

Date reviewed: 24/5/2018

Officer initials: JB/SR

Polling place / polling station – evaluation checklist

| Part A – Current polling place details | |
|--|---|
| Polling place identifier | Langham Village Hall |
| Polling place name | Langham Village Hall |
| Polling place address | Church Street Langham Oakham Rutland LE15 7HY |
| Number of electors (If more than one polling station within the polling place, identify split of electors) | 1192 (1 Dec 17) |
| Building availability for future elections/referendums | |

| Polling place review | | |
|---|---|---|
| Check | √ | Comment |
| • Are there suitable transport links? | | Road access outside, bus stops within ½ mile on Burley Road |
| • Are there any access issues regarding main/busy roads, railways, rivers, etc.? | | No |
| • 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 |
| • 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

Has been a past issue with mobile phone signal on certain networks with PO's not able to call out from village hall. This inspection was done and both staff member's phone networks had signal (EE & O2) EE phones can be provided by Principal Authority if needed.

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| Part B – External areas access and facilities | | |
|--|-----|--|
| Check | (√) | Comments |
| <ul style="list-style-type: none"> Are there good public transport links to the polling place? | | Bus runs along Burley Road, stops in either direction outside school. |
| <ul style="list-style-type: none"> Is the approach to the building safe and free from obstructions and does it have a dropped kerb? | | Dropped kerb to front and handrail along the side of building |
| <ul style="list-style-type: none"> Is the building clearly identifiable? | | Yes |
| <ul style="list-style-type: none"> Is additional signage required between street and entrance? | | NO |
| <ul style="list-style-type: none"> Is there the facility to put up the required signage for polling day? | | Yes |
| <ul style="list-style-type: none"> Are there parking facilities for disabled people? | | Yes, on road parking only, may be advisable to indicate a specific place nearer to the front of the building. See picture 1. |
| <ul style="list-style-type: none"> Are there parking facilities for polling staff? | | Yes, on road |
| <ul style="list-style-type: none"> Does the approach to the building have external lighting? | | Yes, lights on building |
| <ul style="list-style-type: none"> Does the building have level access? Yes/No. If no – | | Yes |
| <ul style="list-style-type: none"> Has a purpose built ramp been installed? | | |
| <ul style="list-style-type: none"> If so, does it have a handrail? | | |
| <ul style="list-style-type: none"> Does the ramp have a gentle slope? | | |
| <ul style="list-style-type: none"> Does the building require a temporary ramp or is there an alternative disabled access? | | |
| <ul style="list-style-type: none"> Is the entrance door wide enough for a disabled person using a motorised wheelchair? | | Yes, double outer and inner doors can be opened fully. |
| <ul style="list-style-type: none"> Are the doors light enough for frail/elderly voters to open? | | Yes |
| <ul style="list-style-type: none"> Can the 'Guidance for voters' notice be clearly displayed outside the premises, as required by the election rules? | | Yes |
| <ul style="list-style-type: none"> Are there any external security concerns? | | No |
| <ul style="list-style-type: none"> Can tellers be accommodated outside the building? | | Yes |

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External plan – B1

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

Sketch layout; provide photographs as appropriate.

See pictures below for on street parking (1), driveway (2) and main doors (5).

