

Template for documentation of risk assessment (RA) for excursions/trips, activities and work assignments abroad

In accordance with the German Occupational Safety and Health Act and German Ordinance on Preventive Occupational Health Care

The employer is legally required to determine the risks associated with business trips and excursions abroad to take appropriate protective measures to prevent work-related accidents or illnesses. Special hazards and risks arise as the result of infectious diseases, infrastructural or technical deficiencies, poor hygienic conditions, or a lack of or inadequate medical care, for example. Students are also subject to government regulations concerning occupational safety and health if excursions are mandatory.

The need to obtain expert advice and preventive occupational medical care is determined by the specific climate and health-related risks at the location of the assignment.

The decision if an instruction is sufficient or a preventive occupational health care is to offer or necessary depends on the location- and task-based risk assessment of the individual case.

Even in supposed „risk-free“ other European countries, a distinction has to be made whether the person will be attending a conference in a city or conducting field research in natural terrain (risk of infection, e. g. TBE; exposure to sunlight).

Excursions/trips to countries or regions for which the German Federal Foreign Office has issued a travel warning are not permitted. If security or safety advisories have been issued by the German Federal Foreign Office for a state or region, the scientific and educational interests related to the excursion must be weighed against the security risks and safety hazards for the participants, excursion leader and any persons accompanying them.

Related Links:

- Publication by DGUV (German Social Accident Insurance association) “Statutory Accident Insurance Cover During Foreign Assignments” <https://publikationen.dguv.de/versicherung/versicherungsschutz/3079/statutory-accident-insurance-cover-during-foreign-assignments>
- Country-specific information, information on infectious and tropical diseases, and information on preventive travel medicine: <http://www.auswaertiges-amt.de/en>
- Crisis preparedness list (ELEFAND) for stays abroad at the Federal Foreign Office (in the event of a crisis or disaster, you will be informed quickly by the missions abroad and, if necessary, included in crisis management measures): <https://www.auswaertiges-amt.de/de/-krisenvorsorgeliste-387662>
- [country overview](#)

Note: This risk assessment has to be filed in the „safety folder“.

A risk assessment (RA) for the local tasks has to be done and documented before starting the excursion/trip in consultation with the local partners.

Person travelling, professor, instructor, sponsor	
Last name, first name	
Position	
Faculty/department/institution	
Number of travellers	
Optional other participants/ (add list if necessary)	

Destination and purpose	
Destination Country, Destination City, altitude of areas to be visited	
Destination (university, conference, institution)	
Type of accommodation there:	☐ hotel ☐ hostel ☐ apartment ☐ tent ☐ other:
	☐ European standard ☐ local standard ☐ other:
	☐ big city ☐ small town ☐ rural ☐ far away from any supply
Purpose of stay abroad (e. g. excursion, field research, attending a conference)	
Planned duration	
Programme/itinerary of the trip (also expected leisure activities in context with excursion/trip; add attachment if applicable)	
Description of the scheduled jobs/activities (add separate page if applicable)	

Attachments:

- ☐ **List of participants of the trip abroad**
- ☐ **Itinerary/programme of the trip**
- ☐ **Description of the activities on site in the destination country**
- ☐ **Risk assessment of the local jobs/assignments/activities** (copies of existing risk assessments, operating instructions and briefing documents, if available)
- ☐ **Other documents:** _____



Risk assessment

1. **Is it a repeated journey by the same person under the same conditions to the same destination within 24 month?**

☐ no

☐ yes

→ A (repeated) preventive occupational health care is NOT necessary!
(continue at 4.)

2. **Is the destination in the tropics/subtropics?**

☐ no

☐ yes

→ Arrange preventive occupational health care

3. **Is the destination in another country with special climatic conditions (e. g. polar circle) and/or risk of infection?**

☐ no

☐ yes

Do you spend most of your time in air-conditioned rooms during your business trip (exclusive participation in congresses/conferences etc.), so that you are hardly exposed to special climatic conditions or high risks of infection?

☐ yes ☐ no

Are you exposed to particular climatic stresses (e. g. extreme heat, extreme cold) during the business trip compared to the general German population (e. g. research project or other outdoor stays)?

