

Date reviewed: JB

Officer initials: 11/6/2018

Polling place / polling station – evaluation checklist

Part A – Current polling place details		
Polling place identifier	Guide 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	Guide Hall being looked at as alternative to Scout Hall while latter is being renovated and for future standby purposes.	
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, within the main hall.
• Is the building readily available in the event of any unscheduled elections?	√	Yes, but this is a standby while Scout Hall is being refurbished.
• 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

One of two available venues – to be used if Scout Hut is unavailable – next door.

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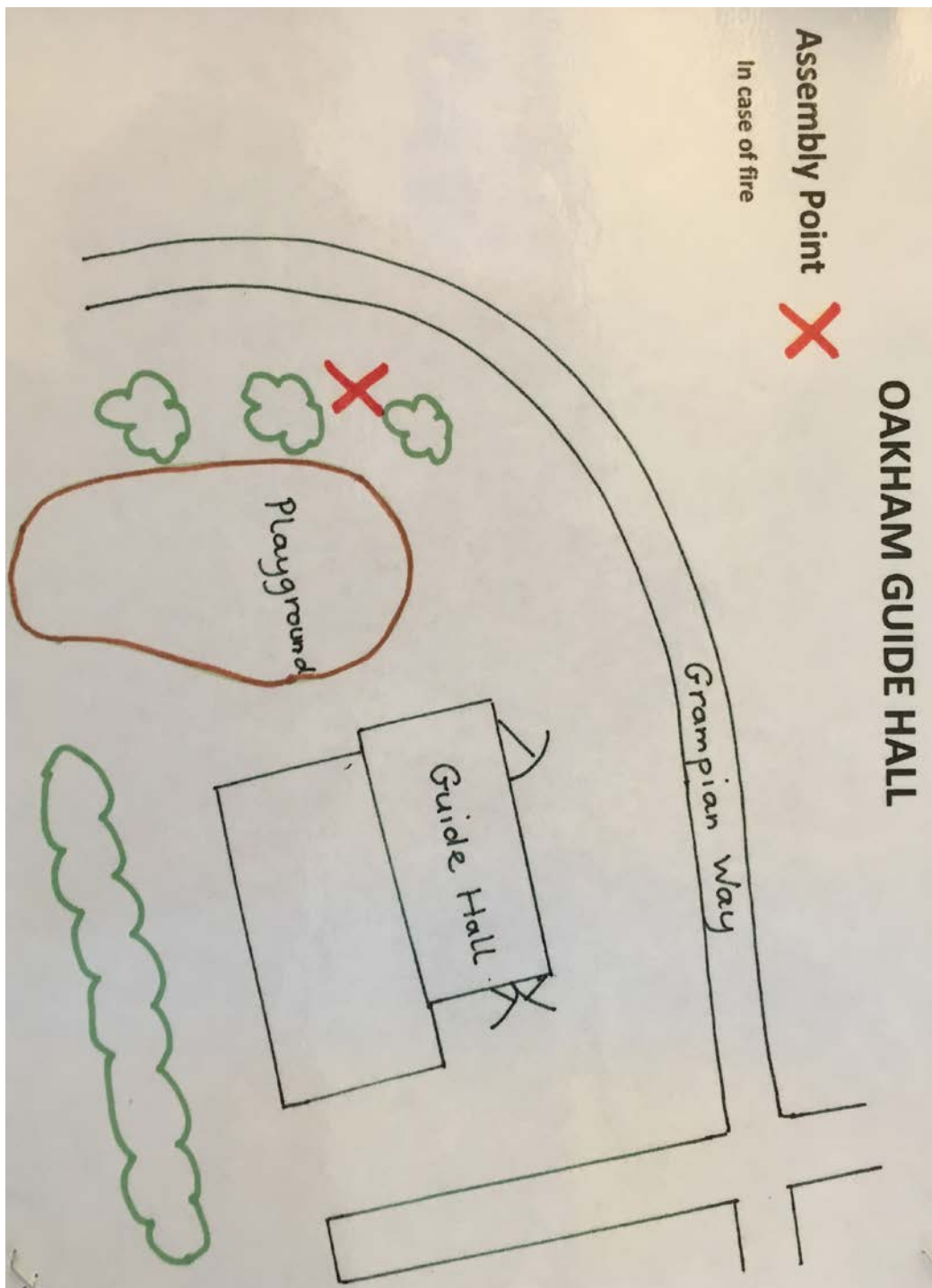
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Part B – External areas access and facilities		
Check	(√)	Comments
• Are there good public transport links to the polling place?	√	Good road transport links.
• Is the approach to the building safe and free from obstructions and does it have a dropped kerb?	√	Yes - see picture 1
• Is the building clearly identifiable?	√	See picture 1
• 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, immediately outside – see picture 2
• Are there parking facilities for polling staff?	√	See picture 2 – parking to right.
• Does the approach to the building have external lighting?	√	Yes – picture 1 shows lighting over entrance on outside of building
• Does the building have level access? Yes/No. If no –	√	Yes – see picture 2
• 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
• 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