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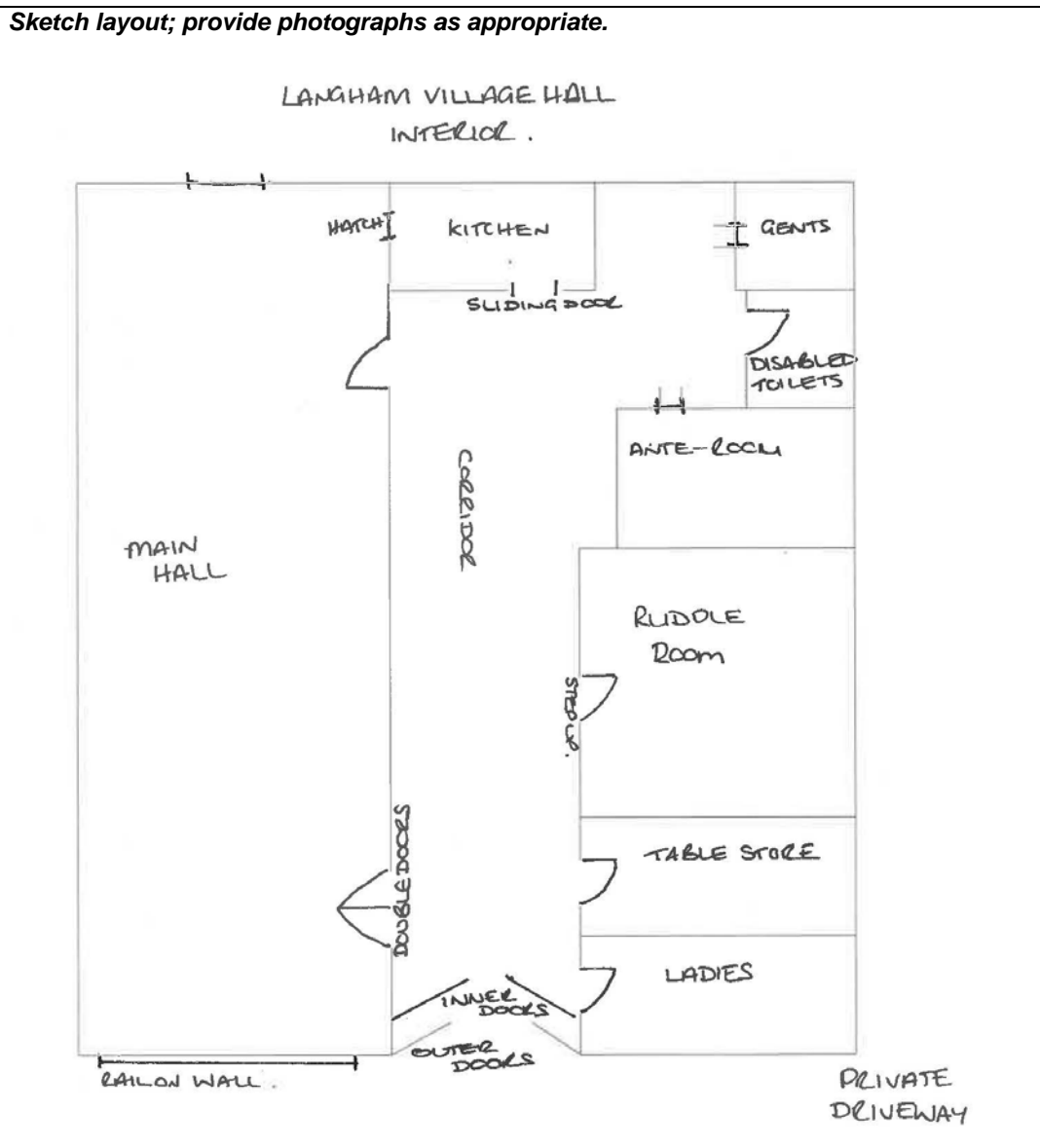
| Part C – Internal areas access and facilities | | |
|---|-----|--|
| Check | (√) | Comments |
| • Are all doors easy to open (including by wheelchair users) or do they need to be permanently locked back? | | Double doors to main hall which can be locked back with door wedges |
| • Are there any internal steps or obstructions/hazards? | | Nothing to main hall, step to Ruddle Room if used |
| • Are any doormats level with the floor? | | Yes |
| • Is the floor covering non-slip (including in wet weather)? | | Yes |
| • Are there any corridors that may cause access problems? | | Main corridor to Ruddle Room may be a turning point issue for larger wheelchairs if ramp in situ |
| • Is there adequate lighting in the corridors? | | Yes |
| • Are there toilet facilities? | | Yes |
| • Is there a kitchen that staff can use? | | Yes |
| • 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 plus (2 in main hall, 1 in Ruddle Room) |
| • Does the building have a telephone available (land line) in the event of mobile network problems? | | No |

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Internal access leading to polling station(s) – C1

Show internal areas of the building, excluding the actual polling station where voting will take place, including corridors that link to the polling station, kitchen and toilets, and highlight any possible signage requirements and potential hazards. Also indicate door swing direction and ease of opening, any areas of poor lighting, and any areas of uneven floor, etc.



