

Date reviewed: 10 October 2018

Officer initials: JB

## Polling place / polling station – evaluation checklist

Part A – Current polling place details	
Polling place identifier	Great Casterton Church Hall
Polling place name	Great Casterton Church Hall
Polling place address	Great Casterton Church Hall Old Great North Road Great Casterton Oakham PE9 4AP
Number of electors (If more than one polling station within the polling place, identify split of electors)	634
Building availability for future elections/referendums	Yes

Polling place review		
Check	√	Comment
• Are there suitable transport links?	√	
• Are there any access issues regarding main/busy roads, railways, rivers, etc.?	√	Walkway to hall lit in evenings.
• Is the polling place capable of accommodating more than one polling station together with the necessary staff and equipment? If so, could it accommodate all allocated voters going in and out of the polling stations, even where there is a high turnout?	√	Yes, hall is large enough to accommodate two but only one required in village.
• Is the building readily available in the event of any unscheduled elections?	√	Yes
• Is there any possibility that the building may be demolished as part of a new development?	√	No

**Identify any complaints/comments received from stakeholders at previous electoral events**

A well-kept hall, ideal for continued use.

Date reviewed: 10 October 2018

Officer initials: JB

Part B – External areas access and facilities		
Check	(√)	Comments
• Are there good public transport links to the polling place?	√	Yes
• Is the approach to the building safe and free from obstructions and does it have a dropped kerb?	√	Yes, and permanently lit at night for access to defib – see pictures 1 and 2
• Is the building clearly identifiable?	√	Not from road but Church readily identifiable and villager aware of location.
• Is additional signage required between street and entrance?	√	Yes – one from main road
• Is there the facility to put up the required signage for polling day?	√	Yes
• Are there parking facilities for disabled people?	√	On road parking and in pub opposite who are supportive
• Are there parking facilities for polling staff?	√	Yes
• Does the approach to the building have external lighting?	√	Yes
• Does the building have level access? Yes/ <del>No</del> . If no –	√	Yes, see pictures 3 and 4
• Has a purpose built ramp been installed?		
• If so, does it have a handrail?		
• Does the ramp have a gentle slope?		
• Does the building require a temporary ramp or is there an alternative disabled access?		
• Is the entrance door wide enough for a disabled person using a motorised wheelchair?	√	Yes, see picture 4
• Are the doors light enough for frail/elderly voters to open?	√	Yes
• Can the 'Guidance for voters' notice be clearly displayed outside the premises, as required by the election rules?	√	Yes
• Are there any external security concerns?	√	No
• Can tellers be accommodated outside the building?	√	Yes

Date reviewed: 10 October 2018

Officer initials: JB

## External plan – B1

Show external layout, street name(s), car parking (including disabled car parking), ramps, steps, lighting, appropriate places for signage, etc.

