

Date reviewed: 11 May 2018

Officer initials: JB/SR

Polling place / polling station – evaluation checklist

Part A – Current polling place details		
Polling place identifier	Martinsley Room, Rutland County Council	
Polling place name	Martinsley	
Polling place address	Rutland County Council Catmose Catmos Street Oakham Rutland LE15 6HP	
Number of electors (If more than one polling station within the polling place, identify split of electors)	2104	
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.?	√	
• 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?	X	No but adjacent rooms could be utilised – separate checklist submitted to include use of other rooms
• Is the building readily available in the event of any unscheduled elections?	√	
• Is there any possibility that the building may be demolished as part of a new development?	X	No council building

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

Date reviewed: 11 May 2018

Officer initials: JB/SR

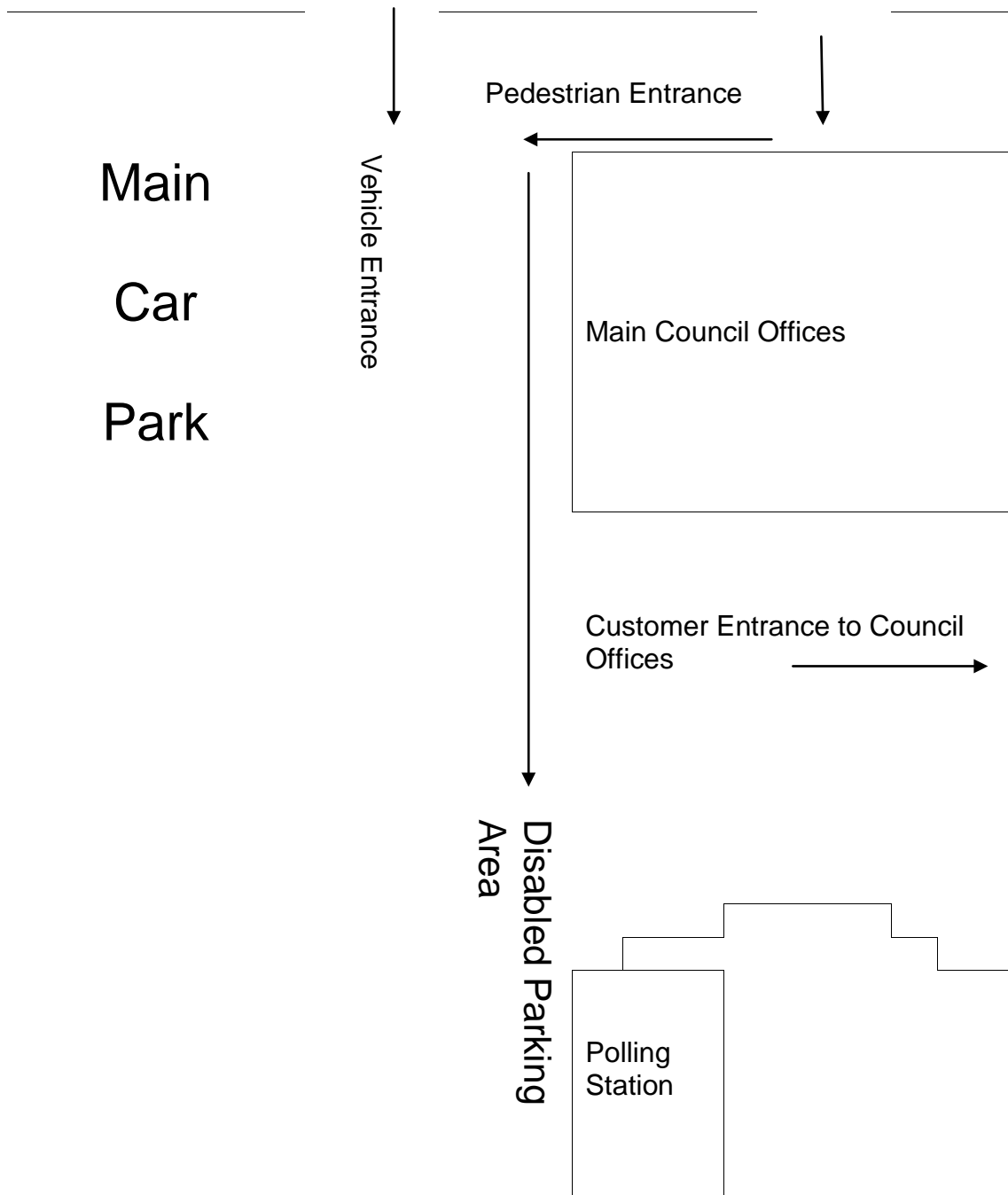
Part B – External areas access and facilities		
Check	(√)	Comments
• Are there good public transport links to the polling place?	√	Bus stop outside council building, easy car and pedestrian access.
• Is the approach to the building safe and free from obstructions and does it have a dropped kerb?	√	
• Is the building clearly identifiable?	√	
• Is additional signage required between street and entrance?	√	Provide 2 large polling station signs to direct from road.
• Is there the facility to put up the required signage for polling day?	√	
• Are there parking facilities for disabled people?	√	Council car park. See Picture 1
• Are there parking facilities for polling staff?	√	As above
• Does the approach to the building have external lighting?	√	
• Does the building have level access? Yes/No. If no –	√	Permanent ramp but no handrail. See Pictures 2 and 3
• Has a purpose built ramp been installed?	√	
• If so, does it have a handrail?		
• Does the ramp have a gentle slope?	X	
• Does the building require a temporary ramp or is there an alternative disabled access?	√	
• Does the building require a temporary ramp or is there an alternative disabled access?	X	
• Is the entrance door wide enough for a disabled person using a motorised wheelchair?	√	
• Are the doors light enough for frail/elderly voters to open?	X	Doors are quite heavy and stiff but can either be propped open or monitored by staff in polling station.
• Can the 'Guidance for voters' notice be clearly displayed outside the premises, as required by the election rules?	√	
• Are there any external security concerns?	√	No concerns
• Can tellers be accommodated outside the building?	√	

