



ITV Group Health and Safety Policy

Key document details

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1. Purpose

The Health and Safety Policy aims to ensure a high and consistent standard of health and safety management across the ITV Group, both in the UK and globally. It sets out key principles for each division within the ITV Group to follow and defines ITV's expectations for compliance with, and where possible exceeding, the requirements of local health and safety laws. It establishes clear governance and reporting requirements upwards and across the group to reflect the importance of sharing health and safety information and lessons learned. In this way, ITV's risk management practices can continually evolve and improve.

1.1 Scope

The scope of the policy applies to ITV Group including all divisions, labels, subsidiaries, departments, sites, and operations. Any areas that maintain their own policies and risk registers must ensure their policies and practices are aligned to this overarching policy.

- Our strategic vision is to be a digitally led media and entertainment company that creates and brings our brilliant content to audiences wherever, whenever, and however they choose. This policy sets out how ITV identifies and assesses health and safety risks associated with pursuing this strategy and makes sure that appropriate controls and mitigations are in place.
- We must all understand the nature of health and safety risks and accept responsibility for health and safety risks associated with our area of work. In doing this, you will receive the necessary training, support, assistance, and commitment from senior management and supporting risk teams.

Purpose Statement

ITV is committed to establishing and maintaining a systematic approach to the identification and management of health and safety risks across the business.

Our health & safety approach is based on the overriding aim to protect our people whilst also enabling the business to achieve its goals. Our objective is to achieve excellence in health and safety. ITV will accomplish this by:

- Continually seeking to improve our health and safety management systems so that they meet with our vision, values, and the expectations of those affected by what we do.

- Ensuring that responsibilities for health and safety are clearly allocated, understood, monitored, fulfilled and that legal requirements will be regarded as the minimum standard to be achieved.
- Acting proactively to minimise the incidence of all workplace risk and all activities will be carried out with the highest regard for the health safety and welfare of our staff, contributors, freelancers, contractors, and the public at large.
- Recognising that complying with legal and regulatory requirements (such as the Health and Safety at Work etc Act 1974 in the UK) is a legal requirement, not a matter of choice.

This policy reflects our commitment to ensuring that health and safety at work is paramount to ITV and that effective health and safety actively contributes to our ongoing success as a business. The successful implementation of this policy requires total commitment from all members of staff.

This policy will be reviewed every year by the Director, Safety, Security and Resilience or in response to a legislative or organisational change.

2. Who This Policy Applies To

The ITV Health & Safety Policy applies to all individuals who work under the banner of ITV, including but not limited to:

- Full-time and part time employees
- Temporary or agency workers
- Contractors and subcontractors
- Interns, volunteers and people on work experience placements
- Freelancers and self-employed individuals working on behalf of ITV.

for the purposes of this policy, referred to collectively as “Colleagues”.

This policy is applicable in all locations where ITV operate, both domestically and in international territories. It is the responsibility of local management in international territories to ensure that this policy is implemented and adhered to, considering local laws and regulations.

ITV is committed to providing a safe and healthy work environment for all individuals covered by this policy, and to continuously improve health and safety performance across the organisation. This

commitment is underpinned by a rigorous program of risk assessment, training and monitoring to ensure compliance with this policy.

3. Roles and Responsibilities

4.1. All individuals who work under the banner of ITV:

All Colleagues are reminded of their legal responsibility to:

- Take reasonable care of their own health and safety and that of other people who may be affected by their work.
- Inform ITV's Global Risk Operations team through ITV's Risk Reporting Tool of any danger to health and safety posed by a work activity.
- Inform Global Risk Operations of any current high-risk productions and the mitigations adopted to manage the identified risk.
- Cooperate with ITV's existing health and safety arrangements.

Colleagues should report concerns or risks relating to health and safety via the ITV Incident Reporting Portal hosted on CaselQ, or to their line manager. Alternatively, Colleagues can report a concern via SafeCall (confidentially or anonymously). Please refer to ITV's [Speaking Up policy](#) for further information.

4.2. Chief Executive:

- ITV's Chief Executive has overall responsibility for the health and safety of our people across ITV.

4.3. Director Safety, Security and Resilience;

- The Director, Safety, Security and Resilience has the delegated responsibility for implementation of this policy and ensures that ITV Management Board and Audit and Risk Committee are kept fully informed on health and safety issues that arise as and when appropriate.

