

Date Reviewed: 15/10/18  
 Officer initials:

## Polling place / polling station – evaluation checklist

Part A – Current polling place details	
Polling place identifier	Oakham Scout Hall
Polling place name	Oakham Scout/Guide Hall
Polling place address	Scout and Guide Hall Grampian Way Oakham Rutland LE15 6NX
Number of electors (If more than one polling station within the polling place, identify split of electors)	c. 2500
Building availability for future elections/referendums	Yes, but notice appreciated.

Polling place review		
Check	√	Comment
• Are there suitable transport links?	√	Road access
• 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, but one station required only. Electorate could reduce following boundary amendments.
• 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***  
 First choice as station, but Guide Hut available if required.

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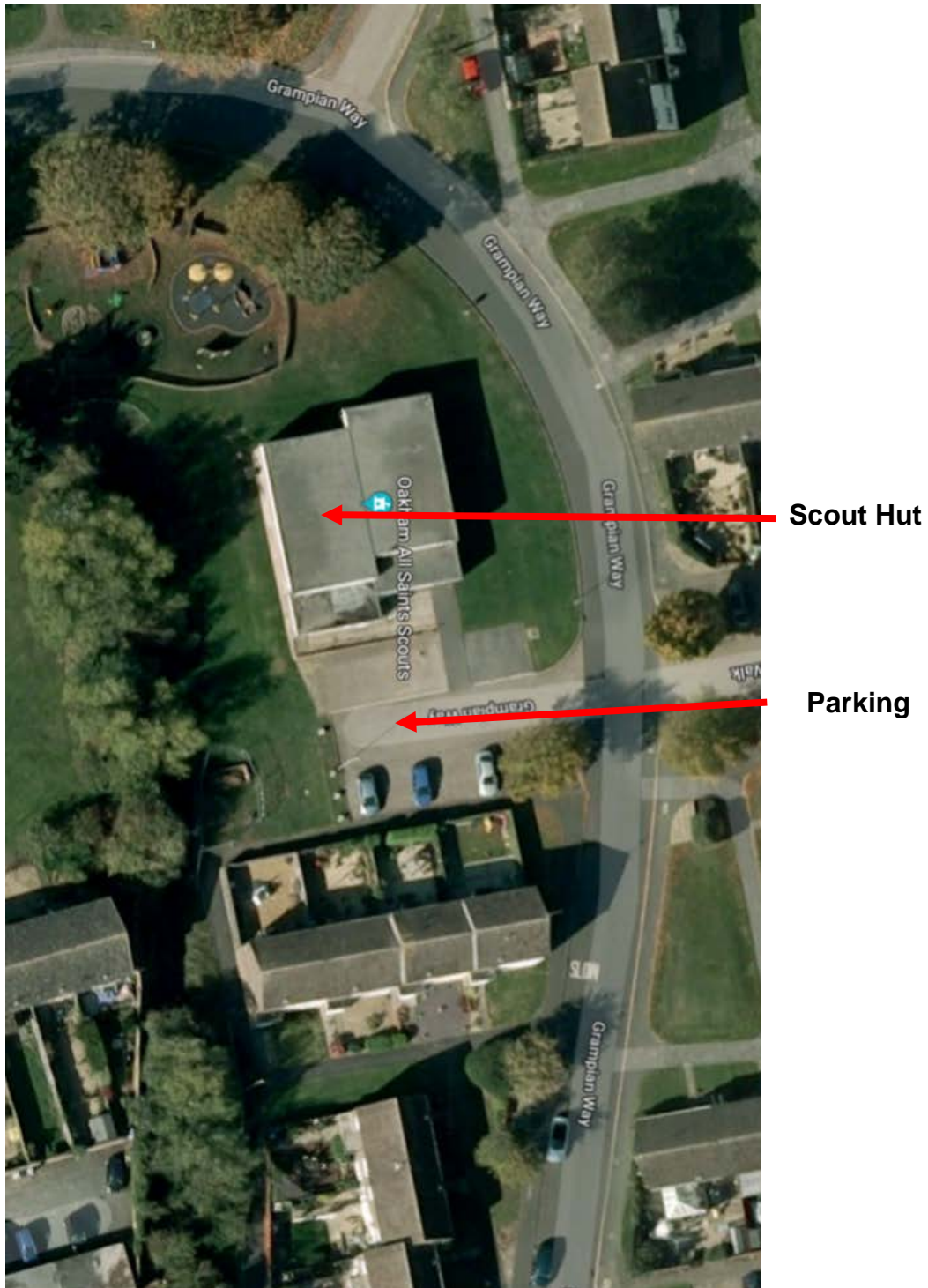
<b>Part B – External areas access and facilities</b>		
<b>Check</b>	<b>(√)</b>	<b>Comments</b>
<ul style="list-style-type: none"><li>• Are there good public transport links to the polling place?</li></ul>	√	Good road transport links.
<ul style="list-style-type: none"><li>• Is the approach to the building safe and free from obstructions and does it have a dropped kerb?</li></ul>	√	Yes.
<ul style="list-style-type: none"><li>• Is the building clearly identifiable?</li></ul>	√	Yes, see picture 1.
<ul style="list-style-type: none"><li>• Is additional signage required between street and entrance?</li></ul>	√	No.
<ul style="list-style-type: none"><li>• Is there the facility to put up the required signage for polling day?</li></ul>	√	Yes
