

LC/DHD: 1580320

24 March 2020

Dear

Thank you for your request for information under the Freedom of Information (Scotland) Act (2002).

I now respond to your request as follows:

1. When Glasgow Kelvin College managers are organising staff meetings what steps must they take to ensure the health and safety of all attending is catered for?

College Policies and Procedures:

Risk Assessments are in place and individual PEEPS where appropriate;
Attendance Management and support policies and procedures;
Health and Safety;
Alcohol, Drug and Substance Misuse;
Dignity and Respect;
Equality and Diversity;
Grievance;
Public Interest Disclosure – Whistle Blowing; and
Social Media Procedures.

Staff Training:

Specific Training for Managers;
Conflict Resolution;
Equality and Diversity;
FeelRite;
General Data Protection Regulations;
Occupational Health and Safety Awareness for Line Managers;
Risk Assessment; and
Safeguarding.

2. When Glasgow Kelvin College managers are organising meeting is it their responsibility to ensure all meetings are free from intimidation or attempted intimidation?

Yes, and each participant is equally responsible under Health and Safety and Equalities legislation.

3. What steps are taken by Glasgow Kelvin College management to ensure all staff are free from institutionalised bullying in the workplace?

Application of College Policies and Procedures

Ethos and Values;
Attendance Management and support policies and procedures;
Health and Safety;
Alcohol, Drug and Substance Misuse;
Dignity and Respect;
Disciplinary;
Equality and Diversity;
Grievance;
Public Interest Disclosure – Whistle Blowing; and
Social Media Procedures.

Staff Training:

Specific training and development for managers;
Conflict Resolution;
Equality and Diversity;
FeelRite;
General Data Protection Regulations;
Occupational Health and Safety Awareness for Line Managers;
Risk Assessment; and
Safeguarding.

4. Is the monitoring and control of institutionalised bullying in the workplace solely reliant on victims of bullying reporting incidents to their managers by way of the complaints procedure?

The College has a number of monitoring systems in place and staff at every level have a duty to challenge and report any incidents witnessed or experienced. Monitoring and reporting systems include, for example: number and types of disciplinaries and grievances, number and types of absences from work, number of solution focused coaching and Individual Stress Risk Assessments and matters dealt with by the Trade Unions.

5. Please list all measures used by Glasgow Kelvin College designed to stop the possibility of institutionalised bullying in the workplace.

Measures/College Policies and Procedures

Comprehensive Induction Process;
Ethos and Values;
Good employment relations with recognised Trade Unions;
Health and Safety reporting procedures;
Attendance Management and support policies and procedures;
Health and Safety;
Alcohol, Drug and Substance Misuse;
Dignity and Respect;
Disciplinary;
Equality and Diversity;



Grievance;
Public Interest Disclosure – Whistle Blowing; and
Social Media Procedures.

Staff Training:

Specific training and development for managers;
Conflict Resolution;
Equality and Diversity;
FeelRite;
GDPR;
Occupational Health and Safety Awareness for Line Managers;
Risk Assessment; and
Safeguarding.

6. Please provide the number of bullying incidents reported to Glasgow Kelvin College by staff.

One which was managed through the appropriate procedures.

7. Please provide the number of reported assaults on staff by students/members of staff.

Seven incidents of verbal aggression – no assaults.

8. Please provide the number of reported assaults on staff by students/members of staff that involved police and/or court action.

One which involved a student.

9. Please provide the number of bullying incidents reported by members of Glasgow Kelvin College staff that were resolved to the satisfaction of all parties involved.

As per answer provided at Point 6 above.

10. Please provide the number of bullying incidents reported by members of staff and were dismissed by Glasgow Kelvin College on assumptions made by management.

Nil.

I trust the above response meets your request for information in full.

Should you be unhappy with the College's response you are entitled to seek a review of the response. To seek a review, you should apply, in writing, to Derek Smeall, Principal, stating the grounds for seeking a review.

I also wish to advise you that the Scottish Information Commissioner has launched an online appeals service via their website – the link is as follows:

www.itspublicknowledge.info/appeal.

Other contact information for the Scottish Information Commissioner is listed below:



Tel: 01334 464610

Email: enquiries@itspublicknowledge.info

Thank you for your interest in the College.

Yours sincerely

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Director of Corporate Services

