



# **ITV Group Health & Safety Policy**

## Key document details

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<b>Policy owner:</b>	Director of Safety, Security and Resilience	<b>Date:</b>	January 2025
<b>Approver:</b>	Duty of Care Board Duty of Care Board	<b>Date of approval:</b>	January 2025 January 2026 ( 27.1.26)

## Document history

Version	Date	Author	Summary of changes
<b>1.0</b>	September 2022	Matt Lyle	Policy Creation
<b>1.1</b>	November 2023	Jane Baird Cecilia Fletcher	Annual Review Comments on annual review draft
<b>1.2</b>	January 2025	Chelsea Ruffle	Annual Review Amendments to include security and welfare.
<b>1.3</b>	January 2026	Rachael Blair	Annual Review

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## 1. Purpose

The Health and Safety Policy aims to ensure a high and consistent standard of health, safety, security and welfare management across the ITV Group, both in the UK and globally. ITV has a risk management approach that considers both physical and mental hazards to people, property and environment, and implements appropriate control measures in place to manage these risks. This policy 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 and other relevant legislation and regulations such as Ofcom. It establishes clear governance and reporting requirements upwards and across the group to reflect the importance of sharing health, safety, security and welfare information and any 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, safety, security and welfare 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, safety, security and welfare risks and accept responsibility for these risks associated with our area of work. In doing this, we will ensure our people 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, safety, security and welfare risks across the business. This commitment will allow ITV to uphold its duty of care to everyone who engages with our work.

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Our health & safety approach is based on the overriding aim to protect our people from coming to any harm whilst also enabling the business to achieve its goals. Our objective is to achieve excellence in all our risk areas which include health, safety, security and welfare. ITV will accomplish this by:

- Continually seeking to improve our risk management systems so that they meet our vision, values, and the expectations of those affected by what we do.
- Ensuring that responsibilities for health, safety, security and welfare are clearly allocated, understood, monitored, fulfilled and that legal and regulative requirements will be regarded as the minimum standard to be achieved.
- Following best practice guidelines as set out by the OFCOM Broadcasting Code on how to treat programme participants or anyone associated with our work.
- 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, security and welfare of our staff, programme participants, freelancers, contractors, and any members of the public that come into contact with our work.
- 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 the health, safety, security and welfare of our people is paramount to ITV and that effective risk management 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 of 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

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- Contractors and subcontractors
  - Interns, volunteers and people on work experience placements
  - Freelancers and self-employed individuals working on behalf of ITV.
  - Programme participants

For the purposes of this policy, referred to collectively as “Our People”.

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.

All international territories should meet with our minimum standards for health, safety, security and welfare regardless of whether local laws and regulations are below the standards outlined in this policy and other internal policies and procedures. In the event the requirements of local laws within a territory exceed the requirements of this policy and other internal protocols, then local laws will apply and must be adhered to in addition to our minimum standards.

ITV is committed to providing a safe and healthy work environment for all individuals covered by this policy, and to continuously improve upon health, safety, security and welfare performance across the organisation. This commitment is underpinned by a rigorous program of risk assessments, training and monitoring to ensure compliance with this policy.

### 3. Roles and Responsibilities

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

Our People are reminded of their legal responsibility to the following:

- Take reasonable care of their own health, safety, security and welfare, 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 incident or danger to health, safety, security and welfare posed by a work activity, location or environment.
- 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, safety, security and welfare arrangements.

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Colleagues must report concerns or risks relating to health, safety, security and welfare via the [ITV Incident Reporting Portal](#), in addition to their line manager. Alternatively, our People 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, safety, security and welfare 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 appropriate forums are kept fully informed on health, safety, security and welfare 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, safety, security and welfare in the following ways;

- Ensure the requirements of ITV's risk management system are fully embedded within their teams.
- Ensure health, safety, security and welfare considerations are always included at the commissioning and planning stage when any activity may affect the health, safety, security or welfare of our People.
- 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 and near misses to identify learning or improvements needed to improve health, safety, security and welfare.