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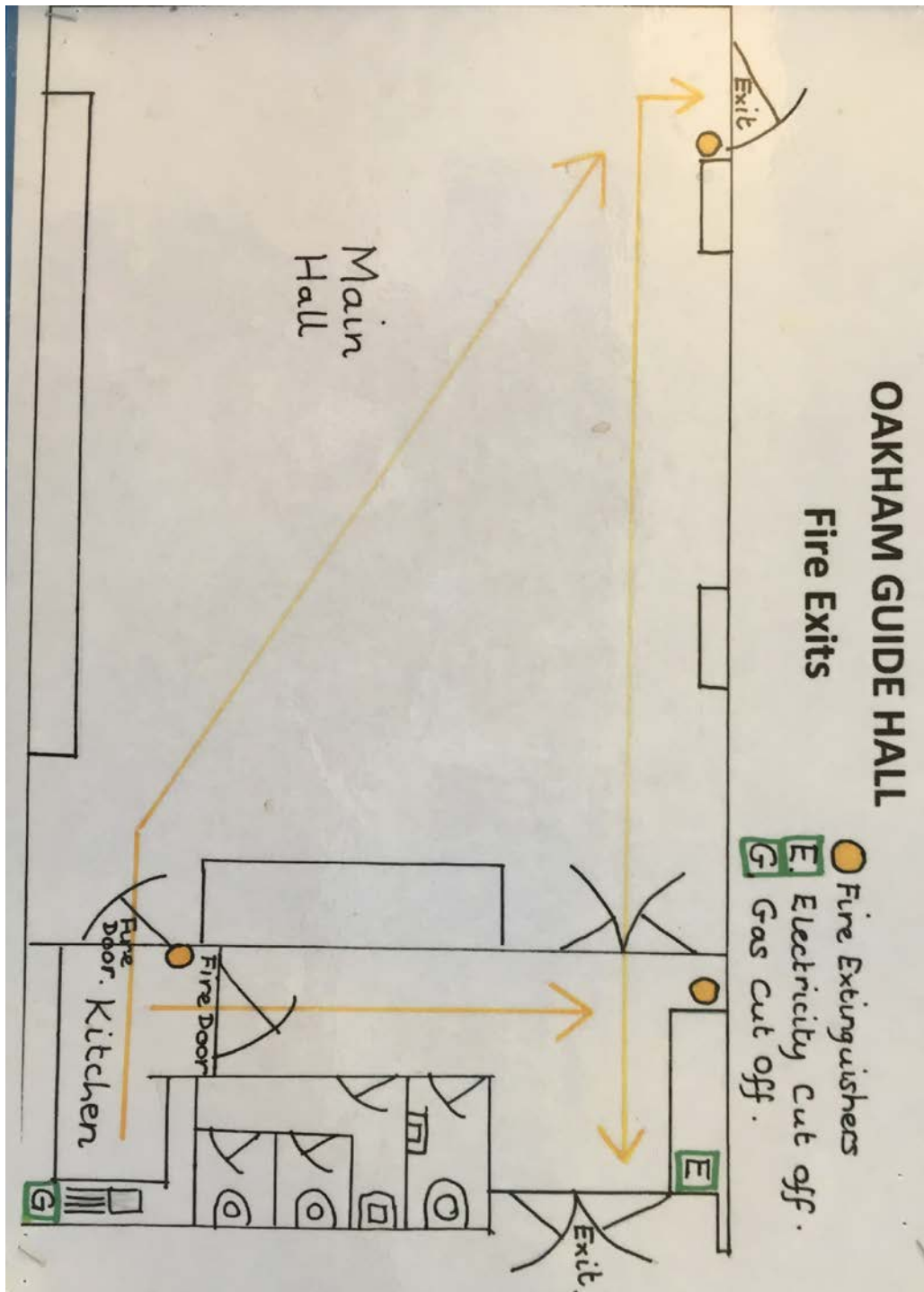
Part C – Internal areas access and facilities		
Check	(√)	Comments
• Are all doors easy to open (including by wheelchair users) or do they need to be permanently locked back?	√	Yes
• Are there any internal steps or obstructions/hazards?	√	No
• Are any doormats level with the floor?	√	Yes – see picture 3
• Is the floor covering non-slip (including in wet weather)?	√	Yes, but would need to monitor in wet weather.
• Are there any corridors that may cause access problems?	√	No
• Is there adequate lighting in the corridors?	√	Yes
• Are there toilet facilities?	√	Yes
• Is there a kitchen that staff can use?	√	Yes see pictures 4 and 5
• 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 within main hall – see picture 6
• Does the building have a telephone available (land line) in the event of mobile network problems?	√	No, but mobile reception good.

