

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

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 in Germany 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“ Germany, a distinction must be made between whether the person will be attending a conference in a city or conducting field research in natural terrain (TBE risk).

Appointments for preventive occupational medical health care have to be arranged in time (approx. 12 weeks before the start of the trip). This risk assessment and, if applicable, the vaccination card must be brought along to the screening.

Note: *This risk assessment must 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/travellers (attach list if necessary)

Destination and purpose

Destination city, altitude of areas to be visited if applicable

Destination (university, conference, institution)

Type of accommodation there:

☐ hotel ☐ hostel ☐ apartment ☐ tent

☐ other:

☐ big city ☐ small town ☐ rural

Purpose of stay (e. g. excursion, field research, attending a conference)

Planned duration

Programme/itinerary of the trip (also expected leisure activities in context with the excursion/trip; add attachment if applicable)

Description of the scheduled jobs/activities (add separate page if applicable)

Attachments:

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



Risk assessment

Are there any significant risks compared to the work at Paderborn University?

☐ no

☐ yes → define protective measures for:

- ☐ TBE (for field research in low vegetation)
- ☐ increased risk of infection (e. g. contact with children)
- ☐ inadequate hygiene conditions at the destination
- ☐ exposure to chemical or physical hazards
- ☐ special risks in relation to work equipment, equipment or plant
- ☐ mental stress due to the conditions on site
- ☐ pregnant women
- ☐ others: _____

In the event of local, temporary outbreaks of illness or recent natural disasters (e. g. earthquakes, forest fires, floods) at the destination, the business trip must be postponed.

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

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 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 e. or on a separate page)

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

☐ yes

☐ no

→ clarify

Is a suitable nutrition possible at the destination?

☐ yes

☐ no

→ ensure suitable nutrition

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

☐ yes

☐ no

→ give information, add protective measures under e. if necessary

c. Personal protective measures:

(add further protective measures under e. 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. Protective measures for TBE areas:

- ☐ low vegetation is avoided
- ☐ closed clothing and sturdy shoes are worn
- ☐ Repellents against ticks are provided
- ☐ vaccination is offered (only for longer stays and field research in low vegetation)

e. Further measures

City, Date

Name and signature of superior

City, Date

Name and signature of person travelling
or the excursion leader