

## Supplementary risk assessment for field work in countries with potential increased security risk

This form can be used to record and assess hazards in advance of a field trip to a country with a worse security situation than in Germany, according to the Federal Foreign Office (<https://www.auswaertiges-amt.de/de/ReiseUndSicherheit/reise-und-sicherheitshinweise>), as well as to document the protective measures required for this purpose.

The risk assessment is to be prepared by the responsible field trip leader and be submitted to the coordinating office for documentation

### Note concerning the assessment of security situation in foreign countries:

In the case of field trip trips abroad, it must be clarified, whether the destination is located in an area or country with an **increased risk** (*worse security situation in the country than in Germany, see **Federal Foreign Office, Travel and safety instructions**: <https://www.auswaertiges-amt.de/de/ReiseUndSicherheit/reise-und-sicherheitshinweise> or the comparable classification of the poorer security situation of the countries under the BMEIA travel warning BMEIA travel warning, from security level 2 <https://www.bmeia.gv.at/reise-services/reisewarnungen/>).*

- a) If the travel destination is located in an area or country without increased risk (*security situation of the country is comparably good as in Germany*) this supplementary risk assessment is not mandatory.
- b) If the destination is located in an area or country with an **increased risk** (the security situation of the country is worse than in Germany), in **addition to** the business travel authorization, the consideration and evaluation of the security situation in the destination country is required before the field trip.

To this end, this risk assessment tool is used to systematically deal with the usual safety aspects of business trips abroad. However, the working aid cannot claim to be complete, as individual cases (e.g. in the case of expeditions to the Antarctic) may require further special safety aspects to be considered.

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Faculty:

Date:

Workgroup:

Responsible Manager /  
Field trip leader:

Participants:

Country:

Title of the project/field trip:

**Persons involved in the risk assessment**

Executive:

Employees:

Security administrator:




Staff Council:

Occupational Safety Specialist:




Company doctor:

Co-applicable documents:




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| No.  | Health and safety aspects to be clarified  | Is the point settled?    |                          |                          | Operational "caretaker" | Remarks / Measures | What is the hazard potential?   |  |  |
|--|--|--------------------------|--------------------------|--------------------------|-------------------------|--------------------|---|--|--|
|  |  | Yes                      | No                       | Not applicable           | Who? / Until when?      |                    | Risk assessment   |  |  |
|  |  |                          |                          |                          |                         |                    | small  | medium  | high  |
| <b>1. Preparation of the field trip abroad</b> |  |                          |                          |                          |                         |                    |   |  |  |
| 1.1  | Has a consultation by the Department of the University taken place?<br>- Travel expense center (Reiskostenabteilung),<br>- If necessary, company doctor ( <i>e.g. when travelling to the tropics/subtropics</i> )<br>- If applicable, university's safety specialist ( <i>e.g. for activities with a higher risk potential</i> ) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                         |                    | <input type="checkbox"/>  | <input type="checkbox"/>   | <input type="checkbox"/>   |
| 1.2  | Is it determined which groups of people travelling with you will be included in this risk assessment ( <i>e.g. students of the UoC, external participants</i> )  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                         |                    | <input type="checkbox"/>  | <input type="checkbox"/>   | <input type="checkbox"/>   |
| 1.3  | Have special needs, e.g. for LGBT+ travelers, women, elderly travelers, travelers with disabilities been considered?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                         |                    | <input type="checkbox"/>  | <input type="checkbox"/>   | <input type="checkbox"/>   |
| 1.4  | Has participation in additional official events ( <i>e.g. field trip into the wilderness, attendance at a cultural event</i> ) been included in this risk assessment?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                         |                    | <input type="checkbox"/>  | <input type="checkbox"/>   | <input type="checkbox"/>   |
| <b>2. Safety at work abroad</b>                |  |                          |                          |                          |                         |                    |   |  |  |
| 2.1  | Is accident insurance required for travelers in addition to the statutory accident insurance?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                         |                    | <input type="checkbox"/>  | <input type="checkbox"/>   | <input type="checkbox"/>   |
| 2.2  | Has a comprehensive supplementary risk assessment been carried out for hazardous activities at the place of use? ( <i>e.g. during excavations, excavations of caves, work at great heights, work with chemicals, especially personal protective equipment, work equipment, hazardous substances, etc.</i> )                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                         |                    | <input type="checkbox"/>  | <input type="checkbox"/>   | <input type="checkbox"/>   |




