



# TEN OLD SQUARE

## Equality and Diversity

### Reasonable Adjustments

#### **Aim and remit of policy**

1. Ten Old Square aims to provide a safe and accessible environment for its members, staff, pupils, mini-pupils, clients and visitors to Chambers. We have adopted a policy of providing suitable accommodation and facilities allowing access to Chambers and access to Chambers' services. Where reasonable adjustments are required to accommodate specific needs these will be implemented following consultation with those involved.
2. Ten Old 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**

3. This policy is circulated to all members, staff, pupils, clerks and those who are required to read and understand it.

#### **Definition of disability**

4. 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 s/he 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. "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 make for staff, barristers, pupils or visitors however the following types of adjustment that may be made are listed below:

- 6.

- a. Provision of information in alternative formats (e.g. large print, Braille etc)
- b. Paid leave for disabled employees of chambers
- c. Provision of auxiliary aids e.g. induction loops
- d. Provision of accessible conference room facilities
- e. Provision of a reader or interpreter.

#### **Staff, barristers and others in chambers**

7. Staff or barristers with specific requirements should make requests to the Senior Clerk 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 Officers and where it is not possible to make the adjustment requested Ten Old Square will discuss viable alternatives with the applicant.
8. The Chambers Management Committee 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**

9. Barristers are responsible for considering reasonable adjustment requests for their visitors. 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. Visitor requests for specific reasonable adjustments may be made by contacting the Clerks on 020 7405 0758

#### **Cost of making reasonable adjustments**

10. In no circumstances will Ten Old Square pass on the cost of a reasonable adjustment to a disabled person.

#### **Monitoring and review**

11. This policy is reviewed by Chambers' Equality and Diversity Officers every two years. It has been reviewed in September 2014, and the next review will be during September 2016.