4.4 Senior Leadership;

Senior leaders within the business have delegated responsibility from the Chief Executive to ensure this policy and associated procedures, protocols, guidance, and management systems are fully understood, applied, and resourced within their respective areas of responsibility. They should also

provide leadership by example and proactively promote responsible attitudes towards health and safety in the following ways;

- Ensure the requirements of the health and safety management system are fully embedded within their teams.
- Ensure health and safety considerations are always included at the planning stage when any activity may affect the health, safety or welfare of Colleagues [].
- Ensure that appropriate risk assessments are undertaken, records made and retained as required and significant risks reduced to an appropriate level.
- Ensure the reporting and investigation of all accidents/incidents to identify learning or improvements needed to improve safety.
- Monitor the effectiveness of the health and safety system in their area of responsibility. Where issues are identified, inform the Head of Health of Safety at the earliest opportunity.
- Ensure that line managers are aware of and feel adequately resourced to oversee health and safety in areas of their control.

4.5. Health and Safety Risk Advisors:

The Health and Safety Risk Advisor (HSRA) sits within the Global Risk Operations team and fulfils our statutory requirement to have competent persons to assist ITV in undertaking the measures needed to comply with the requirements and prohibitions imposed by or under relevant statutory provisions. Every production that we deliver will be supported by an advisor. The HSRA is responsible for;

- The provision of health and safety advice across the business and determining the implications of health and safety law.
- Coordinating ITV's health and safety management system and monitors its overall effectiveness
- Assisting in the identification of health and safety hazards and supporting the business in implementing risk appropriate control measures.
- Assisting in the identification and implementation of health and safety training needs.
- Acting as ITV's formal point of contact with Health and Safety Executive bodies, local authority enforcement teams and other external agencies for health and safety matters.

- Providing recommendations and reports as and when required.

5.6. Risk Champions:

Risk Champions are ITV employees who have attended ITV's Managing Risk Training. They;

- Support management in promoting health and safety across the business and ensuring staff knowledge and compliance with the health and safety policy and procedures.
- Are responsible for gathering reliable health and safety information and keeping colleagues informed and updated on health and safety issues.

4. How will ITV deliver this policy?

This policy will be delivered through:

- The development of procedures, protocols and guidance that meet the requirements of health and safety standards that are applicable to ITV which will be made available via Compass and on MyITV.
- The use of the risk management triage tool SPOT and the M&E Risk Tool to notify Global Risk Operations of new productions or activities and allow the Health and Safety Risk Advisors to determine a risk score for all our activities. This risk score will determine how we resource support to a production.
- Ensuring that managers are supported to conduct suitable and sufficient risk assessments and controls for their areas of responsibility.
- The implementation of an incident reporting tool to support the business in reporting accidents, incidents, near misses or concerns. The online tool is accessible and easy to use and all reports related to health and safety are triaged by the Health and Safety Risk Advisory team.
- The provision of appropriate health and safety training across the business, including targeted training that ensures that personnel in the business are trained to the level required to support their health and safety responsibilities.
- The promotion of health, safety, and welfare of all colleagues through campaigns, communications, seminars, and questionnaires.

5. Distribution

All Colleagues will be made aware of this policy via:

- Summary two-page policy brief
- Compass
- Employee publications
- Link to this document included on MyITV

6. Monitoring and Assurance

7.1. What do we monitor?

Global Risk Operations is continually assuring compliance with this policy through our engagement with the business. Global Risk Operations will regularly monitor group-wide compliance with this policy and ITV's Health and Safety Management System.

7.2. Position responsible for monitoring

The Audit and Risk Committee have ultimate responsibility for monitoring health and safety compliance across the business. This will be supported by monthly divisional board reports, incident data, data collected from the global risk operations assurance program and through reports from ITV's internal audit process.

7.3. Method for monitoring and assurance

The ITV Global Risk Assurance Program operates over a three-year cycle, and measures compliance with this policy. ITV's Internal Audit operates on a two-year cycle for auditing Health and Safety provision across the business. Divisional board reports are provided to the Studios and Media and Entertainment boards on a monthly basis.

7. Consequences for breach of this policy

A breach of any provision of this Policy by a Colleague may result in disciplinary and/or termination of a Colleague's employment or engagement with ITV.

8. Diversity and Equality

At ITV we recognise that health and safety hazards will impact on our people differently. We therefore will always consider the location of our people, the role of our individuals within the organisation as well as the characteristics of all our individuals as a standard approach to health and safety risk management.

At ITV we also recognise that we have a responsibility to take all reasonable measures to protect our staff from foreseeable risks, including those that emerge due to our staff's characteristics such as biological sex, gender, ethnicity, cognitive and physical abilities, and sexual orientation.

Appendix A – Single Point of Truth (SPOT)

SPOT (Single Point of Truth) is an online tool used to log new or returning Studios productions. When a new production notification form is completed by the business, the information is drawn onto the online SPOT system allowing risk owners to determine a risk level for each risk area.

