



Child Safe Policy

because people matter

Introductory Message from the Chairman and CEO

At Musica Viva Australia (MVA), we are committed to providing high quality music education experiences to children and young people in a safe environment.

We seek to nurture and support children and young people by presenting a music rich future for everyone, providing opportunities to be inspired and grow through music. We seek to provide an open, safe and encouraging environment for children and young people who participate in our programs.

A child safe organisation puts the best interests of children and young people first. The Australian community has a right to feel confident that all organisations interacting with children and young people provide safe environments where their rights, needs and interests are met. A child safe organisation is one that creates a culture, adopts strategies and takes action to promote child wellbeing and prevent harm to children and young people.

Organisation-wide, we take the safety, protection and well-being of children and young people seriously and we have zero tolerance of those who do not comply with the details and spirit of this policy and the respective pieces of Federal, as well as State and Territory legislation.

This Child Safe Policy focuses on promoting and maintaining a Child Safe culture, which requires the conscious adoption of a climate to protect children and young people from harm and exposure to risk of harm.

Charles Graham, Chairman

Anne Frankenberg, CEO



Policy Purpose

Musica Viva Australia is committed to the rights of all children and young people to feel safe and be safe when participating in our activities and programs. It is important not to underestimate the relevance of child safety to our organisation. When child safety is taken for granted, the wellbeing of children and an organisation's reputation can be at risk.

For MVA, engagement with a child or young person is primarily focused within the school classroom and school halls but can happen incidentally at main stage concerts and need not be planned or coordinated by us. Being a child safe organisation is therefore critical to us.

The purpose of the Child Safe Policy is to:

- promote the safety and wellbeing of children and young people
- minimise the risk of harm to children and young people
- abide by National and State and Territory-based legislation
- apply the National Principles of Safe Organisations across all our interactions with children and young people
- ensure that our board directors and all MVA staff, volunteers, musicians and other contractors ("MVA people") are aware of and understand our commitment to being a child safe organisation
- provide strategic and operational guidance on the responsibilities, procedures and practices that support a child safe policy

It applies in all our operational environments and without fail wherever children and young people are participating in our programs, and/or using our facilities, as well as within our schools' activities, where MVA people are under constant expert teacher supervision while onsite.

Roles and Responsibilities

This policy requires that:

- We inform all MVA people of the intention and operation of this key policy at the commencement of our formal relationship with internal and external individuals and organisations with whom we work / contract
- All MVA people are required to remain familiar with the intent and operation of this policy as a condition of their continuing relationship with us, and comply with the behaviour it dictates
- MVA management is required to act in a timely manner to address any activity detected to be running counter to the principles and expectations of this policy.



Applicability and Scope

This Child Safe Policy is championed and modelled by all our staff, regardless of their permanency or job description, as well as volunteers, Board Directors, Committee Members and Council Members. Additionally, it applies to contractors and subcontractors, including Presenters, Musicians and Deputy Musicians engaged to work with or on our behalf.

We require MVA people:

- to not harm or exploit children and young people who access our services
- to understand and accept children and young people's rights
- to value and respect children and young people regardless of their abilities, sex, gender or social, economic or cultural background and where equity is upheld
- to not contravene any policies, regulations or laws in relation to the safety and protection of children and young people
- to comply with our Code of Conduct
- to acknowledge and respond to the diverse needs of all children and young people in the presentation of our activities
- to know and follow the law in relation to child harm or risk of harm, to cooperate with police and/or other formal investigations regarding an incident or reported event

This policy forms part of a suite of Safety Policies which cover MVA People, and all aspects of work done. Together they aim to ensure the health and safety of those working and filling the community in which they work. This policy should always be read and interpreted in consideration of and adherence to:

- the MVA Working in Schools Safety Management Policy
- the MVA Code of Conduct

Policy Statement / Principles

MVA is committed to the safety and well-being of children and, as such, is committed to creating and maintaining a child safe organisation. We understand that child safety is everyone's responsibility.

We have zero tolerance of child harm and are committed to actively contributing to the



mitigation of risk of harm to children and young people.

