

Date Reviewed: 15/10/18

Officer initials:

Polling place / polling station – evaluation checklist

Part A – Current polling place details		
Polling place identifier	Ridlington Village Hall	
Polling place name	Ridlington Village Hall	
Polling place address	Ridlington Village Hall Main Street Ridlington Oakham Rutland LE15 9AU	
Number of electors (If more than one polling station within the polling place, identify split of electors)	c. 158	
Building availability for future elections/referendums	Yes	
Polling place review		
Check	√	Comment
• Are there suitable transport links?	√	Yes, road
• Are there any access issues regarding main/busy roads, railways, rivers, etc.?	√	Road
• 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?	√	No, one station only – limited space. See Picture 1
• 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

Small venue but recommend 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?	√	By road
• Is the approach to the building safe and free from obstructions and does it have a dropped kerb?	√	Yes
• Is the building clearly identifiable?	√	Yes
• 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?	√	On road parking only, see picture 2
• Are there parking facilities for polling staff?	√	As above
• Does the approach to the building have external lighting?	√	Yes
• Does the building have level access? Yes/No. If no –	NO	Temporary ramp is available on site and has been used successfully in the past. See pictures 3 and 4
• Has a purpose built ramp been installed?		
• If so, does it have a handrail?		
• Does the ramp have a gentle slope?	YES	
• 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

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

Ridlington Village Hall



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Village Hall



On road parking on Main Street

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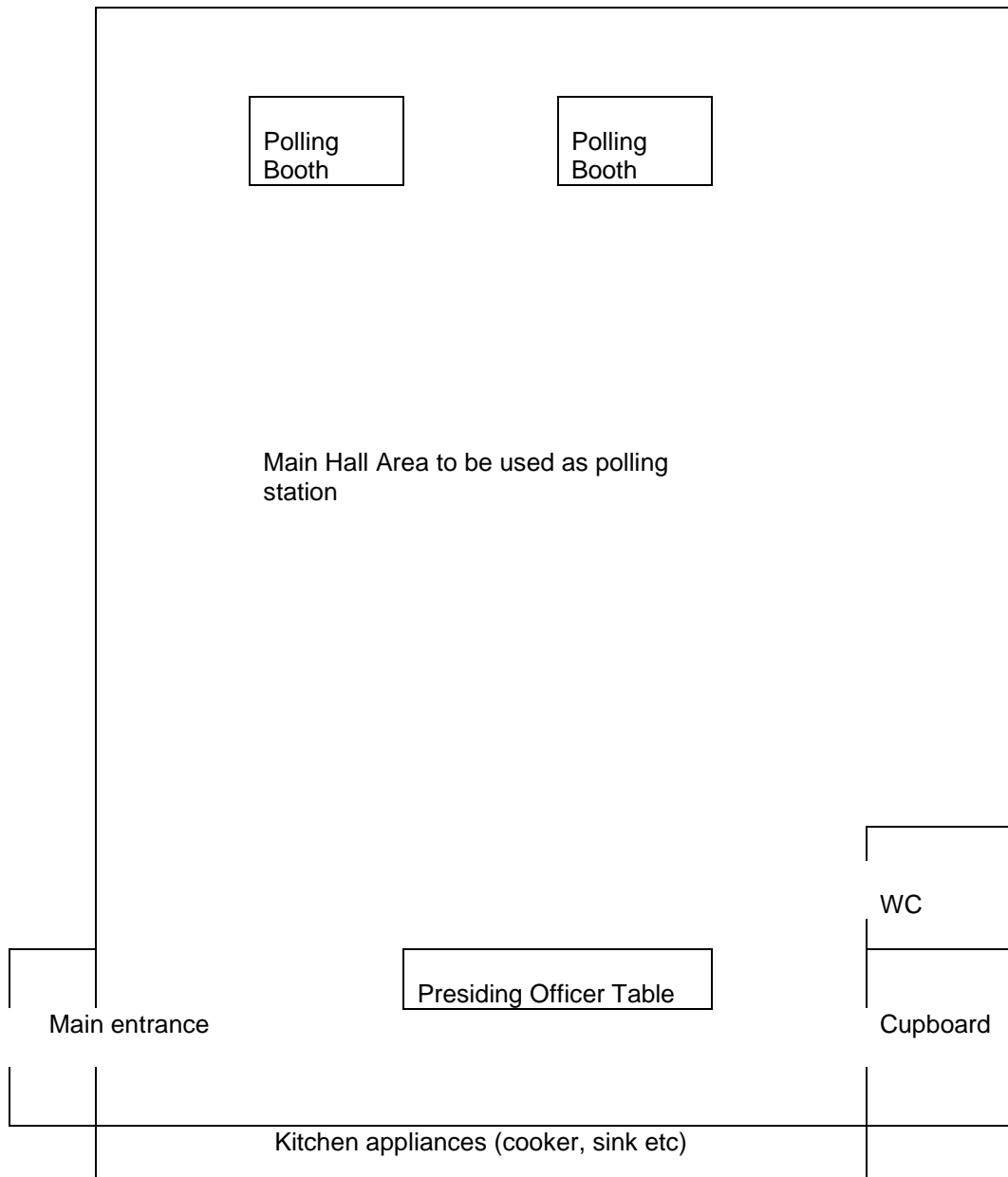
Part C – Internal areas access and facilities		
Check	(√)	Comments
• Are all doors easy to open (including by wheelchair users) or do they need to be permanently locked back?	√	Yes
• Are there any internal steps or obstructions/hazards?	√	No
• Are any doormats level with the floor?	√	Yes
• Is the floor covering non-slip (including in wet weather)?	√	Wooden floor
• Are there any corridors that may cause access problems?	√	No, front door has a step but there is a ramp available for wheelchair users.
• 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 picture 6
• 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?	√	One only, limited space
• Does the building have a telephone available (land line) in the event of mobile network problems?	√	No, Presiding Officer will require mobile phone.

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Internal access and polling station – 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?	√	Sufficient for the electorate only
• 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?	√	No, just one station, limited space
• 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 – Main Hall/Polling Station



Picture 2 – Parking



Picture 3 – Wheelchair access



Picture 4 – Wheelchair access door



Picture 5 – WC



Picture 6 – 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