Date reviewed: 11 May 2018

Officer initials: JB/SR

External plan – B1

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



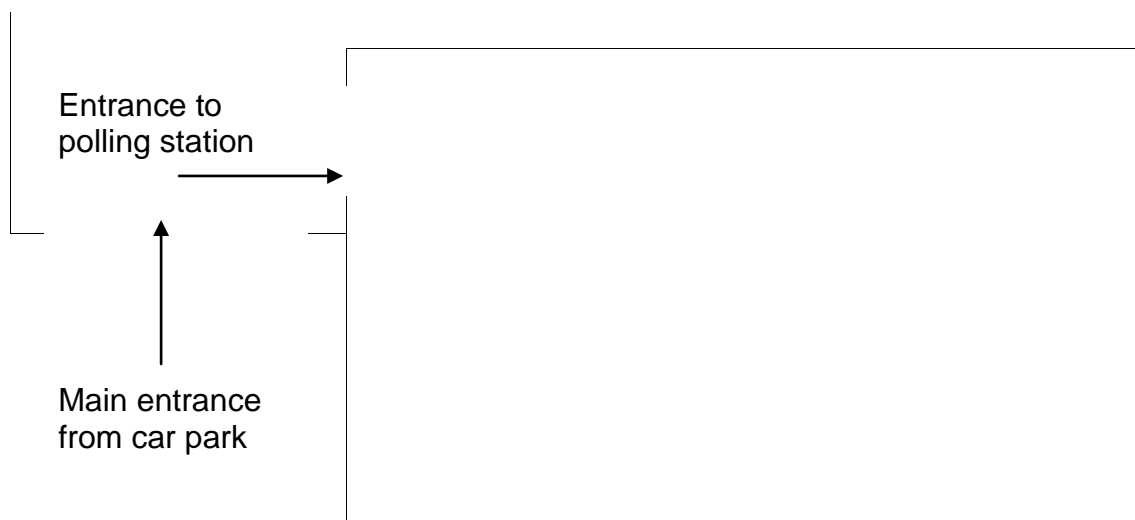
Date reviewed: 11 May 2018

Officer initials: JB/SR

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?	√	Doors can be heavy, but can be wedged open or monitored by polling station staff to grant access.
• Are there any internal steps or obstructions/hazards?	√	None
• Are any doormats level with the floor?	√	
• Is the floor covering non-slip (including in wet weather)?	√	
• Are there any corridors that may cause access problems?	√	None
• Is there adequate lighting in the corridors?	√	
• Are there toilet facilities?	√	
• Is there a kitchen that staff can use?	√	
• Is the area adequately lit for day and night time?	√	
• Is there adequate space for signage?	√	
• How many polling stations can the building accommodate?	√	One, but a second could be situated in a separate, adjacent room.
• Does the building have a telephone available (land line) in the event of mobile network problems?	√	

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.