We will ensure consideration of the safety of children and young people by:

- documenting our commitment to safeguarding children and young people from harm and communicating our commitment to all MVA People
- having sound processes and procedures for reporting suspected or actual harm of a child or young person
- educating MVA people about the safety of children and young people. This includes understanding their role and the required standards of behaviour
- providing environments that are safe for children and young people when delivering services and programs
- responding appropriately and ensuring children are taken seriously if they raise concerns in relation to their safety and well-being
- listening to the voices of children and young people, and experts, particularly as we plan and deliver programs
- recognising diversity and promoting engagement with children and young people from Aboriginal and Torres Strait Islander backgrounds, culturally and linguistically diverse backgrounds and children and young people with a disability
- having appropriate screening processes in place to minimise the likelihood that we or a contractor recruit a person who is unsuitable to work or volunteer with children and young people
- making our Child Safe Policy and procedures accessible, online and in forms that are easy to understand
- promptly meeting our legal obligations in relation to the reporting of alleged incidences of harm involving children and young people, and learning how to improve strategies to minimise the risk of harm to children and young people

Policy Description

Our priority to protect children and young people applies equally in all our locations, to all who take on our name and to all who work with or for us. It is the responsibility of all MVA people to maintain that the safety of our children and young people is at the forefront of all we do and every decision we make.

In accordance with Australia's National Principles for Child Safe Organisations and respective state legislative requirements, we recognise that children and young people have a right to always be, and feel, safe, valued, respected and protected, including when interacting with our activities. This right extends to their:



- environment
- identity and culture
- communication and/or physical barriers
- accessibility
- diversity of background and/or other influences

We acknowledge that:

- empowerment and participation are important for all children and young people, and more so for those who are marginalised, misunderstood or suffer discrimination
- the creation of organisational structures, which are culturally safe, inclusive, welcoming and accessible, benefits all children and young people, and training of MVA people will seek to enhance the likelihood of this occurring
- children and young people have strong insights into their lives, needs, and the world around them, and it is their right to be heard on matters affecting their lives

Policy procedures

The areas of the policy that are included in this procedures section are:

Communication

We commit to:

- ensure MVA people are provided with copies of all relevant child safe policy documents as part of their induction following recruitment
- make the child safe policy and related documents available on our website <https://musicaviva.com.au/education/important-information/> - , on request and to relevant authorities on site visits
- make child-friendly copies of this policy available as needed to children and young people (and their families, if applicable) interacting with us wherever practicable
- help children and young people understand their rights including their right to safety and the right to be listened to
- encourage and provide children and young people (and their families, if applicable), as may be practicable, to offer feedback on the policy, and
- undertake to listen and act on any complaints or concerns that a child or young person raises with us



Code of Conduct

Interacting with children and young people brings additional responsibilities for MVA people. MVA People are responsible for promoting and protecting the safety and well-being of children and young people by:

- always abiding by our Child Safe and Code of Conduct Policies and taking all reasonable steps to ensure the safety and protection of children and young people
- treating everyone including those of different race, ethnicity, gender, gender identity, sexual orientation, age, social class, physical ability or attributes and religious beliefs with respect and honesty and ensure equity is upheld
- being a positive role model to children and young people in all conduct with them
- setting clear boundaries and maintaining appropriate behaviours with children and young people
- listening and responding appropriately to the view and concerns of children and young people
- being alert to bullying behaviours, and by responding promptly and appropriately
- ensuring another adult is always present or in sight when conducting one to one instruction or other activity with a child or young person
- being alert to children and young people who have been harmed or may be at risk of harm or have been threatened with harm and reporting this quickly to through the appropriate channel
- help a child, young person, or parent understand the process for reporting a perceived breach of the Code of Conduct

MVA people must not:

- engage in rough physical games
- develop any special or preferential relationships with children or young people that could be interpreted as favouritism, such as the offering of gifts or special treatment
- do things of a personal nature that a child or young person can do for themselves, such as toileting or changing clothes
- discriminate in any perceived way against any child or young person because of age, gender, cultural background, religion, vulnerability or sexuality



- provide their own contact details to children or young people, or encourage children to contact them under any circumstances

Breaches and suspected breaches of the Code of Conduct should be reported as soon as practicable to management either in person, by telephone on 02 8394 6666, or by email to afrankenberg@musicaviva.com.au

Breaches and suspected breaches of the Code of Conduct will be taken seriously and dealt with quickly, fairly and transparently. Any MVA Person who breaches the Code of Conduct will face disciplinary action and depending on the severity of the breach, the MVA person may have their employment/contract terminated.

