Polling place / polling station – evaluation checklist

Part A – Current polling place details

Polling place identifier	NA505
Polling place name	Stevenston Library (Beattie Library)
Polling place address	1 Main Street, Stevenston KA20 3AB.
Number of electors (If more than one polling station within the polling place, identify split of electors)	NA505 – 3 Stations (Proposed to be used replacing High Kirk)
Building availability for future elections /referendums	

Polling place review

Check	✓	Comment
Are there suitable transport links?	Yes	On bus route and on main road through Stevenston.
Are there any access issues regarding main/busy roads, railways, rivers, etc.?	No	Main road passes in front of building, however access is set back from road.
Is the polling place capable of accommodating more than one polling station together with the necessary staff and equipment to provide a good service to voters?	Yes	The venue can accommodate 3 stations.
Is the size sufficient to provide necessary private areas or privacy screens for photographic identification checks?	Yes	There are two rooms in the venue that could be used for this purpose.
Is the size big enough to ensure the flow of voters and reduce the risk of congestion and queues even where there is a high turnout?	Yes	Separate entrance and exit available offering good "one-way" system, can be utilised.
Is the building readily available in the event of any unscheduled elections?	Yes	This venue has never been used and is an NAC property. There would not appear to be any issues with using this. Library would need to be closed on Polling day.
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 - tbc

Part B – External areas access and facilities

Check	✓	Comments
Are there good public transport links to the polling place?	Yes	Main bus stop less than 50 yards from entrance.
Is the approach to the building safe and free from obstructions and does it have a dropped kerb?	Yes	Access is good for all electors, in including less abled. Either via steps or ramp.
Is the building clearly identifiable?	Yes	Signage on building
Is additional signage required between street and entrance?	Yes	The standard "Polling Place Here" signage should be erected.
Is there the facility to put up the required signage for polling day?	Yes	Building Services can erect additional signage (sandwich board and temporary fence post)
Are there parking facilities for disabled people?	Yes	There are designated disabled parking spaces (3 spaces).
Are there parking facilities for polling staff?	Yes	Parking at this venue is NAC parking however, this seems to be used by dental practice and doctors' surgery staff. Car park would be closed off night before and traffic management put in place on Polling Day. There are spaces at the rear of the building. Traffic marshals required (2). (10 spaces)
Does the approach to the building have external lighting?	Yes	There is external lighting around the outside of the building.
Does the building have level access? Yes/No. If no –	No	Shown in photos.
Has a purpose-built ramp been installed?	Yes	
If so, does it have a handrail?	Yes	
Does the ramp have a gentle slope?	No	
Does the building require a temporary ramp or is there an alternative disabled access?	No	The main entrance and whole building are suitable for less abled electors.
Is the entrance door wide enough to ensure good access for all?	Yes	Double doors.

