

## Check List/Assessment of Polling Places

## Appendix B

**Name of Polling Station:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Contact on site:** \_\_\_\_\_

**Date of visit:** \_\_\_\_\_

<b>Site Requirements</b>	<b>Yes (√)</b>	<b>No (√)</b>	<b>Action to be taken</b>
<p><b>(1) The External Features of the Site</b></p> <ul style="list-style-type: none"><li>• Are the premises within walking distance for voters?</li><li>• Is it located at the top or bottom of a steep hill?</li><li>• Does it have suitable access from the road?</li><li>• Is there a designated/suitable disabled parking space close to the polling place?</li><li>• How far do electors have to walk from the car park to the polling station?</li><li>• Is there a drop curb close to the entrance?</li><li>• Is the entrance to the site level and of sufficient width for wheelchair access (min. 1.2m)?</li><li>• If 'No' is it safely ramped with handrails (gradient &lt; 1:12)?</li><li>• If no ramp is installed, is it possible to fit a portable ramp?</li><li>• Is there sufficient external lighting?</li><li>• Is there a suitable space to display notices?</li></ul>			
<p><b>(2) Internal routes to Polling Station(s)</b></p> <ul style="list-style-type: none"><li>• Are there any door wells/mat wells that may create a hazard?</li><li>• Is the route to the polling station even, non slip and free of hazards?</li><li>• Are there any gradients or stairs as part of the route to the polling station(s)?</li><li>• If 'Yes' is there a suitable ramp installed?</li><li>• If 'No' is there a lift?</li><li>• Is there sufficient lighting along the route?</li><li>• Is the entrance of sufficient width for wheelchair users?</li></ul>			

<p><b>(3) Entrances to Polling Place</b></p> <ul style="list-style-type: none"> <li>• What is the normal use of the premises?</li> <li>• Is there a level threshold with well or door mat?</li> <li>• If 'No' is it safely ramped with handrails (gradient &lt; 1:12)?</li> <li>• If no ramp is installed, is it possible to fit a portable ramp?</li> <li>• Is the door entrance of sufficient width for wheelchair access (min. 1.2m)?</li> <li>• If 'No' is there an alternative entrance for disabled users?</li> <li>• Are the main doors kept open during the poll?</li> <li>• Is there sufficient lighting at the entrance?</li> <li>• Is there adequate space for tellers?</li> </ul>			
<p><b>(4) Facilities to be provided in the Polling Station(s)</b></p> <ul style="list-style-type: none"> <li>• Is there sufficient circulation space for electors?</li> <li>• Is there sufficient lighting?</li> <li>• Where is the equipment stored prior to the poll?</li> <li>• Does the building have suitable furniture for the staff and for voters, if they need to rest a short while?</li> <li>• Are there kitchen and toilet facilities for staff use?</li> <li>• Is there a separate area for staff where breaks can be taken?</li> <li>• Can large print notices/ballot papers be displayed?</li> </ul>			
<p><b>(5) General</b></p> <ul style="list-style-type: none"> <li>• <b>Are there any future development plans scheduled before 1 May 2008?</b></li> <li>• Is the polling place visible to the electors or is additional signage required?</li> <li>• Are there good public transport links?</li> <li>• Is there more than one entrance to the polling place?</li> <li>• Is the polling place in good general condition?</li> <li>• Do you feel this is a suitable place to conduct elections?</li> <li>• If no, have you identified an alternative site in the area?</li> </ul>			
<p>Signed:</p>  <p>Print Name:</p>			