

SOUTH SQUARE REASONABLE ADJUSTMENTS POLICY

AIM AND REMIT OF POLICY

1. South Square is committed to making reasonable adjustments in order to remove or reduce substantial disadvantage for disabled people working with Chambers or receiving legal services. This policy covers all employees of Chambers, barristers, clerks, pupils, mini-pupils and visitors to Chambers.

CIRCULATION

2. This policy is circulated to all members, staff, pupils and clerks, each of whom is required to read and understand it.

DEFINITION OF DISABILITY

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

TYPES OF REASONABLE ADJUSTMENT

5. This policy does not provide an exhaustive list of the reasonable adjustments that Chambers will be prepared to make for staff, barristers, pupils or visitors to Chambers who are disabled, which will be considered and provided according to reasonable requirements of the person concerned. Without limiting the type of adjustment that Chambers will be prepared to make where appropriate, the types of adjustment that Chambers may make include the following:
 - a. Provision of information in alternative formats (e.g. large print, Braille etc);
 - b. Provision of auxiliary aids e.g. induction loops;
 - c. Provision of accessible conference room facilities;
 - d. Provision of a reader or interpreter;

- e. Attendance at the offices of instructing solicitors for the purpose of giving advice in conference or consultation where appropriate.

STAFF, BARRISTERS AND OTHERS IN CHAMBERS

6. Staff or barristers with specific requirements should make requests to the Chambers Director for reasonable adjustment decisions, who shall refer the request to the EC. All requests for reasonable adjustments will be considered by the EC on a case by case basis with the advice and assistance of either or both of Chambers' Equality and Diversity Officers, as it considers appropriate. Where it is not possible to make the adjustment requested the Chambers Director will discuss viable alternatives with the applicant.
7. The Chambers Director is responsible for considering whether or not disabled staff, barristers or pupils require assistance during an emergency evacuation and if so whether or not a personal emergency evacuation plan is required for the individual/s concerned. If so, the plan will be developed in partnership with the individual concerned in order to ensure that adjustments to the emergency evacuation procedure may be made.

VISITORS TO CHAMBERS

8. Barristers are responsible for considering reasonable adjustment requests for their visitors (pupils, mini-pupils and new tenants). They are also responsible for anticipating any likely reasonable adjustments that will need to be made for visitors whom they know to be disabled and are likely to require assistance (such as clients). Visitor requests for specific reasonable adjustments may be made by contacting the Chambers' Director or Office Manager.

COST OF MAKING REASONABLE ADJUSTMENTS

9. In no circumstances will South Square pass on the cost of a reasonable adjustment to a disabled person.

MONITORING AND REVIEW

10. This policy is reviewed by the Chambers' Equality and Diversity Officer or Officers every two years.