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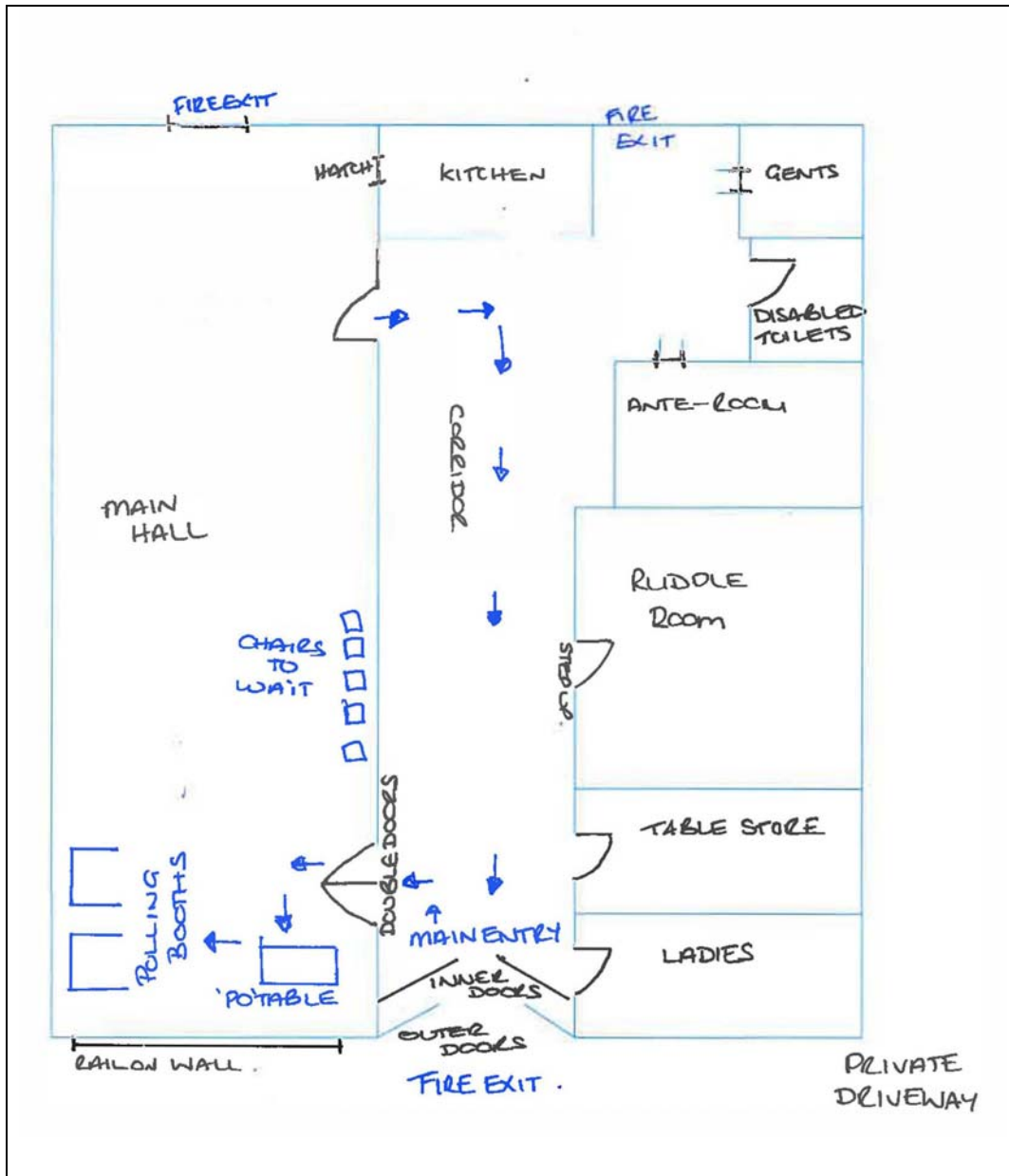
| Part D – The polling station(s) | | |
|--|-----|--|
| Check | (√) | Comments |
| • Is there sufficient space to accommodate and manage the flow of a high volume of electors in the case of a high turnout of electors? | | Yes, large main hall |
| • If multiple polling stations need to be provided, are there other rooms available, or can the space be clearly divided to provide adequate room for more than one polling station? | | Yes, large main hall and smaller ante-room |
| • 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 |

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Internal – The polling station(s) – D1

Identify the size and shape of the area available for polling. Include the position of the door(s), any windows and how the furniture and equipment should be laid out to accommodate all those entitled to be inside the polling station, taking into account access requirements for all voters, including those in wheelchairs, and demonstrating how the space should be used to ensure the most efficient flow of voters and the effective administration of the voting process.



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Pictures:



Picture 1 – on road parking



Picture 2 – Access to main doors



Picture 3 – Main Hall toward polling station area



Picture 4 – Main corridor showing Ruddle Room step, rear door to hall and kitchen



Picture 5 – Main Entrance



Picture 6 – corridor to main entrance

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Part E – Comments from stakeholders during consultation

| Comment | Name/organisation | Response by (A)RO |
|---------|-------------------|-------------------|
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Additional comments from (A)RO