- The information registered is evaluated against key health, safety, security, and duty of care risk indicators and awarded a corresponding risk rating.
- The rating will trigger relevant support or oversight depending on the risk exposure.

Definitions

- **INSIGNIFICANT** means that physical or emotional harm to our people or the public as a result of this production or broadcast is possible, but is highly unlikely.
- **LOW** means that physical or emotional harm to our people or the public as a result of this production or broadcast is possible, but is not likely as long as measures are adopted to mitigate the risk.
- **MEDIUM** means that physical or emotional harm to our people or the public as a result of this production or broadcast is likely without measures to mitigate the risk
- **HIGH** means that physical or emotional harm to our people or the public as a result of this production or broadcast is highly likely without significant and immediate measures to mitigate the risk.

Appendix B – Compass

Compass is our 'go-to' production website, accessed at <https://compass.itv/>. The site is available to all individuals with an ITV system login, or a label-specific username and password.

Compass provides:

- Contact details for the global risk team.
- Workplace safety, (including home and office), display screen equipment, young persons and work experience, mental health, travel, covid advice, security.
- Risk Notification Forms for new productions.
- Video and written advice and guidance on managing lower risk production activities, and where to get support for medium/higher risk activities.
- A link to our online reporting tool.
- Training information, including course registration.
- Outline of the insurance services available to ITV Studios productions.
- Document library of policies, certificates, forms and templates.
- ITV Studios Production pages, Duty of Care, Procurement & Travel.

Appendix C – Incident Reporting

ITV recognises the importance of workplace reporting and how it can build our capability to respond early to incidents that could potentially impact on our strategy. We strongly encourage the business reporting all accidents, incidents and near misses across the Group. An online risk reporting tool, accessible via ITV's Incident Reporting Tool is available to everyone across ITV. Reporting is immediately available to anybody attached to our productions and all divisions, whether they're contracted for a day or are long-term employees.

Reporting covers:

Concern	Significant issues, generally arising from a breach of our Code of Conduct.
Covid-19	A case, or group of cases, of Covid-19 contracted within the ITV business which impacts ITV's operations.
Damage to Property	An event resulting in damage to property (including vehicles and fire), except where the incident does not warrant repair or replacement costs.
Environment	An event or situation which could result in harm to any aspect of the environment (air, water, land, wildlife) or an event that does not reflect net zero pledges.
Injury or Accident	An event resulting in an injury. This does not include injuries that are so minor they do not require first aid attention nor affect the person's ability to continue with their work.
Mental Health and/or Welfare Incident	An instance of mental ill health resulting in a welfare incident, except when the event does not require any additional specialist support, nor does it require time off work, and nor is it work-related.
Natural Hazard	An environmental event causing injury, operational disruption or unplanned financial cost.
Near Miss	The event of a situation which, although it did not result in causing an incident as defined by any of the other categories listed, could have if circumstances were different.
Physical Illness	A case of physical illness, except when the incident does not require medical attention, nor does it require time off work, and nor is it work-related. For example, a cough or a cold.
Physical Security	A physical security incident, except where an incident is so minor in nature that it does not present an immediate cause for concern and can be considered incidental rather than targeted.
Safeguarding	An incident in which a child or vulnerable person under ITV's care is harmed or put at risk of harm due to the action or inaction of ITV.

Health and Safety reports are triaged by the production assigned risk advisor across and escalated to the Head of Health and Safety in the event the incident meets a specific threshold. The tool is used

