**

Please complete the following table. *If you are unsure/don’t know if there is a negative impact you need to repeat the consultation step.*
Are there concerns that the policy could have differential impact on:

<table>
<thead>
<tr>
<th>Equality Strands:</th>
<th>Yes</th>
<th>No</th>
<th>Unsure</th>
<th>Rationale for Assessment / Existing Evidence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Age</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sex (male, female, trans-gender / gender reassignment)</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Race / Ethnic communities /groups</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disability - Learning disability, physical impairment, sensory impairment, mental health conditions and some long term health conditions.</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Religion / other beliefs</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Marriage and Civil partnership</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pregnancy and maternity</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sexual Orientation, Bisexual, Gay, heterosexual, Lesbian</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

You will need to continue to a full Equality Impact Assessment if the following have been highlighted:

- You have ticked “Yes” in any column above and
- No consultation or evidence of there being consultation- this excludes any policies which have been identified as not requiring consultation. or
- Major this relates to service redesign or development

8. Please indicate if a full equality analysis is recommended. Yes No ✓

9. If you are not recommending a Full Impact assessment please explain why.

Policy has no impact

Signature of policy developer / lead manager / director  Date of completion and submission
Phil Bond  11/03/2019

Names and signatures of members carrying out the Screening Assessment
1. Phil Bond
2. Policy Review Group (PRG)

PRG APPROVED
This EIA will not be uploaded to the Trust website without the approval of the Policy Review Group.

A summary of the results will be published on the Trust’s web site.

Signed Phil Bond

Date 11/03/2019
Appendix 3. Roles & Responsibilities

Decontamination (HTM01-01, 01-04, 01-06)

- **Designated Person**
  - Director of Finance

- **Authorising Engineer**
  - Appointed independent professional engineer (specific to service)

- **Authorised Person**
  - Head of Estate Operations

- **Competent Person (Test Person)**
  - 5 x Craftsperson

- **Responsible Person**
  - Trust Decontamination Lead
Medical Gas Pipeline Systems (HTM02-01)

- **Designated Person**
  - Director of Finance

- **Authorising Engineer**
  - Appointed independent professional engineer (specific to service)

- **Trust Senior Operational Manager**
  - Director of Estates & Facilities

- **Head of Estate Operations**

- **Authorised Person**
  - Head of Estate Operations
  - Estates Operations Manager
  - 3 x Estates Officers

- **Competent Person**
  - Craftspersons
  - External Provider
Environment & Sustainability (HTM07-02)

- Energy Officer
- Estate Manager
- Energy Technician
- Utilities Administrator
Asbestos

- Director of Estates & Facilities
- Head of Estate Operations
- Responsible Person
- Estates Manager (Mechanical)
- Surveys & removal only by appointed contractor
Confined Spaces

Director of Estates & Facilities

Head of Estate Operations

Responsible Person
Estates Manager

Competent Person
Persons qualified to enter confined spaces
Lifts (HTM08-02)

- **Designated Person**
  - Director of Finance

- **Authorising Engineer**
  - Appointed independent professional engineer (specific to service)

- **Trust Senior Operational Manager**
  - Director of Estates & Facilities

- **Head of Estate Operations**

- **Authorised Person**
  - Estates Manager (Mechanical)

- **Competent Person**
  - Lift Release On-Call Persons
Appendix 4. Example Letters

The following letters are taken from the HTM for Electrical Safety (HTM06-02) showing best practice for the appointment of the AE(LV) and AP(LV), there are similar letters in each of the HTMs.

Model letter for appointing an Authorised Engineer (LV)

Dear ________________________ (Name of prospective Authorising Engineer)

OFFER OF APPOINTMENT AS AUTHORISING ENGINEER (LV)

Being satisfied that you are suitably qualified and meet the requirements of paragraphs 4.7–4.12 of Health Technical Memorandum 06-02 – ‘Electrical safety guidance for low voltage systems’, I hereby offer you the appointment of Authorising Engineer for ________________________ to undertake the duties set out in paragraphs 4.7–4.12 of Health Technical Memorandum 06-02 – ‘Electrical safety guidance for low voltage systems’ until further notice. However, this appointment will be reviewed and reconfirmed at three-yearly intervals.

Please confirm your acceptance of this offer of appointment by signing and returning to me a copy of the attached letter.

Yours sincerely

________________________________________

(Designated Person)

Dear ________________________ (Name of Designated Person)

ACCEPTANCE OF APPOINTMENT AS AUTHORISING ENGINEER (LV)

I acknowledge receipt of your letter dated _____________ offering me appointment as an Authorising Engineer for ________________________.

