

Date reviewed: 3 October 2018

Officer initials: JB

## Polling place / polling station – evaluation checklist

Part A – Current polling place details	
Polling place identifier	All Saints Church, Oakham
Polling place name	All Saints Church Hall
Polling place address	All Saints Church Hall Church Street Oakham LE15 6AA
Number of electors (If more than one polling station within the polling place, identify split of electors)	2,111
Building availability for future elections/referendums	Yes

Polling place review		
Check	√	Comment
• Are there suitable transport links?	√	Yes
• Are there any access issues regarding main/busy roads, railways, rivers, etc.?	√	None
• 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, up to two, but one station staffed by experienced team is sufficient. See polling area in pictures 1 and 2
• 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?	√	Yes

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

Excellent location, recommended for continued use.

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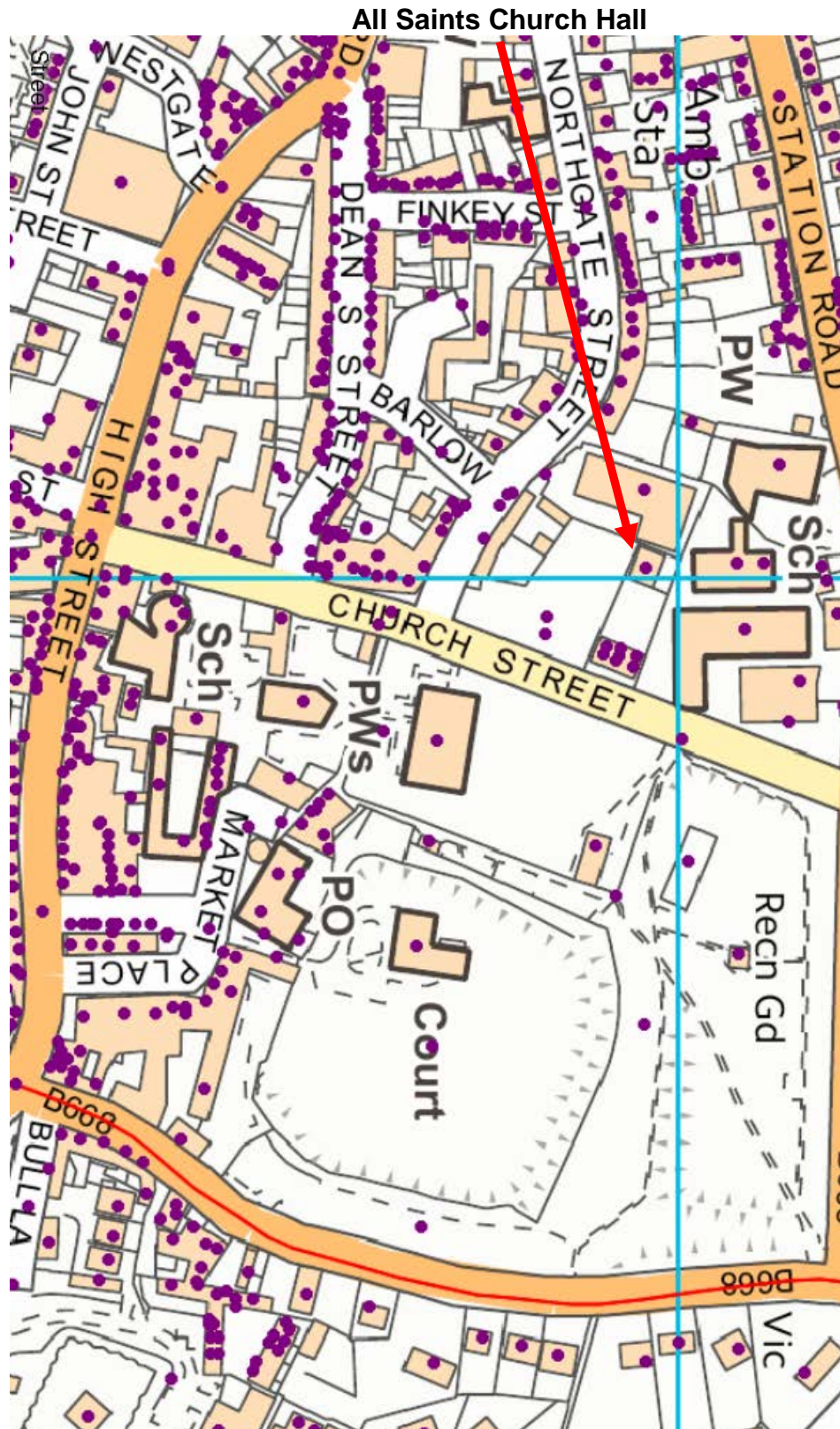
Part B – External areas access and facilities		
Check	(√)	Comments
• Are there good public transport links to the polling place?	√	Yes
• Is the approach to the building safe and free from obstructions and does it have a dropped kerb?	√	Yes see picture 3
• Is the building clearly identifiable?	√	Yes see picture 4
• Is additional signage required between street and entrance?	√	No
• Is there the facility to put up the required signage for polling day?	√	Yes
• Are there parking facilities for disabled people?	√	Yes, in car park outside if required. See pictures 5 and 6
• Are there parking facilities for polling staff?	√	Yes, as above
• Does the approach to the building have external lighting?	√	Yes
• Does the building have level access? Yes/No. If no –	√	Yes see picture 3
• 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 3
• 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