Where the allegation constitutes an alleged breach of the Child Safe Policy, the individual concerned will be removed from any work involving children and, where appropriate, suspended from employment whilst an investigation is conducted. Where an allegation of a breach in relation to the Child Safe Policy is substantiated, action will be taken against the individual, including possible termination of contract or employment.

Recruitment, Screening and Selection of Personnel

We acknowledge our responsibility to ensure we only engage the most suitable people to work or volunteer with children and young people. This responsibility demands that:

- a statement covering our commitment to child safety is included in all job advertisements
- all Position Descriptions include our commitment to child safety and well-being
- face-to-face interviews use behavioral questions to determine an applicant's knowledge of child safeguarding
- at least 2 referee checks and qualification checks are integral in assessing an applicant's suitability for a position
- all MVA people, over the age of 14 years, hold an officially verified, current, not prohibited and not pending Working with Children Check (WWCC) in their home state/territory prior to employment, which is renewed every 5 years. Certain exceptions to this requirement follow below
- we will immediately contact the responsible authorities if we become aware of 'assessable information' regarding a MVA person holding a WWCC, including any serious offence, child protection information or disciplinary or misconduct information

In addition, other individuals who may be outside the potential of being MVA people who accompany musicians in educational contexts, such as in schools, or in residency situations,



or undertake any other sorts of work with children and young people, or visit school grounds, may also be required to have a valid and current WWCC. These may include:

- Composers
- Photographers
- Front of house staff
- Technical staff

If any such person listed above (in addition to MVA people) will be undertaking work in a state other than their home state and will have contact with children, they may be required by that state's legislation or Education Department's requirements to comply with its own Working With Children requirements (as well as the WWCC they hold in their own state).

Training, Supervision and Duty of Care

We commit to develop specific strategies to supervise, train and support MVA People to understand our child safe policy, our mandatory reporting obligations, where practicable how to build culturally safe environments and our overall responsibilities to create a child safe and friendly environment.

Strategies include focusing on issues of child safety / wellbeing during annual performance appraisals of MVA People.

Any MVA Person whose Working with Children Check is revoked must inform MVA immediately. If any MVA Person does not pass their Working with Children Check or such clearance is revoked, we will suspend them from employment immediately to conduct an investigation, which may result in MVA terminating their contract / employment.

It is the responsibility of our People and Culture Manager to administer all Working with Children Checks for our staff and Board Directors and to maintain a central register. It is the responsibility of our State Offices to work with our Operations & Artists Manager Education to do the same for all WWCCs for musicians, presenters and other contractors/sub-contractors operating in an applicable context in their state.

If a new music group member or a deputising musician is contracted to work at short notice, there may be insufficient time for a WWCC to be fully processed before beginning work. In such a case, we will begin the checking process and ensure that the institution/school where the work is to be carried out is fully aware of the musician's check status so that appropriate supervisory arrangements can be carried out. Alternatively, entry into the school by that musician may be refused by virtue of the school's prerogative as the caretakers of their students. We may choose not to allow that person to work for us until their check is cleared at our discretion.

Through the MVA's national concerts season and related programs some children under the age of 18 years may, on occasion, be in a face-to-face masterclass/lesson situation with an



internationally based musician. In such cases, we do not require the musician to undergo a Working with Children Check. However, we do require that the child's parent, teacher, or MVA staff member is present for the entire masterclass/lesson.

All international musicians perform for us under a Temporary Activity visa (subclass 408), which requires a character check.

Reporting and Responding to Harm or Risk of Harm (including abuse)

We aim to ensure that children and young people are safe from harm or risk of harm. 'Harm' is defined as meaning physical or psychological harm (whether caused by an actual act, a threatened act, or act of omission), including harm caused by sexual, physical, mental or emotional abuse or neglect. Bullying, discrimination, and harassment may be considered harming activities for children and young people.

'Mandatory reporting' refers to a legal 'reportable conduct' requirement affecting certain individuals who have formed a reasonable belief that a child or young person is at risk of being harmed or who has been harmed.

'Mandated reporters' in MVA are those individuals in the organisation who

- provide services to children and young people
- hold a management position in MVA the duties of which include direct responsibility for, or direct supervision of, the provision of those services to children and young people.