I confirm that, to the best of my knowledge, I satisfy the requirements for appointment as an Authorising Engineer indicated in paragraphs 4.7–4.12 of Health Technical Memorandum 06-02 – ‘Electrical safety guidance for low voltage systems’.

I accept the responsibilities of the Authorising Engineer and will, to the best of my ability, carry out the Authorising Engineer’s duties set out in Health Technical Memorandum 06-02 – ‘Electrical safety guidance for low voltage systems’.

I note that I am required to attend an Authorising Engineer training course at intervals not exceeding three years, an Authorised Person refresher course at intervals not exceeding three years, and a first-training course at intervals not exceeding 12 months.

Yours sincerely,

________________________________________

(Authorising Engineer)

Copies to: Operational procedure manual

Part 3: Certification of satisfactory training and familiarisation

Dear ___________________ (Name of Authorising Engineer)

I wish to nominate ___________________ for appointment as an Authorised Person for the system(s), installation(s) and location(s) as attached.**

Authorised Person training and on-site training have been satisfactorily completed, and I know of no impediment to the discharge of Authorised Person duties.

Would you please arrange to interview the candidate as soon as possible.

________________________________________
Name

________________________________________
Address

________________________________________
Date

** Details should provide the site(s) and IV equipment which will be under the control of the nominee.

Model letter for appointing an Authorised Person (LV) by management

Dear ___________________ (Name of prospective Authorised Person)

OFFER OF APPOINTMENT AS AN AUTHORISED PERSON (LV)

You are hereby offered appointment as an Authorised Person (LV) for the duties identified in Health Technical Memorandum 06-02 – ‘Electrical safety guidance for low voltage systems’ for the low voltage systems and installations at (hospital/ location/ healthcare organisation) for a period of three years, commencing on (Date).

Please confirm your acceptance of the appointment and the receipt of the enclosed “Certificate of appointment” by completing and returning the attached letter to me.

You should also sign the certificate of appointment.

Yours sincerely

Assessed by ___________________ Appointed by ___________________

(Authorising Engineer (IV)) (Management)

Model letter for accepting an appointment as an Authorised Person (LV)

Dear ___________________ (Name of Authorising Engineer)

ACCEPTANCE OF APPOINTMENT AS AN AUTHORISED PERSON (LV)

I accept the appointment as an Authorised Person for the system(s), installation(s) and location(s) indicated in your “offer of appointment” letter dated ________________.

I acknowledge receipt of the certificate of appointment number ________________ as my authority to act, while on duty, as an Authorised Person for the system(s), installation(s) and location(s) indicated on that certificate.

I note that, while on duty as an Authorised Person, I will be competent for the practical implementation and operation of Health Technical Memorandum 06-02 – ‘Electrical safety guidance for low voltage systems’ for the systems and installations for which ________________ have control of the safety, and for which I have been appointed.

I will to the best of my ability follow the procedures as set out in the above Health Technical Memorandum and any written local variations notified to me by or agreed with the Authorising Engineer.

Yours sincerely

________________________________________

Appendix 5. List of Health Technical Memorandums

These are published by the Department of Health and are publically available:

Health Technical Memorandums$^{4}$:

- Building engineering in the health sector (HTM 00)
- Decontamination in primary care dental practices (HTM 01-05)
- NHS estates guidance for medical gas pipeline systems (HTM 02-01)
- Heating and ventilation of health sector buildings (HTM 03-01)
- Water systems for healthcare premises (HTM 04-01)
- Management of pseudomonas aeruginosa in health sector (HTM 04-01)
- Managing Healthcare Fire Safety (HTM 05-01)
- Fire safety in the design of healthcare premises (HTM 05-02)
- Fire safety measures for health sector buildings (HTM 05-03)
- Guidance on electrical services supply and distribution (HTM 06-01A)
- Electrical safety guidance for low voltage systems (HTM 06-02)
- Electrical safety guidance for high voltage systems in healthcare premises (HTM 06-03)
- Management and disposal of healthcare waste (HTM 07-01)
- Making energy work in healthcare (HTM 07-02)
- NHS car-parking management (HTM 07-03)
- Water management and water efficiency (HTM 07-04)
- Building planning and construction in the health sector (HTM 07-07)
- Health sector buildings: acoustic design requirements (HTM 08-01)
- Design and maintenance of lifts in the health sector (HTM 08-02)
- Management of bedhead services in the health sector (HTM 08-03)
- Design and fitting of cubical curtains in the health sector (HTM 066)
- Design of laboratories for health sector buildings (HTM 067)

Decontamination of surgical instruments (HTM 01-01)
Decontamination of linen for health and social care (HTM 01-04)
Management and decontamination of flexible endoscopes (HTM 01-06)