

## REASONABLE ADJUSTMENTS

If Chambers is notified, or otherwise becomes aware, that any person wishing to attend Chambers with a disability Chambers will follow the procedures set out below.

Chambers recognises that making its premises accessible does not solely relate to making physical changes but also making changes to its practices and procedures, e.g. training of barristers and staff, so that it can anticipate the requirements of the visitor with a disability.

### Conferences

The clerks will offer for the barrister instructed to attend a conference at any venue convenient to the person with a disability. If this is arranged then a full note of the address, directions and contact details will be taken. If the conference is to take place in Chambers, then the clerks will ascertain whether the impairment is physical or sensory.

If physical (mobility impairments), and the person is in a wheelchair, then the clerks will contact the Treasury Office of Lincoln's Inn and make the necessary arrangements for the portable wheelchair lift to be available from 15 minutes before the start of the conference. This wheelchair lift enables easy access to the ground floor of 7 Stone Buildings where the conference rooms in Chambers are located. The clerks will also ascertain, as best as they are able, how long the conference will last so that arrangements can be made for the wheelchair lift to be available at the end of the conference so that the person with a disability can leave Chambers promptly and safely.

On attending at Chambers the person with a disability will also be informed of the disabled toilet facilities in Chambers. He or she will also be told that, due to security reasons, they will have to be accompanied through Chambers by a member of staff. This is because the access to these facilities is through security doors.

If sensory (hearing or visual impairments), the clerks will ascertain in advance whether any particular requirements or special equipment is needed. If so, the clerks will ensure that any such requirements are met or special equipment are in place in good time for the conference and that any other necessary adjustments have also been made. Conference Room 5 provides an induction loop for the hard of hearing. An induction loop is also installed at reception. The clerks will also ensure that the person with a disability is, where necessary, accompanied by a member of staff with appropriate training for their needs.

## Court Hearings

The clerks are ready to help smooth the process of any solicitors or clients with a disability attending court with any members of Chambers. When asked for assistance, the clerks will contact the court to ensure that there are adequate systems and equipment available. The clerks will give the court, in good time, full details of the dates and times when the person with a disability will be attending. The clerks will also pass on all of these details to the solicitors or client so that they can contact the court directly in the event of any problems arising.

## Requests for reasonable adjustments

Chambers will consider requests from any person with a disability for any reasonable adjustments if they wish to use our services. Chambers will also provide any other extra assistance reasonably required for people with a disability. Any such requests should be directed to the Senior Clerk, John Wiggs (020 7406 1200) or to the Chambers Equal Opportunities Officers (Michael Pryor (Ext: 532) or Andrew Westwood (Ext: 237)).