

**APPENDIX 2**



**POLLING PLACE / STATION RISK AND SUITABILITY ASSESSMENT**

<b>POLLING STATION DETAILS</b>
Ward :
Polling Place Name :
Polling Station
Is this building currently used as a Polling Place?
Name of Road/Street for access:

<b>CARETAKER/KEYHOLDER DETAILS</b>
Name:
Tel:
Mobile:

<b>INSPECTION DETAILS</b>
Name of Visiting Officer:
Date and Time of Visit:
Actions/Recommendations:

<b>LOCATION &amp; EXTERNAL CONSIDERATIONS</b>
Give details of the current access from the main road/street and of any alternative entrances that electors could use:
Parking Facilities:  Disabled Parking General Parking Staff Parking  If 'no' is there any parking facilities close by that could be used on polling day, please give details  Approx distance from entrance to Polling Place to Station:
Is the approach to the entrance well lit?  Give details of additional lighting requirements (where this should be located and what this should be)
If the weather conditions were such that the ground freezing/ice/snow occurred, give details of where and how the access route to the station could be facilitated (e.g. gritting, snow clearance):  Gritting would be needed if ice or snowy conditions
Any Additional Notes:
Is there an alternative premises nearby or different room within the polling place which has better access/facilities and which could be used as a polling station in future?
<b>ACCESS</b>
Is the main entrance accessible to disabled electors *are the doors wide enough for wheelchair users/motorised scooters, how heavy are the doors for elderly/frail electors  If 'no' is there an alternative entrance, is there a ramp is it perm/temp; give

details

If a temporary ramp is required, please give information about where/size etc:

Is the polling station room on the ground floor?

If no is there a lift available for public use and does it require any access cards etc?

Are there any internal steps or barriers to electors

Are there any corridors which may be difficult to negotiate for any staff/electors using wheelchairs or those who find walking difficult

Is there adequate lighting within the polling place

### **SIGNAGE**

*Please give details of the type and location of signage required:*

From entrance stated on Poll Card to Station:

From alternative entrance:

From entrance to polling place to entrance to polling station:  
(Include signage from front of building to polling station)

### **ESU USE ONLY**

#### **THE POLLING STATION**

Is there enough space for staff, equipment and electors

How many and what type of polling booths will be required:

Is there enough space in the polling place to hold more than one station

Any Additional Notes:

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<b>FACILITIES</b>
Are there toilets staff can use on the day
Are there disabled toilets for use on the day
Is there facilities for staff to make tea/coffee etc
Would the room require additional heating?
Draw a plan of the room layout, include measurements and photographs