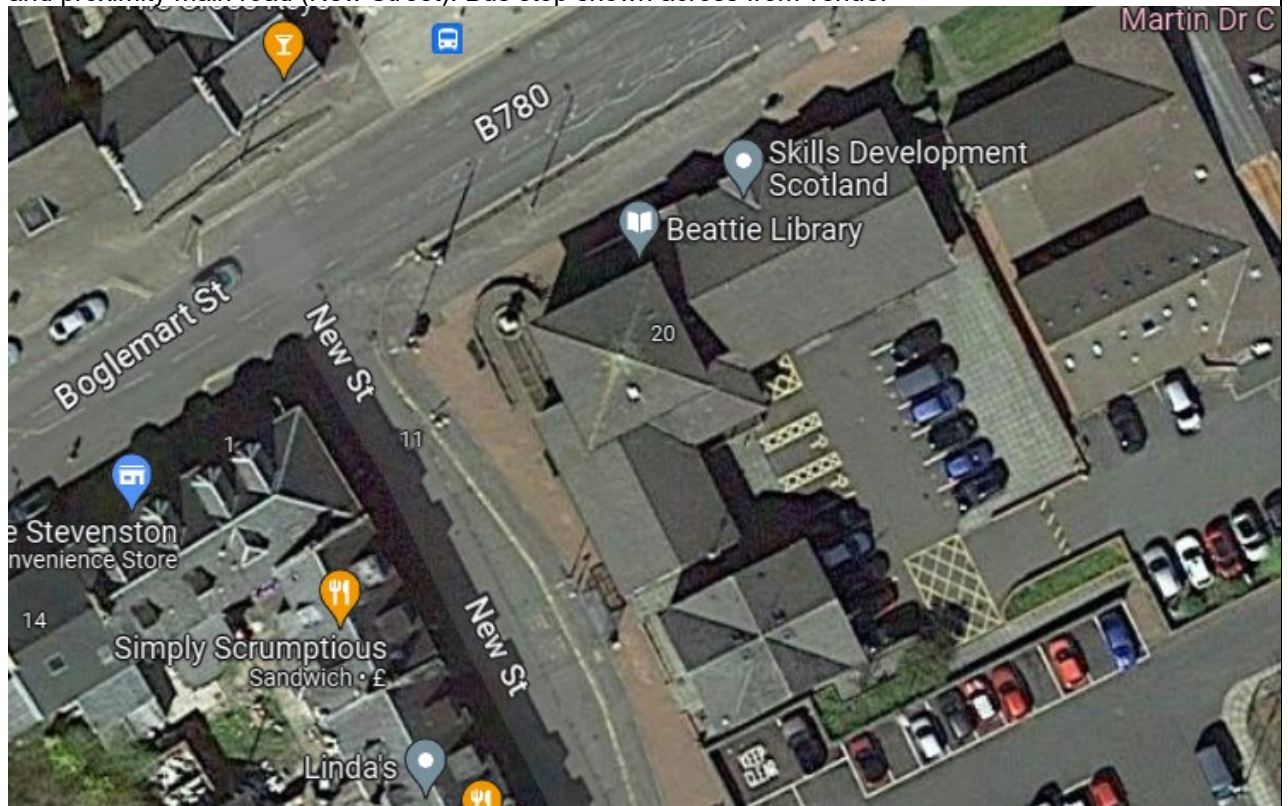|		
Are the doors light enough for all voters to open?	Yes	Double doors opening inwards.
Can the 'Guidance for voters' notice be clearly displayed outside the premises in a position so it can be read by all voters?	Yes	Various options
Does the building have a hearing loop installed?	No	No hearing loop.
Are there any external security concerns?	No	
Can tellers be accommodated outside the building?	Yes	There is room outside the building for tellers.

External Identifier

External plan – B1

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

Google external layout shows parking and disabled parking at rear of building (10 spaces – 3 disabled) and proximity main road (New Street). Bus stop shown across from venue.

Step access to front entrance

Ramp at side of building. Signage can be placed on railings.

Ramp access around to front of building.

Parking at rear of building.

Fire exit at rear of building.

Part C – Internal areas access and facilities

Check	✓	Comments
Are all doors easy to open for all users or do they need to be permanently locked back?	Yes	Front entrance doors open inwards. Door wedges are also provided (pack to each venue) in case there is the requirement to secure access doors as the polling progresses. Main route to the polling hall, will have doors wedged.
Are there any internal steps or obstructions/hazards?	No	No Obstructions – seen in photos.
Are any doormats level with the floor?	No	No doormat in place.
Is the floor covering non-slip (including in wet weather)?	Yes	Entrance and library are carpeted throughout.
Are there any corridors that may cause access problems?	No	No Issues.
Is there adequate lighting in the corridors?	Yes	Lighting very good
Are there toilet facilities?	Yes	Welfare facilities good (Disabled toilets)
Is there a kitchen that staff can use?	Yes	Good welfare and cooking facilities
Is the area adequately lit for day and night-time?	Yes	Good provision of lighting internally
Is there adequate space for signage?	Yes	In reception area, outside library.
Is there seating available if an elector needs to sit down?	Yes	Seating can be laid out in reception area, outside main room.
How many polling stations can the building accommodate?	N/A	The venue could accommodate up to 4 polling stations.
Does the building have a telephone available (land line) in the event of mobile network problems?	Yes	01294 469535

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.

Corridor leading into library, from main entrance.

Doorway into library from main entrance, toilet shown.

Library.

Part D – The polling station(s)