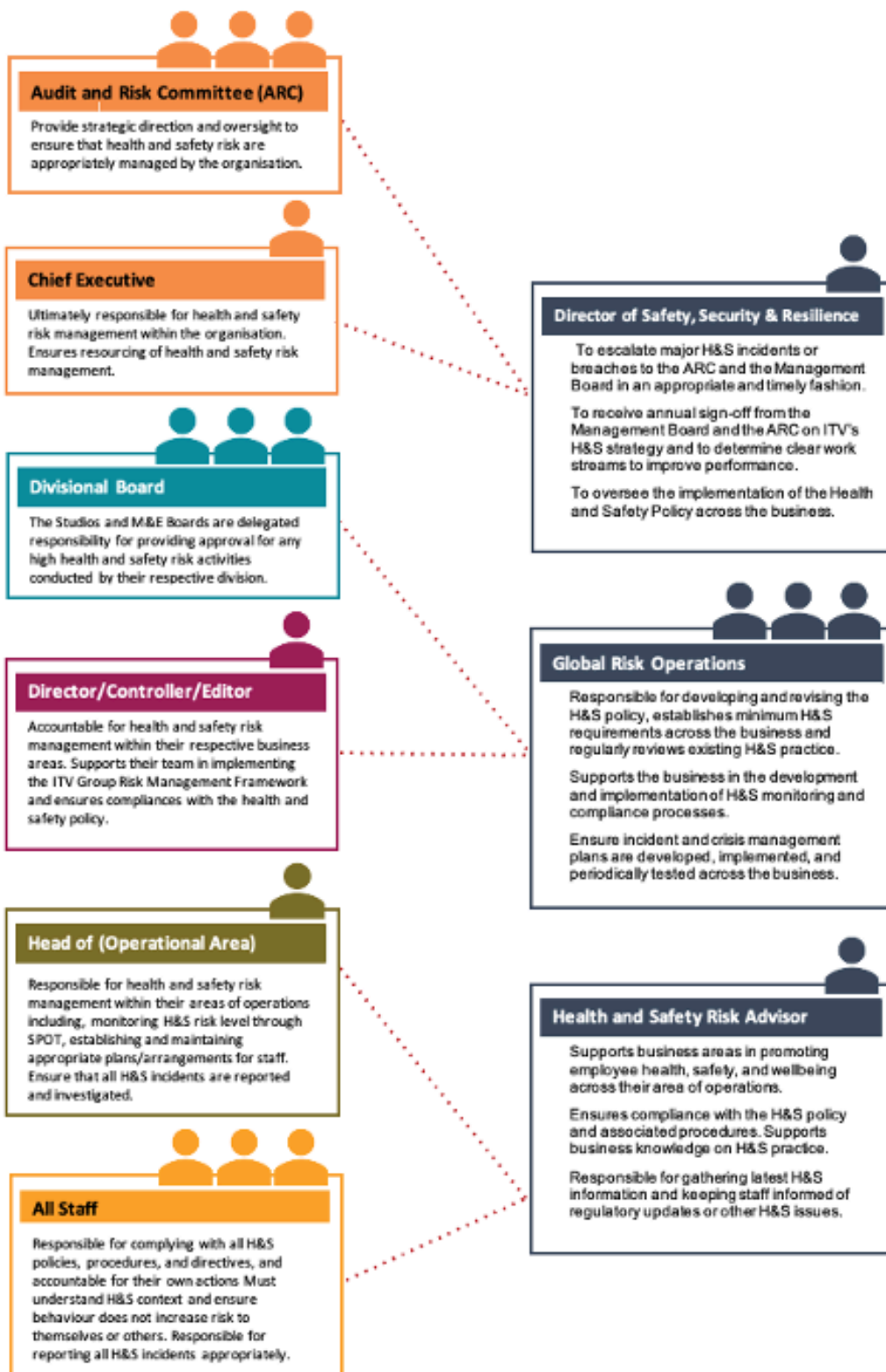
to report, investigate and resolve incidents. Trends can be identified to help prevent workplace and production incidents, accidents and injuries.

In addition to our risk reporting tool, ITV Plc maintains a 24/7 incident telephone number (+44 (0) 20 715 74000) to be used in an emergency to report major accidents and incidents.

Learning from incidents

We learn from our incidents. We review all incidents that have significant impact on an individual or potential impact on our business. Reviews are conducted by experts in conjunction with the business, ensuring a full picture of events is achieved, with emphasis on a just, no-blame culture. Learned lessons can be shared through Board reporting if appropriate, Heads of Departments meetings and as case studies in our training sessions. Processes and guidance are amended if it's appropriate.

Appendix D – Health and Safety Flowchart



Appendix E – Training

Training is a vital part of improving the health and safety awareness and culture across the business as well as the health and safety capacity of staff.

ITV assesses ongoing health and safety training needs across our production and broadcast teams. This is based on roles and responsibilities, risk profile, and the work that we do.

At ITV all Production Managers, Line Producers, First Assistant Director, Production Executives, Head of News and News Operations Managers are expected to attend ITV's Managing Risk Health and Safety or an equivalent course.

To actively promote effective health and safety risk management a number of courses have been designed which are available online and in person and for all levels of seniority within the business. The types of training available are outlined below:

- Leading Risk (senior leaders)
- Creating Risk (experienced editorial roles)
- Managing Risk (experienced production management, PM & Line Producer, First AD, Prod Exec) [accredited to Production Safety Passport](#)
- Production Risk (introductory level) accredited to Production Safety Passport

As part of ITV's approach to health and safety, we operate a network of risk champions who support the implementation of ITV's health and safety framework and ensure compliance with our policy and procedures. All health and safety risk champions are trained in consideration of their level of responsibility and in accordance with the internal training courses identified above.

All health and safety training completed by Colleagues at ITV is recorded by the health and safety team and will be held on a central registry. Certain individual productions and labels also maintain their own training matrix to ensure they are capturing and are on top of their specific training requirements.