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- Monitor the effectiveness of the risk management system in their area of responsibility. Where issues are identified, inform one of the Global Risk Operations Management Team at the earliest opportunity.
  - Ensure that line managers are aware of and feel adequately resourced to oversee health, safety, security and welfare 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, safety and welfare advice across the business and determining the implications of health and safety law.
- Coordinating ITV's risk management system and monitors its overall effectiveness.
- Assisting in the identification of health, safety and welfare hazards and supporting the business in implementing risk appropriate control measures.
- Assisting in the identification and implementation of health, safety and welfare 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. Consultation:

ITV engages and consults with our People through various forums and committees that are focused on health, safety, security and welfare. ITV has representation from all levels across the business who attend these forums. This consultation allows us as a business to do the following:

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

- Gain advice and insights from Subject Matter Experts (SMEs) Including ITV's Independent Chief Medical Advisor and Consultant Clinical Psychologist when making business decisions relating to health, safety, security and welfare, where appropriate. .

## 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, safety, security and welfare 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. All accidents, incidents and near misses must be reported via ITV's Incident Reporting Tool.
- The provision of appropriate health, safety, security and welfare training across the business, including targeted training that ensures that personnel in the business are trained to the level required to support their health, safety, security and welfare responsibilities.
- The promotion of health, safety, security and welfare of all our People through campaigns, communications, seminars, and questionnaires.

## 5. Distribution

All People will be made aware of this policy via:

- Health and Safety Policy Statement

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**Once printed this document is no longer controlled**

- Duty of Care Charter
- Compass
- Employee publications
- Link to this document included on MyITV
- ITV plc website

## 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 risk management System.

### 7.2. Position responsible for monitoring

The Audit and Risk Committee have ultimate responsibility for monitoring health, safety, security and welfare 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. When required there is also a physical presence on a production by our HSRA's who will conduct spot checks and monitor compliance with health and safety legislation and ITV's internal policies.

### 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, safety, welfare, security and crisis and resilience 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 or any persons engaged with our work may result in disciplinary proceedings and/or termination of a Colleague's employment or engagement with ITV.

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## 8. Diversity and Equality

At ITV we recognise that health, safety, security and welfare 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 risk management.

At ITV we also recognise that we have a responsibility to take all reasonable measures to protect our People from foreseeable risks, including those that emerge due to protected characteristics under the Equality Act (2010) such as biological sex, gender, ethnicity, cognitive and physical abilities, and sexual orientation.

## 9. Speaking Up

If you have any concerns regarding how this policy is being applied in practice, then please ensure you raise your concern through ITV's Speaking Up channels. ITV has a Speaking Up policy to help you raise any concerns in the right way, find our Speaking Up policy on myITV. Any genuine concerns will be investigated properly and the identity of the colleague raising the concern will be kept confidential. Anyone raising a concern in good faith will not be criticised or penalised in any way even if it is shown, after investigation, that they were mistaken. Any form of reprisal or victimisation against anyone who has raised a concern will not be tolerated and will itself be treated as a serious disciplinary matter.

If you have any queries regarding this policy please contact the People Services helpdesk or your People Business Partner.

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## 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 welfare 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.

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## 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 Operations team.
- Workplace safety, (including home and office), display screen equipment, young persons and work experience, mental health, travel, covid advice, security, etc.
- 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, as well as third-party crew and programme participants. 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:

<b>Concern</b>	Significant issues, generally arising from a breach of <a href="#">ITV's Code of Ethics &amp; Conduct</a> .
<b>Covid-19</b>	A case, or group of cases, of Covid-19 contracted within the ITV business which impacts ITV's operations.
<b>Damage to Property</b>	An event resulting in damage to property (including vehicles and fire), except where the incident does not warrant repair or replacement costs.
<b>Environment</b>	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.
<b>Injury or Accident</b>	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.
<b>Mental Health and/or Welfare Incident</b>	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.
<b>Natural Hazard</b>	An environmental event causing injury, operational disruption or unplanned financial cost.
<b>Near Miss</b>	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.
<b>Physical Illness</b>	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.
<b>Physical Security</b>	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.
<b>Safeguarding</b>	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.

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**Note:** This policy works alongside [ITV's Safeguarding Policy](#) & Guidance.