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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.



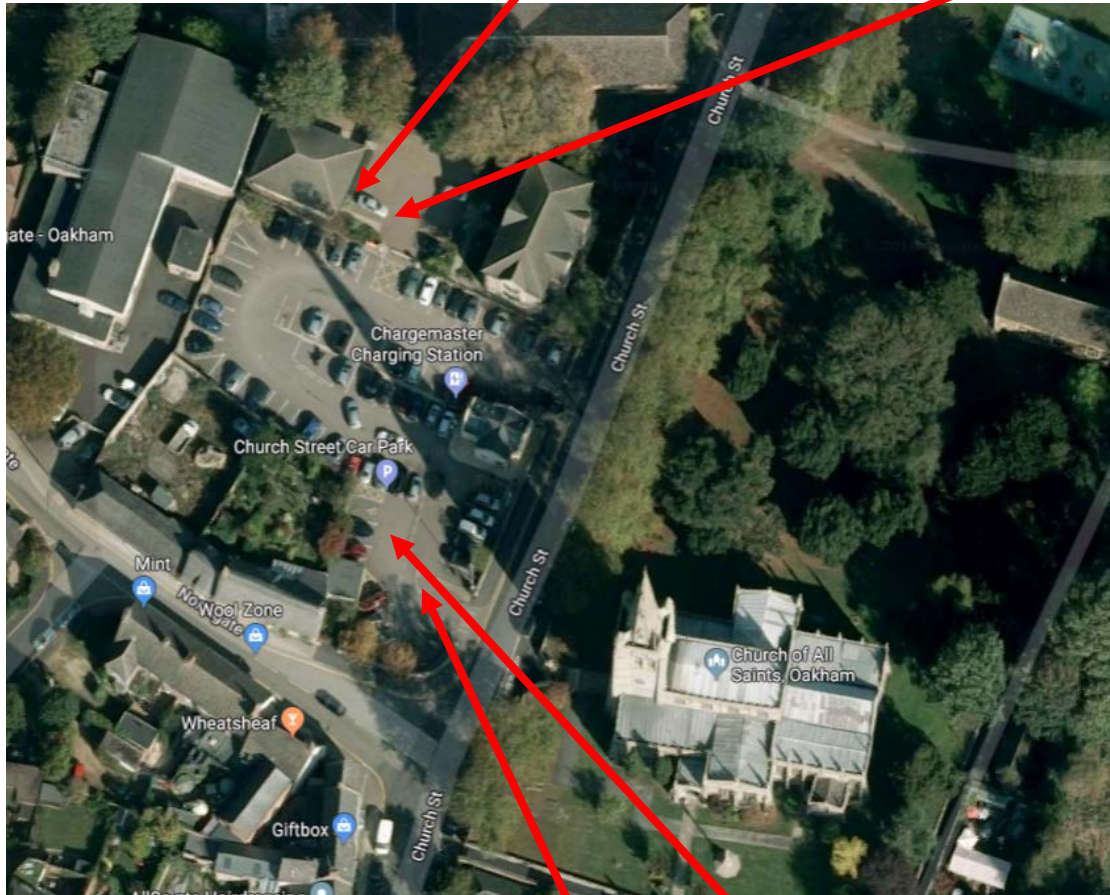
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### All Saints Church Hall and Car Parking

Church Hall entrance

Dedicated parking bays x 2



Public car park with disabled bays

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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?	√	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)?	√	Wooden Flooring
• Are there any corridors that may cause access problems?	√	No
• Is there adequate lighting in the corridors?	√	Yes
• Are there toilet facilities?	√	Yes, see pictures 7 and 8
• Is there a kitchen that staff can use?	√	Yes, see pictures 9 and 10
• 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 required.
• Does the building have a telephone available (land line) in the event of mobile network problems?	√	No, Presiding Officer will require a mobile phone.

