Polling place / polling station – evaluation checklist

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| Part A – Current polling place details | |
| Polling place identifier | William J Andrew – Service Lead / Election Operations Manager |
| Polling place name | Kyle Academy |
| Polling place address | Overmills Road, Ayr – KA7 3LR |
| Number of electors  (If more than one polling station within the polling place, identify split of electors) | *S401 – 1126 electors*  *S403 – 3903 electors* |
| Building availability for future elections /referendums | Building availability for all elections, planned or snap elections, as South Ayrshire Council own building. |

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| Polling place review |

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| **Check** | **✓** | **Comment** |
| Are there suitable transport links? | Yes |  |
| 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 to provide a good service to voters?  Is the size sufficient to provide necessary private areas or privacy screens for photographic identification checks?  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  Yes  Yes | This building stands alone from the main school building with separate entrance and exit and can easily be accessed from the main car park. |
| 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.**

This building was once used as a count centre for a local parliamentary byelection and there were no issues / concerns.

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| Part B – External areas access and facilities |

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| **Check** | **✓** | **Comments** |
| Are there good public transport links to the polling place? | Yes |  |
| 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 | Normal election signage will be sufficient at the entrance to the car park and the building itself. |
| Is there the facility to put up the required signage for polling day? | Yes |  |
| Are there parking facilities for disabled people? | Yes |  |
| Are there parking facilities for polling staff? | Yes |  |
| Does the approach to the building have external lighting? | Yes | The building has very good lighting and this has been checked at night time. |
| Does the building have level access? Yes/No.  If no –  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? | Yes | The building is all level with disabled access for wheelchair and there are no steps to access this building. |
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| Is the entrance door wide enough to ensure good access for all? | Yes |  |
| Are the doors light enough for all voters to open? | Yes | All access doors will be fully open all the time during polling times of 7.00am – 10.00pm |
| Can the ‘Guidance for voters’ notice be clearly displayed outside the premises in a position so it can be read by all voters? | Yes |  |
| Does the building have a hearing loop installed? | Yes |  |
| Are there any external security concerns? | No |  |
| Can tellers be accommodated outside the building? | Yes |  |

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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| ***Sketch layout; provide photographs as appropriate.***  Please see attached photos.  Image 1, entrance to Kyle Academy.  Image 2, car parking facilities.  Images 4 and 9 disabled car parking facilities.  Images 14, 16 and 17 entrance to polling place where all signage would be. |

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| Part C – Internal areas access and facilities |

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| **Check** | **✓** | **Comments** |
| Are all doors easy to open for all 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)? | Yes |  |
| 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 |  |
| Is the area adequately lit for day and night-time? | Yes | It has been assessed at night-time. |
| Is there adequate space for signage? | Yes |  |
| Is there seating available if an elector needs to sit down? | Yes |  |
| How many polling stations can the building accommodate? | 6 | This polling place is normally 5 polling stations. |
| Does the building have a telephone available (land line) in the event of mobile network problems? | Yes |  |

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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| ***Sketch layout; provide photographs as appropriate.***  Please see attached photos.  Images 10,11,15 are all toilet facilities for polling staff.  Images 12 and 13 is a room outside the main polling area where polling staff can have a break from the main area. |

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| Part D – The polling station(s) |

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| **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 | Space can be divided to allow all polling stations to remain in same room. |
| 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 and positioned, including the large-print version of the ballot paper(s)so it can be read by all voters? | Yes |  |
| Is there sufficient space to accommodate a private area or privacy screens for photographic identification checks? | Yes | This can be in an area inside the polling place due to the internal size of this building. |
| 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 |  |

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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| Please find attached photos of inside room to be used as a polling place.  Images 5, 6, 7 and 8 show the inside of the polling place.  Images 14, 16 and 17 show the entrance to the polling place. |

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| Part E – Comments from stakeholders during consultation |

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| **Comment** | **Name/organisation** | **Response by (A)RO** |
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| ***Additional comments from (A)RO***  This is a large polling place with 5 polling stations and this building is perfect in all aspects and has all the correct facilities for all staff working on this event.  The school can also be fully operational during normal school hours with no interruptions to the education of the pupils on election day. |