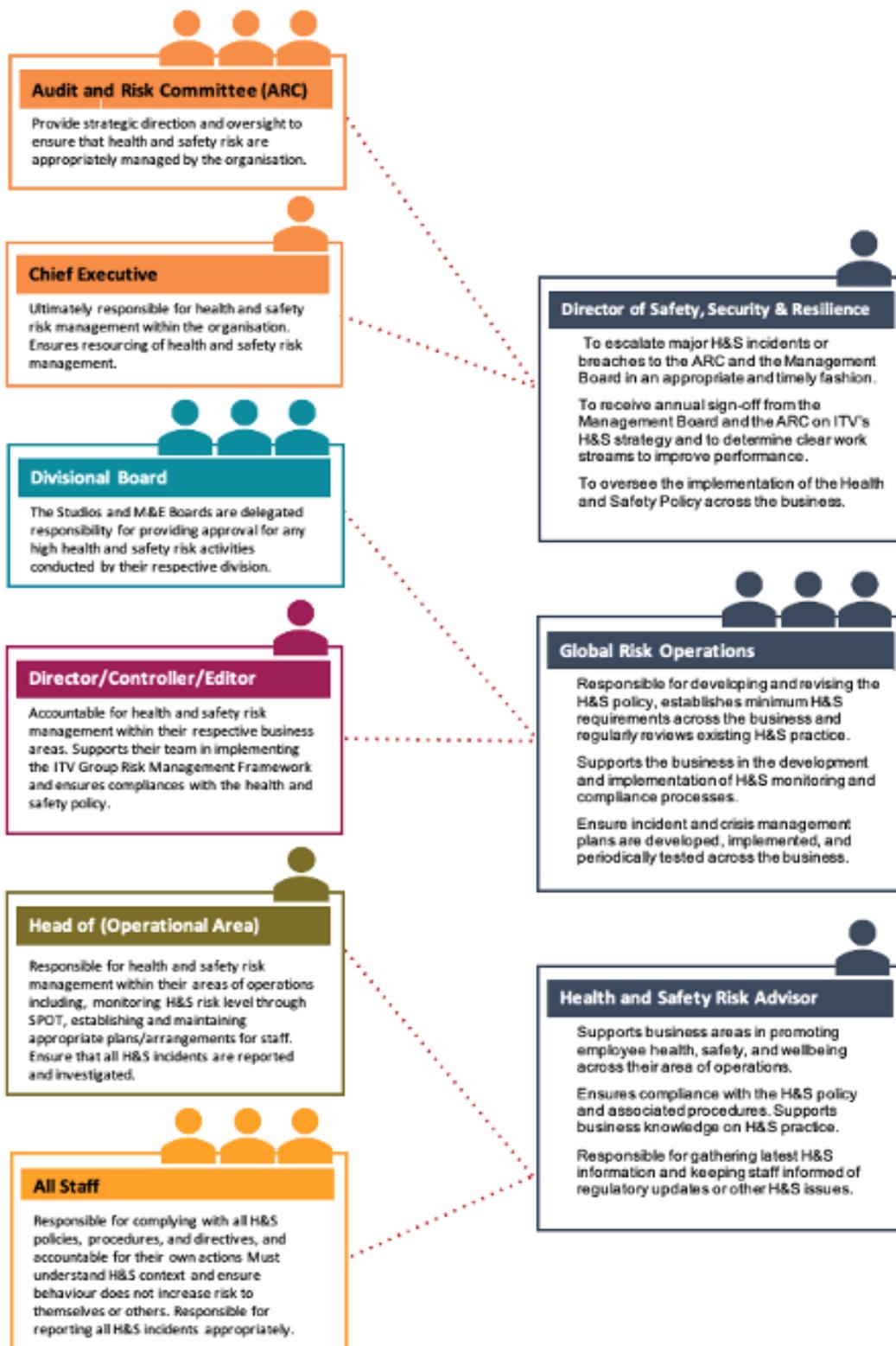
Incident reports are triaged by the production assigned risk advisor and escalated to the Global Risk Operations management team in the event the incident meets a specific threshold. The tool is used to report, investigate and resolve incidents. Trends can be identified to help prevent workplace and production incidents, accidents, injuries and near misses.

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



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## 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 our People.

ITV assesses ongoing health and safety training needs across our production, broadcast and corporate 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 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](#)
- Mark Milsome Health and Safety Training (introductory level) [accredited to Production Safety Passport](#)

All health and safety training completed by our People 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.