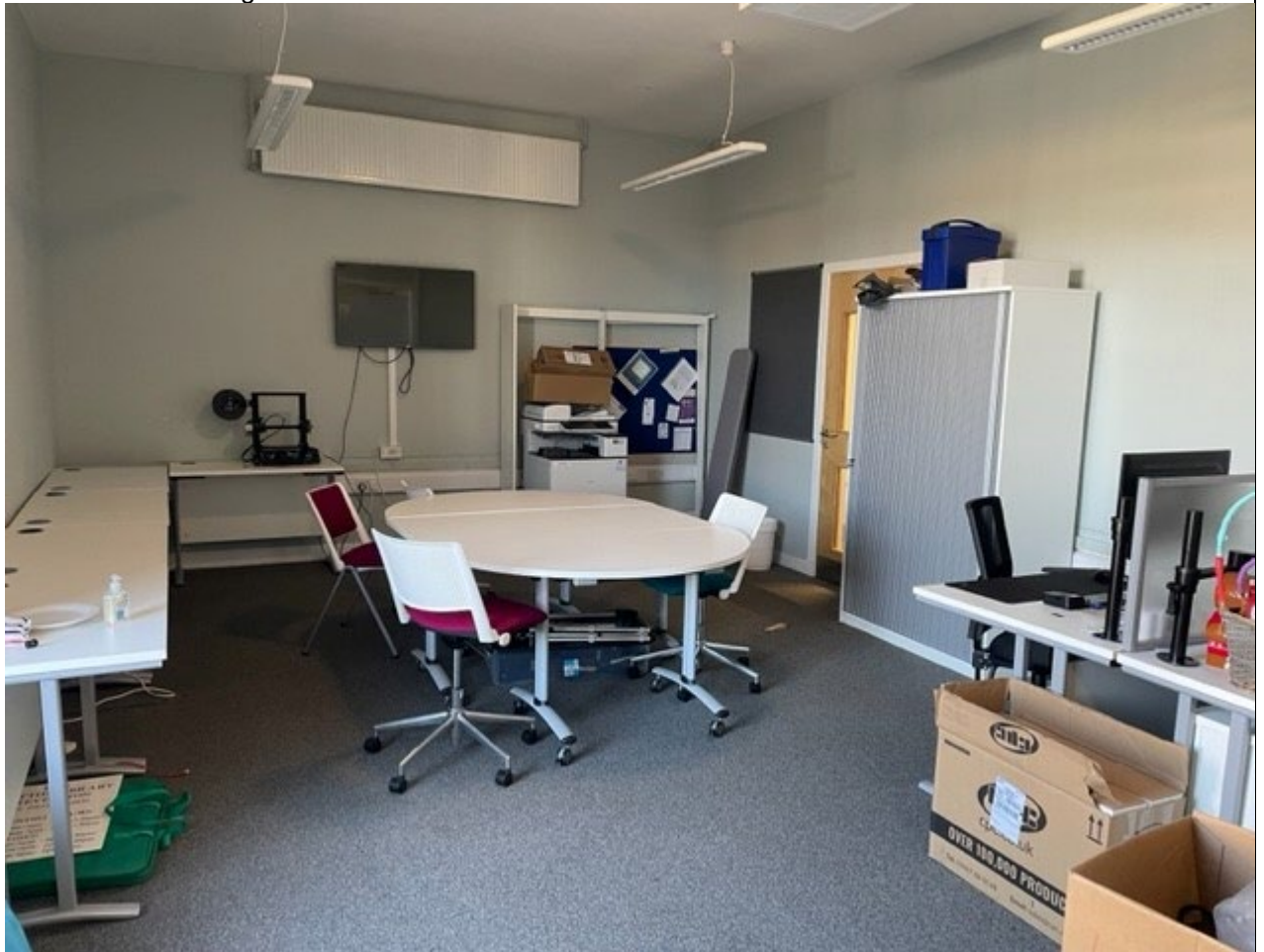| Check	✓	Comments
If multiple polling stations need to be provided, are there other rooms available, or can the space be clearly divided to provide adequate room for more than one polling station?	Yes	There are 2 other rooms that could accommodate a polling station.
Is there sufficient space inside the polling station to comfortably accommodate staff, voters, polling agents and observers?	Yes	Venue can accommodate all.
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	Venue can accommodate this.
Is there adequate lighting for day and night-time?	Yes	Lighting very good
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	Venue can comfortably accommodate all.
Could motorised wheelchairs be accommodated?	Yes	Venue can comfortably accommodate motorised wheelchairs.
Can the official notices be clearly displayed and positioned, including the large-print version of the ballot paper(s)so it can be read by all voters?	Yes	There are several suitable areas in the library, and entrance to library.
Is there sufficient space to accommodate a private area or privacy screens for photographic identification checks?	Yes	Two separate rooms can be utilised for this purpose.
Is there enough space to ensure the flow of voters having their photographic ID checked and reduce the risk of congestion and queues even where there is a high turnout?	Yes	As above

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.

Library.

All bookcases are on wheels, these would need to be moved back to allow polling stations to be set up, then put back in place after election.

Other rooms that could be used for privacy or as Polling station. All furniture would either need to be removed or stored against walls.

Part E – Comments from stakeholders during consultation

Comment	Name/organisation	Response by (A)RO
	14	

Additional comments from (A)RO