<ul style="list-style-type: none"><li>• Are there parking facilities for disabled people?</li></ul>	√	Yes, but not specific, see picture 2.
<ul style="list-style-type: none"><li>• Are there parking facilities for polling staff?</li></ul>	√	As above.
<ul style="list-style-type: none"><li>• Does the approach to the building have external lighting?</li></ul>	√	Yes.
<ul style="list-style-type: none"><li>• Does the building have level access? Yes/No. If no –<ul style="list-style-type: none"><li>• Has a purpose built ramp been installed?</li><li>• If so, does it have a handrail?</li><li>• Does the ramp have a gentle slope?</li><li>• Does the building require a temporary ramp or is there an alternative disabled access?</li></ul></li></ul>	√	Yes, with slight lip on ramp to entrance – being fixed (no estimate yet, but this is manageable – only c. one inch).
<ul style="list-style-type: none"><li>• Is the entrance door wide enough for a disabled person using a motorised wheelchair?</li></ul>	√	Yes, double door, see picture 1.
<ul style="list-style-type: none"><li>• Are the doors light enough for frail/elderly voters to open?</li></ul>	√	Yes.
<ul style="list-style-type: none"><li>• Can the 'Guidance for voters' notice be clearly displayed outside the premises, as required by the election rules?</li></ul>	√	Yes.
<ul style="list-style-type: none"><li>• Are there any external security concerns?</li></ul>	√	No.
<ul style="list-style-type: none"><li>• Can tellers be accommodated outside the building?</li></ul>	√	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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Scout/Guide Huts