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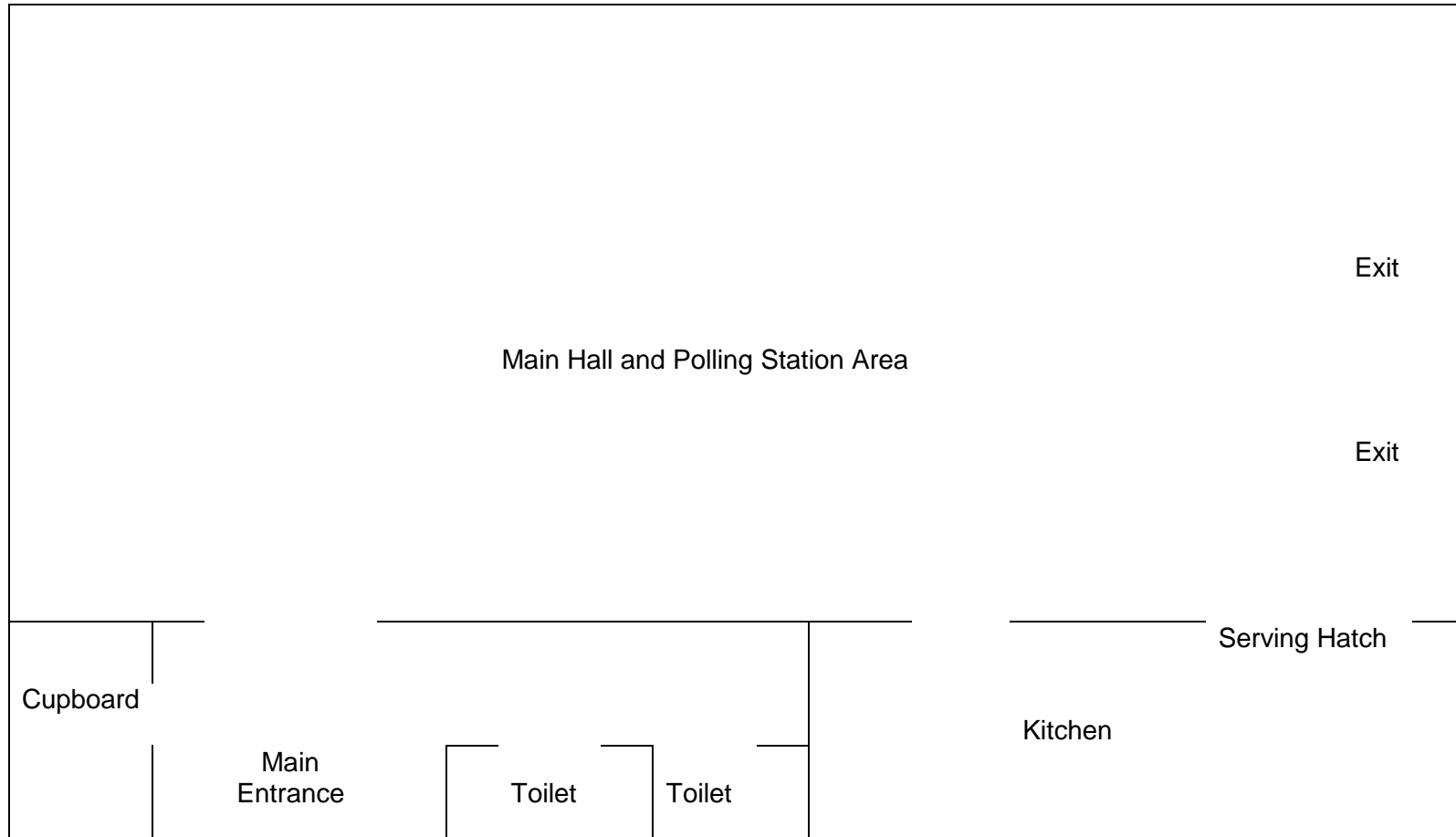
## Internal access leading to polling station(s) and polling station – C1

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?	√	Open plan but 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 – Presiding Officers will need to ensure polling booths are correctly positioned facing in from the windows
• 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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## Polling station layout



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Pictures:



Picture 1 – Available space for Polling station



Picture 2 – Available space for Polling station



Picture 3 – Approach from car park



Picture 4 – Front of building signage station



Picture 5 – Disabled parking



Picture 6 – Car Park



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Picture 7 – Toilet facilities



Picture 8 – toilet facilities



Picture 9 – kitchen facility



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Part E – Comments from stakeholders during consultation

Comment	Name/organisation	Response by (A)RO

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