☐ no ☐ yes → Arrange preventive occupational health care

Are you specially exposed to pathogens, poisonous animals or animals that can transmit diseases on the business trip compared to the general German population?

☐ no ☐ yes → Arrange preventive occupational health care

Are there inadequate hygiene conditions and/or insufficient medical care at the destination compared to European standards?

☐ no ☐ yes → determine measures

Appointments for preventive occupational health care have to be arranged in time (approx. 12 weeks before starting the business trip).

Please bring the following with you to the health care:

- ***Vaccination card***
- ***Risk assessment***

Proof of a mandatory health care must be submitted with the business trip approval request.

An elective occupational medical health care can be arranged regardless of the result of the risk assessment.

4. **Is there a current travel warning from the Federal Foreign Office for the destination?**

☐ no

☐ yes

→ Do not start trip



5. Is there a current safety advice from the Federal Foreign Office for the destination?

☐ no ☐ yes → Weigh up the situation and determine measures if necessary

6. Is there any chemical environmental or air pollution at the destination (e. g. dust, chemicals, smog)?

☐ no ☐ yes → Determine measures

7. Have there been any recent natural disasters (e. g. earthquakes, forest fires, floods)?

☐ no ☐ yes

Is a safe transport to the accommodation and place of stay possible?

☐ yes ☐ no → Determine measures

Are the accommodation and location unaffected?

☐ yes ☐ no → Determine measures

8. Is there unrest, unstable political situation in the destination country, in the region as well if applicable?

☐ no ☐ yes → Determine measures

9. Is local work equipment with low safety level being used?

☐ no ☐ yes → Determine measures

10. Are unfamiliar or hazardous agents used on site?

☐ no ☐ yes → Determine measures

11. Can communication problems be on site?

☐ no ☐ yes → Determine measures

12. Is there active participation in road traffic?

☐ no ☐ yes → Determine measures

13. Can psychological stress occur, e. g. through social isolation?

☐ no ☐ yes → Determine measures

Determination/review of protective measures in accordance with the risk assessment for deployment abroad

a. Construction and technical protection measures:

(add further protective measures under e. or on a separate page)

Has suitable accommodation been selected?

☐ yes ☐ no → check whether more suitable accommodation is available

Are suitable vehicles/means of transport available or have they been rented?

☐ yes ☐ no → hire suitable vehicles/use suitable means of transport

**b. Organisational protective measures:**

(add further protective measures under d. or on a separate page)

Were persons selected according to their competences and performance requirements?

☐ yes ☐ no → Check and adapt personnel selection

Has information been obtained on the safety situation and any infection risks?

☐ yes ☐ no → Obtain information

Has the insurance cover in the destination country been clarified?

☐ yes ☐ no → Catch up on clarification

Has a preventive occupational mandatory health care when working abroad under special climatic or health conditions (e. g. tropics or subtropics; formerly G35) been carried out/arranged, if necessary?

☐ not applicable ☐ yes ☐ no → Give information

Have hygiene rules, exposure prophylaxis and rules of behaviour for the destination been drawn up, handed out to the participants and the instruction confirmed in writing by the participants?

☐ yes ☐ no → Draw up, hand out and follow up instruction and have it confirmed in writing

Is a suitable nutrition possible at the destination?

☐ yes ☐ no → ensure suitable nutrition

Has a list of emergency numbers in the destination country (e. g. embassy) and the sending institution of Paderborn University been drawn up and will this be taken along on the trip?

☐ yes ☐ no → Draw up and ensure that it is carried along

Has behaviour in the event of safety deficiencies been defined?

☐ yes ☐ no → Define Behaviour

Has first aid and medical care at the destination been clarified?

☐ yes ☐ no → clarify

Have the travellers been informed that pregnancies need to be disclosed in advance?

☐ yes ☐ no → give information, obtain a clearance certificate from the treating gynaecologist if necessary

A separate risk assessment must be prepared for pregnant women with regard to particular hazards for the expectant mother and unborn child.

c. Personal protective measures:

(add further protective measures under d. or on a separate page)

Is the use of personal protective equipment necessary? (e. g. hearing protection, safety goggles)

☐ no ☐ yes → ensure that this is available



d. Further measures

City, Date

Name and Signature of superior

City, Date

Name und signature of person travelling
or the excursion leader