A reasonable belief is more than suspicion. There must be some objective basis for the belief. However, it is not the same as having proof and does not require certainty. For example, a person is likely to have a reasonable belief if they:

- observed the conduct themselves
- heard directly from a child that the conduct occurred
- received information from another credible source (including another witness)

Even if not a mandated reporter, any person can report harm or risk of harm to a child or young person. The individual, who identifies the harm or risk of harm, is encouraged to make a report to authorities and can request support from another worker to do so if required.

If a child or young person is at immediate risk, report to the most senior school person, usually the School Principal; if the Principal is not available, report to the Police on 000, and if possible, remove the child or young person from harm's way.

In the school environment, all adult MVA people (even if not a mandated reporter) have a



legal obligation:

- to report a child or young person at risk of sexual abuse to the Principal (or the Police), and
- to protect a child or young person from sexual abuse if in a position of authority to remove or reduce that risk

In this instance, failure to protect may be an offence where there is reasonable belief of significant risk of harm to the child or young person by another MVA person.

After any report of an incident involving a child, the senior MVA person on site will provide a detailed incident report to MVA's Director of Education, who will inform the People and Culture Manager.

We will be guided by the school authorities, once a report has been made, as to whether we can conduct an internal investigation. Every MVA person reported to the authorities for causing harm or raising the risk of harm to a child or young person, will be removed from any role that involves working with any child or young person until authorities have concluded their investigation.

After a report involving an MVA person to the authorities, if approved by the Principal we will support the child or young person by referring the child, young person or family to other appropriate services as needed.

Following any report involving an MVA person being made to the legal authorities, an internal MVA report will be drafted and assessed covering the incident to document all relevant information received regarding an incident and the report will be stored in a separate secure file.

Legislation in each State or Territory outlines the protections that are given to mandated reporters. Two key universal protections across jurisdictions are that:

- confidentiality is given to reporters
- the reporter cannot be liable in civil, criminal or administrative proceedings in relation to a report.

If a MVA person is required to notify the education authorities, the State and Territory bodies are:

SA – Department of Child Protection SA 131 478

WA – Department for Child Protection (Department of Communities) WA Central Intake 1800 273 889; After hours (Crisis Care) (08) 9223 1111 or 1800 199 008.

QLD – Department of Communities Child Safety & Disability Services, Child Safety Services (1800 811 810)

TAS – Department of Education, Children and young People – Strong Families, Safe Kids



(1800 000 123)

NT – Department of Children and Families (1800 700 250)

NSW – Department of Family and Community Services (132 111)

VIC – Department of Families, Fairness and Housing – Children, Youth and Families (131 278)

ACT – Office for Children, Youth and Family Support (1300 556 729)

Reporting and responding to general complaints or feedback

Providing opportunities for complaints and feedback ensures that children, young people and their families feel valued and respected and enables us to improve the quality of our service. Wherever practicable, children, young people and their families are informed that they can provide feedback or make a complaint early in their connection with our organisation.

Complaints, compliments or feedback can be provided verbally to any MVA person or direct to management either by telephone on 02 83946666, or via email afrankenberg@musicaviva.com.au.

We undertake to deal with all complaints and feedback received promptly, sensitively and fairly. The recipient of a complaint is required to listen to the complaint / feedback, make a record of the communication if it's received verbally and advise the expected time of an outcome, and subsequently forward it to MVA management in a timely manner

MVA management will ensure that procedural fairness is always followed, and reply to the complainant with an outcome as soon as possible, and clearly document and securely store decisions and actions taken in response to complaints and feedback.

If the child, young person or a relevant family member is unhappy with the outcome of a complaint investigation, they have the right to contact the relevant legal body or statutory commissioner to lodge a complaint about the outcome.

Risk Management

At Appendix to this policy.

Policy Administration and Review

Our People and Culture Manager will lead an evaluation and review of this policy and its related procedures, in concert with MVA's senior management team and Board, every 2 years to:

- identify new risks identified for children and young people
- ensure its operational effectiveness
- address any shortcomings highlighted by reported incidents



- remedy awareness or compliance conditions raised
- incorporate latest legislation in various States and Territories across Australia
- consider feedback from all relevant sources and include beneficial amendments
- ensure and communicate flow-on changes in other affected MVA policies or procedures

We undertake to ensure that the online copy of the Policy is always the latest version and that it will circulate amended copies to all MVA people, and any relevant outside bodies, such as schools and venues.

Legislative Basis and Associated Policies

The following legislation and MVA policies and other statements that impact on this Child Safe Policy.

