

May 2023

## Duty of Care - Mental Welfare Risk Assessment for On-Screen Programme Participants

(including contestants, interviewees, presenters, celebrities, talent, and actors)

This form is to record any mental welfare risks to your on-screen programme participants and the mitigations you have implemented.

Please refer to the [Guidance to producers on protecting programme participants](#).

Please note that mental welfare risks factors for your crew and teams should be identified on your separate Health & Safety Production Risk Assessment. The Film and TV Charity's Whole Picture Toolkit is a useful FREE online resource for mentally healthy productions <https://filmtvcharity.org.uk/leading-change/the-whole-picture-toolkit/>

General Details	
Synopsis of the Programme	
<b>Nature of the Participation</b> (ie, contestant, interviewee, presenter, talent, actor, expert) **Please note that you should assess each type of participation as the risks may differ	
<b>Number of On-Screen Participants</b>	
<b>Casting start date &amp; end date</b>	
<b>Filming start &amp; end date</b>	
<b>TX date</b>	

The following considerations will help you identify elements within the programme which may impact the mental welfare of your on-screen participants (including contestants, interviewees, presenters, celebrities, talent and actors) on a non-scripted or scripted production.

Regardless of the mental welfare ‘risk rating’ of your programme you must determine ‘Fitness to Participate’ and can access support and guidance from the ITV Duty of Care Advisor. We appreciate the dynamic nature of production, but you should alert the ITV Duty of Care Advisor if anything arises that could impact the mental welfare of an on-screen participant.

<b>Risk Assessment</b>			
<b>Risk Identified</b>	<b>Assessment</b>	<b>What is being done to mitigate this risk?</b>	<b>Risk Rating</b> once these controls are in place? <b>LOW, MED, HIGH</b>
<b>CONTROL</b>	<p><b>What degree of control does the production team have over the situation the on-screen participants are placed in?</b></p> <ul style="list-style-type: none"> <li>• No Control - Observational Documentary / Actuality - LOW</li> <li>• Some Control - Actuality that has a degree of being produced or directed - MED</li> <li>• Total Control - Constructed reality - HIGH</li> <li>• Total Control - Scripted drama / Drama reconstruction - LOW</li> </ul>		
<b>FORMAT &amp; CONTENT</b>	<p><b>Does the content and format of the programme expose on-screen participants to potential confrontation, emotionally challenging situations or subject matter/material, or unexpected/surprise elements</b></p> <ul style="list-style-type: none"> <li>• Low exposure to emotionally challenging situations or subject matter/material, with no unexpected/surprise elements LOW</li> <li>• Some exposure to emotionally challenging situations or subject matter/material, or an unexpected/surprise element and material that might cause some temporary discomfort MED</li> <li>• Exposure to potential confrontation, emotionally challenging and unexpected situations and/or strong subject matter/material HIGH</li> </ul>		

<b>LOCATION / DURATION</b>	<p><b>Is the programme filmed in a remote, mentally challenging or isolating location?</b></p> <ul style="list-style-type: none"> <li>• On-screen participants are not required to stay away from home for any period of time LOW</li> <li>• May be away from home for more than a night, but not in a remote location or in shared accommodation, and will have access to normal support network MED</li> <li>• On-screen participants required to live away from home without access to normal support network, or in a potentially “alien” environment or in shared accommodation for a sustained period of time HIGH</li> </ul>		
<b>RESIDENCE</b>	<p><b>Are your on-screen participants housed in shared accommodation, living in proximity with direct competitors, strangers, or people with whom they may not get on with?</b></p> <ul style="list-style-type: none"> <li>• Participants are not required to live away from home LOW</li> <li>• Participants are provided with a private accommodation/hotel LOW/MED</li> <li>• Participants have a private bedroom within a shared accommodation LOW/MED</li> <li>• A shared bedroom with another participant HIGH</li> <li>• A multiple occupancy room and/or have no control over who they are sharing with HIGH</li> </ul>		
<b>PROFILE</b>	<p><b>What is the popularity/profile of the programme?</b></p> <ul style="list-style-type: none"> <li>• Low public, press or social media interest in the participants &amp;/or the programme LOW</li> <li>• Some public, press or social media interest in the participants &amp;/or the programme LOW/MED</li> <li>• High level of public, press or social media interest in the participants &amp;/or the programme - HIGH</li> <li>• Production actively encourages the viewers to engage with the production via social media HIGH</li> </ul>		
<b>PARTICIPANTS</b>	<p><b>What is the demographic of your on-screen participants*, <i>and would any participant be considered a vulnerable person**?</i></b></p>	<p><b>*Please note that you should assess each participant and their type of participate as the risks may differ.</b></p>	

	<ul style="list-style-type: none"> <li>• Participants are 'celebrities' or professional actors who already have a public image and have access to personal management/representation - LOW</li> <li>• Participants are 'celebrities' or professional actors but may be considered a vulnerable person - MED</li> <li>• Participants are not widely known by the public and any vulnerabilities are unknown that this stage - MED</li> <li>• Participants are not widely known by the public, but have an active social media presence which is important to them, and any vulnerabilities are unknown that this stage - MED</li> <li>• Participants are not widely known by the public and are considered a vulnerable person - HIGH</li> </ul>	<p><b>**DO NOT INCLUDE ANY SENSITIVE PERSONAL DATA REGARDING PARTICIPANTS IN THIS FORM (if necessary keep a secure separate log of risks &amp; mitigations for individuals considered vulnerable)</b></p>	
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Assessor			
Assessment completed by		Role	
Date of Assessment			

Producer* authorisation statement & sign off			
<p>I confirm the content of this risk assessment is accurate and will ensure that any significant changes to the risks associated will be reviewed and recorded. I confirm that the assessor is competent to undertake a suitable and sufficient risk assessment for the production.</p>			
Name		Date	
Signature			
<p><i>*Note: The term "Producer" refers to <u>the person in control of the production</u>, and may not only be those with a "Producer" job title or grade. On any programme the Producer is accountable for safety. This responsibility covers all staff, contributors, contractors or others who may be affected by the production activity. The Producer can assign responsibility for tasks to others but the accountability for safety cannot be delegated. The producer is accountable for ensuring that the person to whom he/she delegates a duty has sufficient competence (experience, knowledge, skills) and authority to perform it safely</i></p>			