

4PB Business Continuity Plan

4PB members and staff continue to offer a full service to our clients whilst ensuring the health and safety of our members, staff and visitors to our offices, remains the priority.

We have been monitoring and acting on advice from the World Health Organisation and the Government to take effective immediate action, following a stringent protocol based on a continually reviewed detailed risk assessment of our business practices.

We have introduced temporary precautions to ensure that, in so far as we can, we minimise the transmission of the virus and protect against the impact of a further outbreak.

4PB barristers and staff are on the whole continue to work remotely, though there is now a presence in chambers following social distance measures. Together, we are successfully providing a comprehensive professional service, whilst safeguarding the welfare of our professional and lay clients, members and staff.

4PB can seamlessly **host** remote hearings, conferences, arbitrations and mediations via **Lifesize** or **Zoom**. We can provide separate conference rooms for all parties their teams, as well as a “corridor” for counsel’s discussions. These can be recorded if required;

All of our members can participate in remote conferences and hearings convened across a wide variety of platforms, including **Lifesize, Zoom, Skype for Business** and **Microsoft Teams**;

4PB can provide access to our **e-bundling software** to enable you to prepare fully indexed and hyperlinked bundles which can then be shared with the parties and the Court;

Our mainline number, **020 7427 5200**, will route all calls according to the nature of your call to the appropriate member of staff.

To help us to follow our strict measures in place please send papers electronically, rather than post or the DX. If however, hard copies of papers need to be sent please contact the clerks to organise this. Please do not send papers to chambers without prior arrangement, to do so is likely to result in a delay in ensuring delivery to the intended recipient.

Should you need to come in to chambers for a meeting, please contact a member of the clerking team so that bespoke arrangements can be made and protocol guidance provided beforehand.

Our commitment to providing access to justice is unwavering. We are working hard to keep service levels at their optimum during this difficult time.