INTERNATIONAL

United Nations Convention on the Rights of the Child (CRoC)

NATIONAL

National Principle for Child Safe Organisations

National Framework for Protecting Australia's Children

ACT

- Children and Young People Act 2008 (ACT)
- Children and Young People Regulation 2009
- Human Rights Act 2004 (ACT)
- Human Rights Commission Act 2005 (ACT)
- Working with Vulnerable People (Background Checking) Regulation 2012

NSW

- Children and Young Persons (Care and Protection) Act 1998 (NSW)
- Children and Young Persons (Care and Protection) Regulation 2012
- Child Protection (Working with Children) Act 2012 (NSW)
- Child Protection (Working with Children) Regulation 2013.

VIC

- Child Wellbeing and Safety Act 2005 (Vic)
- Child Wellbeing and Safety Regulations 2017)
- Child Wellbeing and Safety (Information Sharing) Regulations 2018
- Child Wellbeing and Safety (Child Link) Regulations 2019
- Worker Screening Act 2020 (Vic)
- Worker Screening Regulations 2021



SA

- Children and Young people (Safety) Act 2017 (SA)
- Child Safety (Prohibited Persons) Act 2016 (SA)
- Children and Young People Safety Regulations 2017

WA

- Children and Community Services Act 2004 (WA)
- Working with Children (Criminal Record Checking) Act 2004 (WA)
- Working with Children (Criminal Record Checking) Regulations 2005

NT

- Care and Protection of Children Act 2007 (NT)
- Care and Protection of Children (Screening) Regulations 2010
- Care and Protection of Children (Offender Reporting & Registration) Regulations 2004

QLD

- Child Protection Act 1999 (Qld)
- Child Protection Regulation 2023
- Working With Children (Risk Management and Screening) ACT 2000 (Qld)
- Child Safe Organisations Act 2024

TAS

- Child and Youth Safe Organisation Act 2023 (Tas)
- Children, Young Persons and their Families Act 1997 (Tas)
- Registration to Work with Vulnerable People Act 2013 (Tas)
- Registration to Work with Vulnerable People Regulations 2014
- Registration to Work with Vulnerable People (Risk Assessment for Child-related Activities) Order 2014.

MVA Policies

- WH&S Policy - Working in Schools Safety Policy
- WH&S Policy – Internal Complaints and Grievance Policy
- WH&S Policy – Schools Risk Assessment Policy
- Company Policy – Performance Management Policy
- Company Policy – Code of Conduct
- Company Policy – Bullying Harassment and Discrimination Prevention Policy
- Company Policy – Employment Practices Policy

References

Australian Human Rights Commission, *National Statement of Principles for Child Safe Organisations* 2018, https://childsafe.humanrights.gov.au/sites/default/files/2019-02/National_Principles_for_Child_Safe_Organisations2019.pdf

Commonwealth Government, Australian Institute of Family Studies, *Child protection in*



Australia, <https://aifs.gov.au/resources/resource-sheets/australian-child-protection-legislation>

Commonwealth Government, National Office for Child Safety, *Working with Children Check reform*, <https://www.childsafety.gov.au/what-we-do/working-children-check-reform>

VERSION CONTROL

Version	Date Reviewed	Owner	Change Description	Authorised by
1	31/5/18	Sarah Vickers; Colette Vella	Significant. Replaced Working With Children Policy	Mary Jo Capps Sarah Falzarano
2	16/9/19	Sarah Vickers Colette Vella	Moderate – amending to include competitions and non-education context and change CEO.	Hywel Sims and Jo Daffron
3	19/1/21	Cass Lake	COVIDSafe Plan reference.	HRD and Cass Lake.
4	20/12/22	Matilda S	Logo change	HRD
5	18/4/24	Trish Ludgate	Update terminology	HRD
6	May 2025	Rob Firth	Bring into line with SA guidelines	Jen McCleary
7	Nov 2025	Cass Lake	Finalised	Cass Lake

APPENDIX : Relevant Risk Management Processes



RISK MANAGEMENT

Musica Viva Australia In Schools (MVAIS) works within a specific performance timeframe within primary schools. At all times classroom teachers are present and the musicians have no contact with the children other than from the stage. Therefore many risks within the list below do not apply to our engagement with children within the MVAIS context.

