

**Supplementary risk assessment form D4-4: Risk of contact with SARS-CoV-2 through field trips**  
**Risk assessment pursuant to Section 5 of the Arbeitsschutzgesetz (Act on the Implementation of Measures of Occupational Safety and Health)**

Version: 11 March 2022

The risk assessment applies to **field trips** and is intended as a supplement to existing risk assessments.



Risk assessment carried out by: \_\_\_\_\_ Date \_\_\_\_\_

Head of field trip: \_\_\_\_\_

Number of participants \_\_\_\_\_

\_\_\_\_\_  
Signature of field-trip head

**Objective of the risk assessment and of the action to be taken as a consequence of the risk assessment**

Avoiding transmission of SARS-CoV-2 and breaking chains of Covid-19 infection.

**Notice:**

It is recommended that field trips only be carried out when all of the participants are willing to present proof of vaccination, recovery or a negative corona test result. **The tests should be completed before the beginning of the field trip. For trips of more than one day, tests must be repeated daily.**

**Documentation and storage of risk assessment**

Once the risk assessment has been conducted and participants have been informed of the action required of them and issued with corresponding instructions, the signed risk assessment form shall be placed on file by the head of the field trip, who shall additionally send a copy of the form to the responsible Dean's office.

**Advice and support**

You can obtain advice and support with conducting the risk assessment from the occupational health and safety specialists from the Occupational Safety Unit (AKU): [arbeitsschutz@haw-hamburg.de](mailto:arbeitsschutz@haw-hamburg.de)

**Description of field trip**

(Location, type of activity, reason)

**Date/s of field trip**

<b>Risk: Contact with SARS-CoV-2</b>			
<b>Risk mitigation measures</b>	<b>Done/ applies</b>		<b>n/a</b>
	<b>yes</b>	<b>no</b>	
<b>1. Fundamental organisational measures</b>			
The plans for the field trip have been documented in writing, including details regarding the arrival of the participants and the chronological and content-related organisation of the trip. They are included as an attachment with this risk assessment.			
Currently valid travel warnings and entry, re-entry and quarantine rules shall be observed.			
The participants shall be informed of the necessary preventative and hygiene measures prior to the beginning of the field trip.			
The above process shall be documented in writing.			
The employees and students are aware that they cannot participate if they suspect that they are infected with the coronavirus.			
The employees and students are familiar with and must observe the HAW Hamburg coronavirus FAQs ( <a href="https://www.haw-hamburg.de/en/corona">https://www.haw-hamburg.de/en/corona</a> ).			
The participants have been informed of the following hygiene requirements: <ul style="list-style-type: none"> <li>• All persons must wash their hands thoroughly with soap and then apply a skin protection agent. Hand hygiene using soap and water is preferable to the use of disinfectant or hand sanitiser alone.</li> <li>• All those present must observe coughing and sneezing etiquette.</li> <li>• Shaking hands and/or hugging is not permitted.</li> <li>• All those present must wear FFP2 masks in all buildings, rooms and outdoor areas of HAW Hamburg.</li> </ul>			
It is recommended that all participants (students and accompanying teaching and technical staff) complete a rapid antigen test on a daily basis for the duration of the trip.			
Pre-field-trip meetings shall be held via phone or video conference wherever possible. During the field trip, meetings and discussions shall be carried out outside wherever possible and physical distancing rules ( $\geq 1.5$ m) will be observed.			
If there are plans to spend time at external facilities (e.g. company visits, visits to exhibits, overnight stays), the prevention concepts and hygiene plans of those entities apply.			

<b>2. Organisational and technical measures</b>			
For transportation to and from the field trip, the rules of the federal states or the foreign country regarding contact restrictions must be observed.			
If several people travel in one vehicle to the location, the fan must be turned off.			
If the minimum physical distancing requirements cannot be upheld in a vehicle, all individuals except for the driver are required to wear an FFP2 mask.			
For field trips of more than one day, single rooms should be preferred for over-night stays.			
The rules of the (federal) state where the field trip takes place apply to the consumption of food.			
During time spent at external facilities (e.g. companies, exhibits, educational institutions, accommodation), the prevention concepts and hygiene plans of those entities shall be observed.			
When indoors, all participants (students and instructors/supervisors) must wear FFP2 masks at all times; this applies for the entire duration of the field trip.			
If equipment, tools and materials are used as part of the field trip, they will be assigned to specific individuals. If this is not possible, the items must be cleaned between users. The field-trip supervisors will provide suitable cleaning materials for this purpose.			
If the cleaning of such equipment, tools and materials is not possible, students must wash or disinfect their hands prior to using them and wear an FFP2 mask during use.			
<b>3. Measures for specific groups</b>			
A separate risk assessment will be carried out for pregnant and nursing participants.			
A separate risk assessment will be carried out for employees who belong to a high-risk group (e.g. with pre-existing conditions).			
<b>4. Additional measures</b>			

**5. Appendix to the risk assessment**

No.	Name
1	Field-trip planning
2	