



Reasonable Adjustments Policy

Aim and remit of policy

Pallant Chambers is committed to making reasonable adjustments in order to remove or reduce substantial disadvantage for disabled people working with Pallant Chambers or receiving legal services. The policy covers all employees of Pallant Chambers, barristers, pupils, mini pupils and visitors to the workplace.

Circulation

This policy is circulated to all members of staff and those who are required to read and understand it.

Definition of disability

For the purposes of the policy the definition of a disability follows that set out in the Equality Act 2010 s.6. You're disabled under the Equality Act 2010 if you have a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on your ability to do normal daily activities.

- 'substantial' is more than minor or trivial, eg it takes much longer than it usually would to complete a daily task like getting dressed
- 'long-term' means 12 months or more

Types of reasonable adjustment

This policy does not provide an exhaustive list of the reasonable adjustments that Pallant Chambers will make for all members of staff or visitors; however the following types of adjustment that maybe made are listed below:

- providing the right type of phone for an employee who uses a hearing aid
- arranging for an interview to be held on the ground floor for a job applicant who uses a wheelchair
- replacing a desk chair with one designed for an employee who has a disability affecting their back
- giving more one-to-one support to help prioritise the work of an employee suffering from anxiety
- a [phased return to work](#) for an employee who's been on long-term sick leave because of their disability
- allowing more frequent breaks for someone with diabetes to get the right amount of food or drink throughout the day
- giving more time for someone with dyslexia to do any written or reading tests that are part of the interview process

Staff and others in a BSB authorised body

Staff with specific requirements should make requests to Alister Williams (Senior Clerk / Chambers Director) for reasonable adjustment decisions. All requests for reasonable adjustments will be considered on a case by case basis with the advice and assistance of Katherine MacDonald. Where it is not possible to make the adjustment requested Katherine MacDonald will discuss viable alternatives with the applicant.

The Senior Clerk / Chambers Director is responsible for considering whether or not disabled staff require assistance during and emergency evacuation and if so whether or not a personal emergency evacuation plan is required for the individuals/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 the Workplace

Barristers and other members of staff 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. Visitors requests for specific reasonable adjustments maybe made by contacting Alister Williams on 01243 784 538 awilliams@pallantchambers.co.uk

Cost of making reasonable adjustments

Pallant Chambers are responsible for paying for any reasonable adjustments.

If Pallant Chambers cannot afford a reasonable adjustment, the employee with a disability might be able to apply for funding through the government's [Access to Work scheme](#).

Keeping a record of reasonable adjustments

When Pallant Chambers makes a reasonable adjustment for an employee they will set up a 'reasonable adjustments passport'.

This is an up-to-date record that the employee can show if any new management comes in, saving them having to go through the same process again.

Monitoring and review

The policy is reviewed by Katherine MacDonald every two years. The date of the last review was 4th October 2022.