

**REASONABLE ADJUSTMENTS POLICY**

1. **Aim and remit of policy**

Chavasse Court Chambers is committed to making reasonable adjustments in order to remove or reduce substantial disadvantage for disabled people, who are working with chambers or are receiving legal services. This policy covers Chambers' dealings with all employees, barristers, clerks, pupils, mini-pupils and visitors to Chambers.

This policy is circulated to all Members, staff and pupils who are required to read and understand it.

1. **Definition of disability**

For the purpose of this policy the definition of disability follows that set out s. 6 of the Equality Act 2010. A person is therefore disabled if they have a physical or mental impairment which has a substantial and long term adverse effect on their ability to carry out normal day-to-day activities. "Substantial" means more than minor or trivial and "long term" means 12 months or more.

1. **Types of Reasonable Adjustment**

This policy does not provide an exhaustive list of all the reasonable adjustment that Chambers will make for staff, barristers, pupils or visitors however the following types of adjustment that may be made are listed below:

\* provision of information in alternative formats (e.g. electronic form and/or in large print)

\* paid leave for disabled employees of chambers

\* provision of auxiliary aids (e.g. induction loops)

\* provision of accessible conference room facilities

\* arrangements for conference to take place at solicitor's offices if attendance at Chambers is not reasonably practicable

\* provision of a reader or interprete

5. **Staff or Barristers and others in Chambers**

Staff or barristers with specific requirements should make requests to the Head of Chambers for reasonable adjustment decisions. All requests for reasonable adjustments will be considered on a case by case basis with the advice and assistance of chambers' Equality and Diversity Officer and where it is not possible to make the adjustment requested, Chambers’ Clerks will discuss viable alternatives with the applicant.

6. The Head of Chambers is responsible for considering whether or not disabled staff, barristers or pupils require assistance during an emergency evacuation and if so, whether a personal contingency plan is required for the individuals concerned. If so, the plan will be developed in partnership with the individual(s) concerned in order to ensure that adjustments to the emergency evacuation procedure may be made.

7**. Visitors to Chambers**

Barristers and Clerks are responsible for considering reasonable adjustment requests for their clients. They are also responsible for anticipating any likely reasonable adjustments that will need to be made for visitors who they know to be disabled and be likely to require assistance. Visitor requests for specific reasonable adjustments may be made by contacting the clerks.

8. In no circumstances will Chavasse Court Chambers pass on the cost of a reasonable adjustment to the disabled person.

9. This policy is reviewed by Chambers Equality and Diversity Officer every two years. The date of the last review was May 2020.