All Musica Viva Australia In Schools musicians and staff hold up to date WWC clearances.

Identified risk	Actions to minimise risk
Physical contact	- Any physical contact must be appropriate to the delivery of services being provided - Where physical contact is required, this is undertaken in a safe way by explaining why contact is required and what will happen, and asking the child/young person for their permission (or their family if this is more appropriate) before proceeding - Unnecessary physical contact is not allowed
Online contact	- MVA people must not provide their contact details to work-related children or young people or encourage children to contact them under any circumstances - MVA people must not communicate with work-related children or young people via social media
Transport of children and young people	- MVA people must not transport a child or young person unless specifically approved - Parents/guardians must provide consent before transporting a child or young person - If transport is required and approved, the MVA person must have a valid, unrestricted driver's licence, and the transporting vehicle must be registered, insured and in roadworthy condition, and the MVA person must not be alone in a vehicle with the child or young person
Supervision	- Groups of children and young people are to always have supervision by a parent/guardian/teacher - If a child or young person is not collected by parent/guardian/ teacher at end of performance/consult/class, two adults are to stay with child or young person until they are collected - MVA people are not to provide one to one consultation with a child or young person, unless it is in line of sight of a parent/ guardian/ teacher
Taking images of children and young people	- Disclosure must be made as to how the image is to be used and consent must be provided by the child, young person and parent/guardian - If requested by the child, young person and parent/guardian, images must be presented in a way that de-identifies the child or young person



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Physical environment	• Conduct risk assessments of the physical environments for all activities • Ensure all equipment is in safe working order
Privacy and confidentiality	• MVA people must not disclose information regarding any child or young person without written consent of the child, young person and their parent/guardian
Overnight and/or off-site activities	• Overnight and off-site activities are not permitted
Physical contact	• Any physical contact must be appropriate to the delivery of services being provided • Where physical contact is required, this is undertaken in a safe way by explaining why contact is required and what will happen, and asking the child/young person for their permission (or their family if this is more appropriate) before proceeding • Unnecessary physical contact is not allowed

Additionally, Musica Viva Australia keeps a risk register detailing hazards or handling of performance equipment (attached).



Child Safety Policy Risk Management

Activity	Hazard Identified	Consequence	Likelihood	Risk	Controls	Additional Control Measures required	Responsibility
Arrival / Departure from School	Collision	Medical attention	Unlikely	4	Very slow driving with hazard lights on	Person walks in front of car if area contains children	Artists
						Contact School staff on approach to escort ensemble through school premises	
Set-up & Strike	Lifting percussion & heavy instruments	Medical attention	Very Unlikely	5	Follow safe lifting procedures		Artists
					Single pieces of equipment not over 20kgs		
					Cases have handles		
	Obstructed pathway	First Aid	Very Unlikely	6	Initial check of pathway for obstructions before commencing unload	Ensuring students remain clear of artists' path when unloading	School / Artists
	Unstable performance platform	Medical attention	Unlikely	5	Stable platform to be provided by schools, platform to be checked by artists on arrival		School / Artists
	Trip hazard	Medical attention	Unlikely	5	All electrical cables taped down		Artists
	Electrocution	Medical attention	Unlikely	4	All electrical equipment is tested and tagged according to Industry Standards		Artists



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Performance	Trip hazard	1 st Aid	Very Unlikely	6	Enough space allowed between performers and children so that tripping or accidental contact is avoided		School / MVA
	Hearing loss	Long term illness	Very Unlikely	4	PA levels kept low with amps behind performers	Request feedback from teachers	Artists
General	Incident with children	Long term serious injury/or illness	Very Unlikely	4	All Musica Viva In Schools musicians complete Working with Children checks	Report all incidents to staff on duty	Artists / MVA
					Musicians are not responsible for discipline of students	Report all incidents to staff on duty	Artists / MVA
					no one-on-one situations with children unless as part of a tutorial	Report all incidents to staff on duty	Artists

See Consequence table below:



Consequences Table

Impact of Hazard	How likely that the hazard or accident will occur			
	Very Likely	Likely	Unlikely	Very Unlikely
	Could happen at any time	Could happen at some time	Could happen but rarely	Could happen but probably never will
Kill, or cause permanent disability or ill health	1	1	2	3
Long term serious injury/or illness	1	2	3	4
Medical attention or several days off work	2	3	4	5
First Aid needed	3	4	5	6