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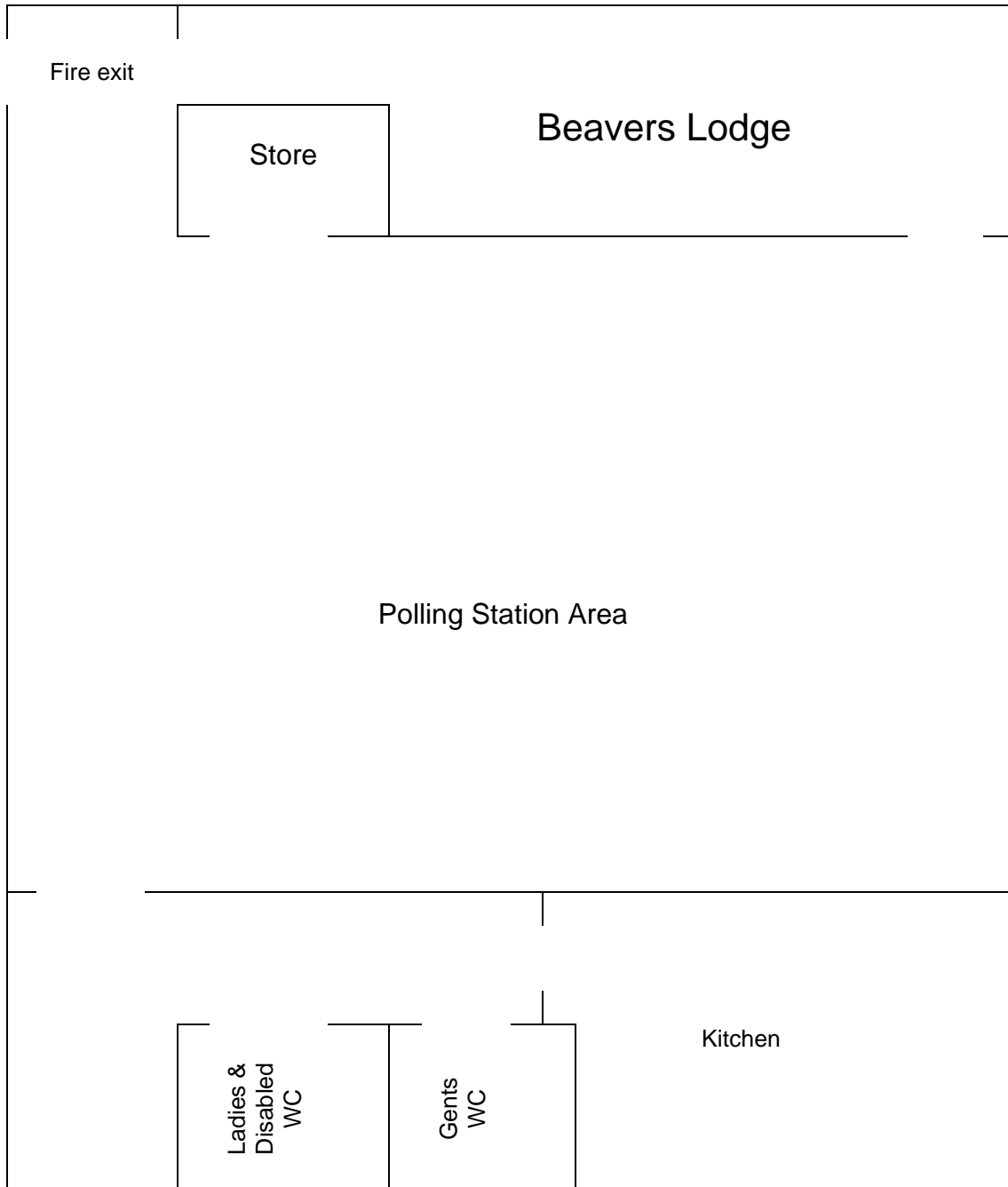
Part C – Internal areas access and facilities		
Check	(√)	Comments
• Are all doors easy to open (including by wheelchair users) or do they need to be permanently locked back?	√	Yes.
• Are there any internal steps or obstructions/hazards?	√	Yes.
• Are any doormats level with the floor?	√	No.
• Is the floor covering non-slip (including in wet weather)?	√	No, but flat wood/tiles. See pictures 3 and 4
• Are there any corridors that may cause access problems?	√	No.
• Is there adequate lighting in the corridors?	√	Yes.
• Are there toilet facilities?	√	Yes, see picture 5.
• Is there a kitchen that staff can use?	√	Yes, see pictures 6 and 7
• Is the area adequately lit for day and night time?	√	Yes.
• Is there adequate space for signage?	√	Yes, see pictures 8 and 9
• How many polling stations can the building accommodate?	√	2 if required, see pictures 8 and 9.
• 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
• 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?	√	Single hall but room for 2 stations if required.
• 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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**Pictures:**



Picture 1 – Entrance



Picture 2 – Access for disabled



Picture 3 – Corridor access



Picture 4 – Polling station floor



Picture 5 - WC



Picture 6 – Kitchen facilities



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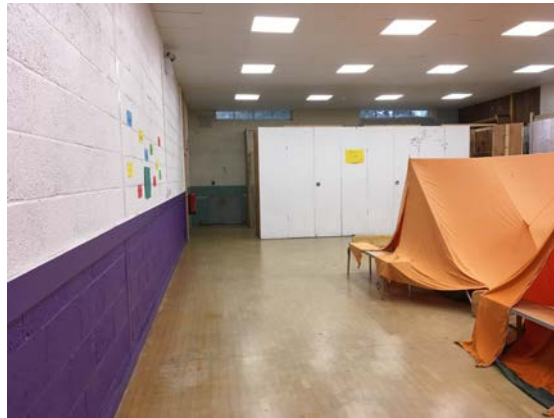
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Picture 7 – Kitchen facilities



Picture 8 – Polling station area



Picture 9 – Polling station area

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Part E – Comments from stakeholders during consultation

Comment	Name/organisation	Response by (A)RO

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