Date reviewed: 11 May 2018

Officer initials: JB/SR

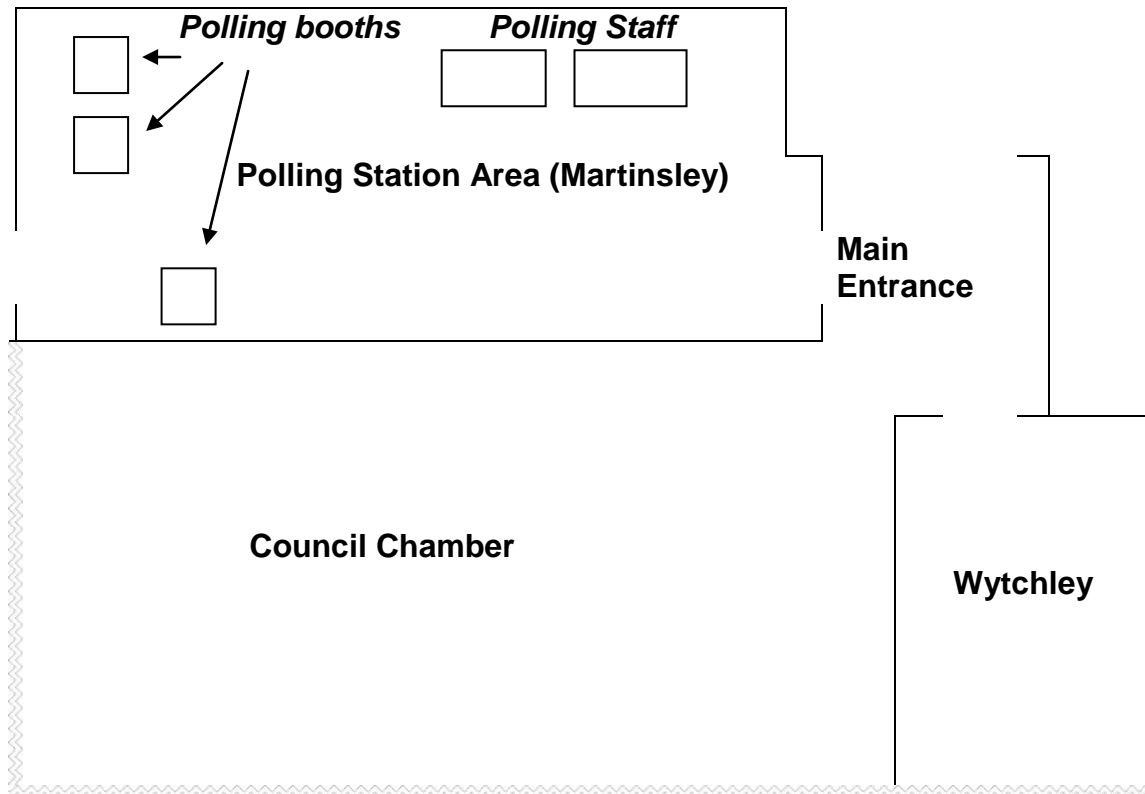
Part D – The polling station(s)		
Check	(√)	Comments
<ul style="list-style-type: none">Is there sufficient space to accommodate and manage the flow of a high volume of electors in the case of a high turnout of electors?	√	Tight but providing Polling Station staff manage efficiently there should be no issues. See picture 4.
<ul style="list-style-type: none">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?	√	See separate checklist for use of Catmose as a whole.
<ul style="list-style-type: none">Is there sufficient space inside the polling station to comfortably accommodate staff, voters, polling agents and observers?	√	
<ul style="list-style-type: none">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?	√	
<ul style="list-style-type: none">Is there adequate lighting for day and night time?	√	
<ul style="list-style-type: none">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?	√	
<ul style="list-style-type: none">Could motorised wheelchairs be accommodated?	√	
<ul style="list-style-type: none">Can the official notices be clearly displayed, including the large-print version of the ballot paper(s)?	√	

Date reviewed: 11 May 2018

Officer initials: JB/SR

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.



Date reviewed: 11 May 2018

Officer initials: JB/SR

Supplementary Photographs



Picture 1 Car Park with disabled parking area



Picture 2 Entrance from Car Park (permanent ramp)



Picture 3 View of ramp from inside entrance



Picture 4 Polling Station Area

Date reviewed: 11 May 2018

Officer initials: JB/SR

Part E – Comments from stakeholders during consultation

Comment	Name/organisation	Response by (A)RO

Additional comments from (A)RO