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|  |  | Yes                      | No                       | Not applicable           | Who? / Until when?      |                    | Risk assessment   |  |  |
|  |  |                          |                          |                          |                         |                    | small  | medium  | high  |
| <b>3. Health Protection and Occupational Medicine Abroad</b> |  |                          |                          |                          |                         |                    |   |  |  |
| 3.1  | Have particularly vulnerable groups of travelers been considered during planning the trip? (e.g. chronically ill people, pregnant women, people with cardiovascular diseases, asthma, etc.)  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                         |                    | <input type="checkbox"/>  | <input type="checkbox"/>   | <input type="checkbox"/>   |
| 3.2  | Is the incidence of certain infectious diseases in the destination country clarified/known? (e.g. malaria, dengue, chikungunya)  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                         |                    | <input type="checkbox"/>  | <input type="checkbox"/>   | <input type="checkbox"/>   |
| 3.3  | Does the traveler have access to medical travel recommendations (e.g. from the company doctor, the Foreign Office, the travel expense office)?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                         |                    | <input type="checkbox"/>  | <input type="checkbox"/>   | <input type="checkbox"/>   |
| 3.4  | Have special import regulations been considered for travelers' necessary medicines?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                         |                    | <input type="checkbox"/>  | <input type="checkbox"/>   | <input type="checkbox"/>   |
| 3.5  | Has a preventive occupational health care by the company doctor been offered by the supervisor to the employees (e.g. to clarify necessary vaccinations, for circulatory stress in Working at altitudes above 2000 m above sea level, etc.)? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                         |                    | <input type="checkbox"/>  | <input type="checkbox"/>   | <input type="checkbox"/>   |
|  | - (mandatory precaution when travelling to the tropics / Subtropics)?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                         |                    | <input type="checkbox"/>  | <input type="checkbox"/>   | <input type="checkbox"/>   |

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|--------------------------------|---|--------------------------|--------------------------|--------------------------|--|--------------------|---|---|--------------------------|
|                                |   | Yes                      | No                       | Not applicable           |  |                    | Risk assessment   |   |                          |
|                                |   |                          |                          |                          | small<br> |                    | medium<br> | high<br> |                          |
| 3.6                            | Has the need for additional health insurance for trips abroad been considered? (e.g. due to the lack of social security agreements with the country of travel, if necessary contact the travel expense center)  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |                    | <input type="checkbox"/>  | <input type="checkbox"/>  | <input type="checkbox"/> |
| 3.7                            | Has the provision of medical care for employees during the business trip been considered?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |                    | <input type="checkbox"/>  | <input type="checkbox"/>  | <input type="checkbox"/> |
| 3.8                            | Has the on-site care of employees been clarified after an accident?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |                    | <input type="checkbox"/>  | <input type="checkbox"/>  | <input type="checkbox"/> |
| 3.9                            | Has the on-site payment for medical services been clarified?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |                    | <input type="checkbox"/>  | <input type="checkbox"/>  | <input type="checkbox"/> |
| <b>4. Travel safety abroad</b> |   |                          |                          |                          |  |                    |   |   |                          |
| 4.1                            | Have particularly vulnerable groups of travelers been considered with regard to the destination's cultural history (e.g. gender, nationality, religious affiliation)?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |                    | <input type="checkbox"/>  | <input type="checkbox"/>  | <input type="checkbox"/> |
| 4.2                            | Has the exact travel period been considered (e.g. holidays, elections, major sporting/political events, monsoon/hurricane season)?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |                    | <input type="checkbox"/>  | <input type="checkbox"/>  | <input type="checkbox"/> |
| 4.3                            | Is the current travel security risk for the destination country/destination known before and during the trip and is access to the current country information (e.g. social/political unrest, crime, natural disasters) guaranteed via the Federal Foreign Office? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |                    | <input type="checkbox"/>  | <input type="checkbox"/>  | <input type="checkbox"/> |

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|     |  | Yes                      | No                       | Not applicable           |  |                    | Risk assessment   |   |                          |
|     |  |                          |                          |                          | small<br> |                    | medium<br> | high<br> |                          |
| 4.4 | Has the risk of "cybercrimes" in the destination country been checked and what information can be imported into the country has been clarified?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |                    | <input type="checkbox"/>  | <input type="checkbox"/>  | <input type="checkbox"/> |
| 4.5 | Have those employees who have to travel the country themselves on the move (e.g. by car) been sufficiently trained for their trip abroad in order to prepare and raise awareness? (e.g. special country trainings, cultural or awareness trainings)" | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |                    | <input type="checkbox"/>  | <input type="checkbox"/>  | <input type="checkbox"/> |
| 4.6 | Has the security of hotel accommodation (risk-based) been considered at the time of booking (e.g. access controls, security personnel, route to the airport, proximity to exit points for demonstrations, fire safety measures, etc.)?               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |                    | <input type="checkbox"/>  | <input type="checkbox"/>  | <input type="checkbox"/> |
| 4.7 | Have the special import regulations for tools and equipment been considered and, if necessary, coordinated with the university administration?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |                    | <input type="checkbox"/>  | <input type="checkbox"/>  | <input type="checkbox"/> |
| 4.8 | Are all important personal documents (passport, driver's license, insurance policies, return ticket) up-to-date?<br>Are copies deposited in the home country for emergencies and are there several times separately in the luggage?                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |                    | <input type="checkbox"/>  | <input type="checkbox"/>  | <input type="checkbox"/> |
| 4.9 | Has a detailed itinerary been recorded and known to the organization (e.g. travel agenda, addresses of hotels and institutions visited, means of transport, pick-up service, communication rules)  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |  |                    | <input type="checkbox"/>  | <input type="checkbox"/>  | <input type="checkbox"/> |