

## Reasonable Adjustment Policy

### Introduction

Trinity Chambers are committed to ensuring that disabled people are not disadvantaged in accessing our services. Chambers will make reasonable adjustments for individuals with disabilities and this document sets out our policy. We do not seek to explain how we will approach every situation.

The rights of disabled people to the provision of services are dealt with in the Equality Act 2010. Trinity Chambers is a responsible service provider and employer and so under a duty to provide reasonable adjustments to the work practices and environment for disabled people who interact with us in order that they are treated fairly. This includes all clients, current and prospective members, pupils, and employees.

### Policy statements

1. Trinity Chambers intends to provide its professional services to all who require them regardless of any disability they may have.
2. Trinity Chambers will employ the best candidate for the job and undertakes to make all reasonable adjustments within its power to enable the person to work within Chambers having regard to its obligations under the Equality Act 2010.
3. Trinity Chambers will continue to improve facilities to and beyond the minimum requirements of the Act as part of the ongoing maintenance and marketing plans.

### Distribution

Copies of this policy will be distributed to all barristers, pupils and employees of Trinity Chambers, who are required to read and understand it.

### Definition of Disability

The Equality Act 2010 ("the act") defines a disabled person as someone who: "has a physical or mental impairment which has a substantial and long term adverse effect of his/her ability to carry out normal day-to-day activities".

A reasonable adjustment is us adapting the way we conduct our business or run our premises to ensure fairness to everyone. This may include providing something or changing a physical feature, or practice that removes or reduces a substantial disadvantage to a person who has a disability.

The legal duty to make a reasonable adjustment falls into three requirements. These arise where a person with a disability would be put at a disadvantage compared to a person without a disability by a provision, criteria or practice, a physical feature or, a need to use an auxiliary aid.

In every case where this arises Trinity Chambers will not make assumptions about whether a disabled person requires any adjustment or what these adjustments should be. Requirements, if any, will be discussed with the person concerned and we shall seek to reach an agreement as to what the reasonable adjustment/s may be.

### Types of reasonable adjustment

Trinity Chambers will consider each request for a reasonable adjustment individually. The adjustments will always be agreed with the individual concerned to avoid making any assumption about a person's needs.

We always act in such a manner as to be fully inclusive to those persons who interact with us. However, due to the character of our premises it is difficult if not impossible to give full access to the premises to those with certain physical disabilities. In these circumstances we will arrange meetings in an alternative venue with appropriate access and facilities.

Some examples of simple reasonable adjustments are:

1. provision of auxiliary aids;
2. provision of information in appropriate alternative formats (e.g. Braille);
3. extension of time limits (where lawful and within our power to do so);
4. arranging meetings in rooms with appropriate access and facilities;
5. using email or the telephone in preference to hard copy documents;
6. speaking clearly and offering additional time to explain matters;
7. use of plain English;
8. communication through a representative or an intermediary;
9. rest/comfort breaks in meetings;
10. provision for assistance dogs.

This is not a comprehensive list of the reasonable adjustments that Trinity Chambers may make.

#### Consideration of reasonable adjustment requests

All requests for adjustments will be considered on a case-by-case basis as quickly as practicable. Initially requests will be considered by the Management Committee in consultation with the Equality & Diversity Officer (EDO). We expect, in the majority of cases, to be able to agree and deliver the required reasonable adjustment without delay.

The act does not define the term “reasonable” but we will consider the following factors when considering whether an adjustment is reasonable:

1. the effectiveness of the adjustment in preventing or reducing the disadvantage to a disabled person;
2. the practicality of Trinity Chambers making the adjustment;
3. the availability of Trinity Chambers resources, including financial and external assistance that will be needed;
4. disruption to Trinity Chambers business activities by implementing the adjustment

If Trinity Chambers concludes that it is not possible to make the requested reasonable adjustment they will provide reasons for the decision and discuss any viable alternatives with the person concerned.

Review This policy was adopted by Trinity Chambers in February 2023. The policy will be reviewed in February 2025 or earlier if there are any legal or regulatory changes.