Polling station here



Date reviewed: 10 October 2018

Officer initials: JB



Satellite view of polling station showing entrance and bus stops

Date reviewed: 10 October 2018

Officer initials: JB

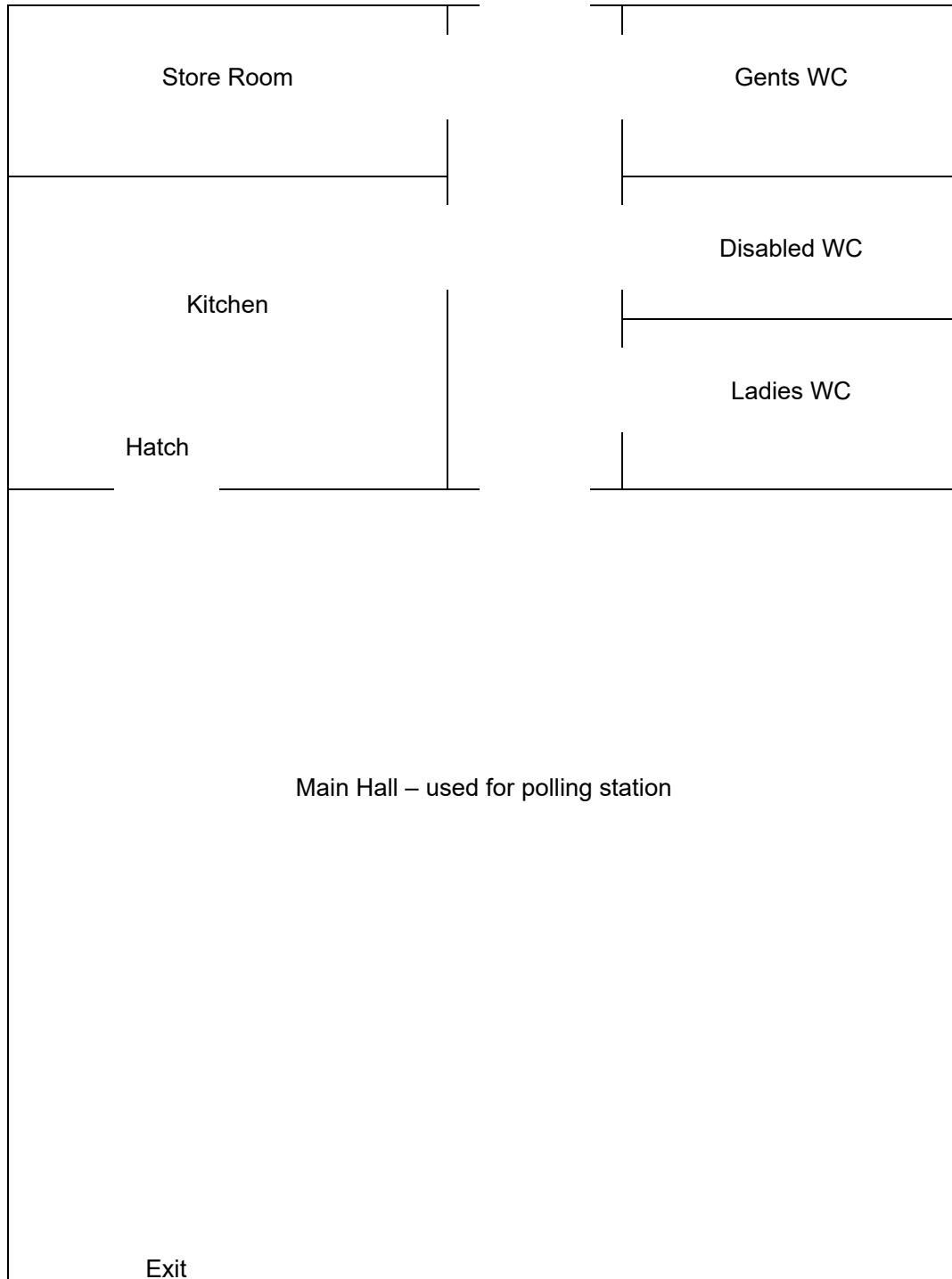
Part C – Internal areas access and facilities		
Check	(√)	Comments
• Are all doors easy to open (including by wheelchair users) or do they need to be permanently locked back?	√	Yes
• Are there any internal steps or obstructions/hazards?	√	No
• Are any doormats level with the floor?	√	Yes
• Is the floor covering non-slip (including in wet weather)?	√	No but cleanable
• Are there any corridors that may cause access problems?	√	No, see picture 5
• Is there adequate lighting in the corridors?	√	Yes
• Are there toilet facilities?	√	Yes, see picture 6
• Is there a kitchen that staff can use?	√	Yes, see pictures 7 and 8
• Is the area adequately lit for day and night time?	√	Yes
• Is there adequate space for signage?	√	Yes
• How many polling stations can the building accommodate?	√	Two if necessary but only one required, see pictures 9 and 10
• Does the building have a telephone available (land line) in the event of mobile network problems?	√	No – PO to have mobile

Date reviewed: 10 October 2018

Officer initials: JB

## Internal access leading to polling station(s) – C1

Main Entrance



Date reviewed: 10 October 2018

Officer initials: JB

Part D – The polling station(s)		
Check	(√)	Comments
• Is there sufficient space to accommodate and manage the flow of a high volume of electors in the case of a high turnout of electors?	√	Yes
• If multiple polling stations need to be provided, are there other rooms available, or can the space be clearly divided to provide adequate room for more than one polling station?	√	Yes
• Is there sufficient space inside the polling station to comfortably accommodate staff, voters, polling agents and observers?	√	Yes
• Could ballot booths be positioned in a way that would preserve the secrecy of the ballot, even where there may be a high volume of electors?	√	Yes
• Is there adequate lighting for day and night time?	√	Yes
• Is there suitable furniture (tables and chairs) available for all types of election for polling staff and for those voters who may need to rest?	√	Yes
• Could motorised wheelchairs be accommodated?	√	Yes
• Can the official notices be clearly displayed, including the large-print version of the ballot paper(s)?	√	Yes

Date reviewed: 10 October 2018

Officer initials: JB

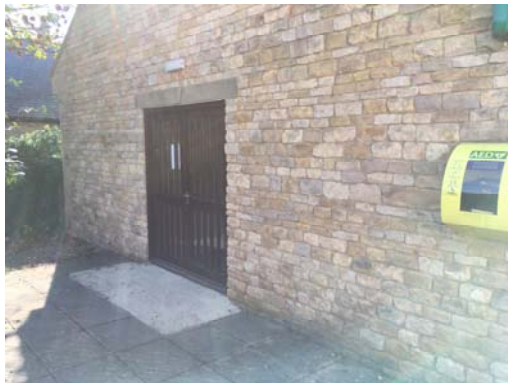
Pictures:



Picture 1 – Path to front door



Picture 2 – Front door



Picture 3 – Front door level access



Picture 4 – Front door - access



Date reviewed: 10 October 2018

Officer initials: JB



Picture 5 – corridor from front door



Picture 6 – toilet facilities



Picture 7 – kitchen facility



Picture 8 – kitchen facility



Picture 9 – polling station area



Picture 10 – polling station area

Date reviewed: 10 October 2018

Officer initials: JB

Part E – Comments from stakeholders during consultation

Comment	Name/organisation	Response by (A)RO

***Additional comments from (A)RO***