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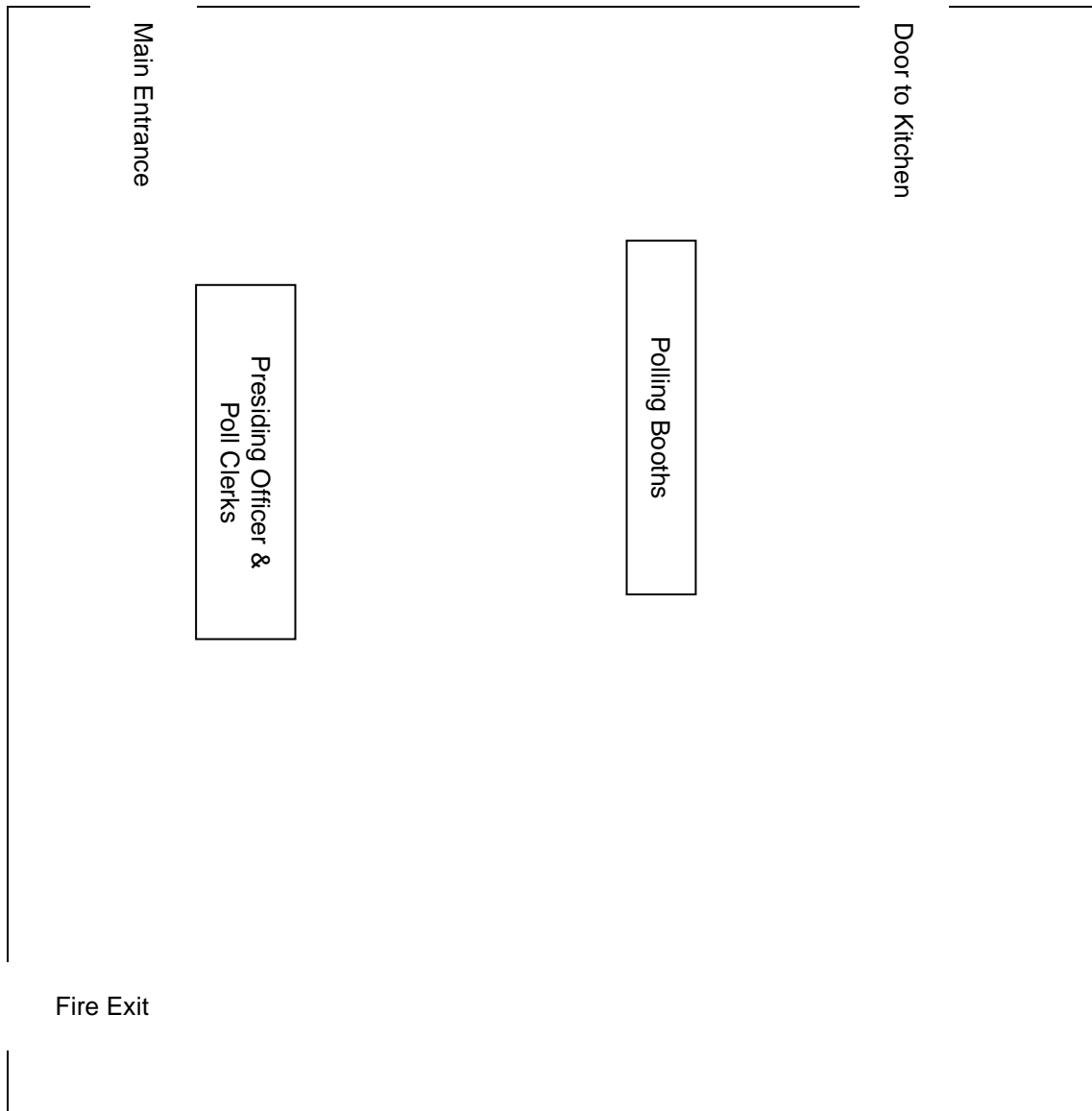
Part D – The polling station(s)		
Check	(√)	Comments
• Is there sufficient space to accommodate and manage the flow of a high volume of electors in the case of a high turnout of electors?	√	Yes
• If multiple polling stations need to be provided, are there other rooms available, or can the space be clearly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

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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 – Outside view of polling station



Picture 2 – Parking



Picture 3 –



Picture 4 – Kitchen area 1



Picture 5 – Kitchen Area 2



Picture 6 – Main Hall Area

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Part E – Comments from stakeholders during consultation

Comment	Name/organisation	Response by (A)RO

Additional comments from (A)RO