

A Risk Management Plan assists the celebrant to show she/he has performed their best practice to assure any risk is reduced/mitigated prior to the ceremony being held. This can be achieved by the following:

- All AFCC members are covered for Public Liability Insurance and Professional Indemnity Insurance;
- Request a Certificate of Currency from Focus Insurance by emailing david@focusinsurance.com.au
- Always be alert of the environment in which you will be working;
- Discussion with all parties involved;
- Agreement on location and services to be provided, such as Celebrant’s equipment;
- Set up a network of Celebrants you know and will come to your aid if you become unwell on the day of the ceremony;
- Be informed and up to date with all the legal documentation and requirements;
- Duty of Care is owned by you, the Celebrant, in correctly preparing for the ceremony, whether a wedding or a naming;
- Be aware of Sun Safety Measures –Remind your couples of potentially harmful effects of the sun and that they should consider providing adequate shade and water for the time quests are sitting/standing outdoors especially during summer months.

LIKEIHOOD	Event is expected to occur in most circumstances	<i>Almost Certain</i>	<i>Medium</i>	<i>High</i>	<i>High</i>	<i>Very High</i>	<i>Very High</i>
	Event will probably occur on most circumstances	<i>Likely</i>	<i>Medium</i>	<i>Medium</i>	<i>High</i>	<i>High</i>	<i>Very High</i>
	Event may occur at some time	<i>Possible</i>	<i>Low</i>	<i>Medium</i>	<i>High</i>	<i>High</i>	<i>High</i>
	Event is not expected to occur	<i>Unlikely</i>	<i>Low</i>	<i>Low</i>	-----	<i>High</i>	<i>High</i>
	Event is likely to occur only in exceptional circumstances	<i>Rare</i>	<i>Low</i>	<i>Low</i>	<i>Medium</i>	<i>Medium</i>	<i>High</i>

Low Risk: Unlikely to require allocation of resources, manage by routine procedures.
Medium Risk: Must be brought to attention of manager, resources required to address risk must be allocated.
High Risk: Appropriate authority action required, risk treatments applied. Responsibility must be specified. Subject to regular monitoring.
Very High Risk: Immediate action required. Appropriate attention needed with action plans and management responsibility specified.

All possible treatments to be put in place to reduce risk

RISK REGISTER**Ceremony:****Location:****Prepared by:****Date:**

Ref	The Risk: What can happen and how it can happen	Consequences of an event happening	Likelihood of an event happening	Level of Risk Rating ** (refer Matrix)	How are Risks to be Managed?	Consequence Rating after treatment	Likelihood Rating after treatment	Level of Risk after treatment	Risk Priority
R1	Injuries to celebrant, contractors (Bride & Groom), guests and community	Major - Potential for injuries at location of proposed ceremony	Unlikely	Low	A location assessment is to be viewed by Celebrant and client prior to the commencement of ceremony. Celebrant has knowledge and awareness of OHS requirements under relevant legislation for type of ceremony to be performed.	Minor	Rare	Low	1
R2	Latent and unforeseen existing conditions.	Moderate Possible changes to previously agreed location at last minute Delays in ceremony	Unlikely	Low	Ceremony to be carried out on previously proposed site unless unsafe conditions occur Celebrant to investigate location and minimise risks prior to commencement of ceremony. Agreed notice of any intention to change location to be advised 24 hours pre agreed ceremony location and timing.	Minor	Unlikely	Low	2

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R3	Weather conditions such as excessive heat, rain/storms, fire, noise, services interference and disruption to celebrant, clients and guests	Moderate - Potential OH&S issues due to excessive heat, unexpected storm with rain, noise and location. unsecured and damage to property	Possible	Medium	Celebrant to establish and maintain safe work procedures to protect the health and safety of all attendees at outdoor venues Celebrant to ensure approved location has appropriate cover for protection of environment where necessary and will be implemented by parties who are in charge of booking, if required. Communication between parties to allow the Celebrant to keep abreast of any issues. Location visit pre ceremony. Refer to The Gordon Celebrancy 2018 OPD Workbook on Best Practice for Australian Celebrants as a guide.	Minor	Unlikely	Low	3
R4	Ceremony cost exceeds previous agreed quotation	Moderate - Loss of time in review of the ceremony. Possible increase in costs.	Unlikely	Medium	All parties agree to proposed fee and any changes that may incur further cost by the Celebrant. All parties to review ceremony. All parties to sign agreement.	Minor	Unlikely	Low	4
R5	Ceremony completion date not achieved. ie Pending divorce papers not provided	Moderate - Ceremony not completed as scheduled.	Unlikely	Medium	Ongoing open communication between all parties will ensure ceremony date is achieved and identify possible delays early, so that they are managed effectively including regular liaison with all parties. Possibility to perform commitment ceremony in place of wedding.	Minor	Unlikely	Low	5
R6	Documents not received by Births, Deaths and Marriages (BDM)	Moderate Marriage not registered with BDM, therefore clients are not able to receive formal marriage certificate	Possible	Medium	All documentation posted to BDM should be posted by Registered Mail for tracking purposes. Some BDM services can be accessed online with tracking services and Celebrant is notified of BDM receipt of documents Celebrant to manage copies of documents in case of loss in post/online.	Minor	Unlikely	Low	6
R7	Celebrant is reported to Attorney General's Dept by client/s for misconduct of ceremony	Moderate Reputation and Business is affected	Possible	Medium	Celebrant is required to follow the Marriage Regulations 2017 Code of Practice and AFCC members Code of Ethics Celebrant must maintain a high standard of service for his/her professional conduct and practice. Client is advised by Celebrant of recourse for complaints. Client to communicate with Celebrant if there are/were issues with ceremony so that Celebrant can respond to rectify/resolve	Minor	Unlikely	Low	7

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R8	Celebrant becomes ill and cannot attend ceremony	Moderate Clients left with no celebrant to perform ceremony	Possible	Low	Celebrant to advise clients in initial meeting of network of other celebrants in case an emergency occurs on the day of the ceremony Celebrant to arrange with replacement Celebrant. Celebrant to notify clients as soon as possible of health issue and not being fit and able to attend ceremony and notify clients with contact details of replacement celebrant Replacement celebrant to make contact with clients as soon as possible	Minor	Unlikely	Low	8
R9	Accidental damage to Celebrant's equipment whilst performing a ceremony	Moderate Delay in performing ceremony	Possible	Low	Celebrant to be aware of locating equipment where it is reasonably safe.	Minor	Unlikely	Low	9