

Guidance Document

G1079 WoCRA2 Lead Assessor Guidance

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Documents

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1 Purpose

- 1.1 This guidance document is to help Lead Assessors using the Workplace and Customer Risk Assessment (WoCRA2) database when undertaking Workplace Risk Assessments (WRAs) and Customer Risk Assessments (CRAs).

2 Scope

- 2.1 This guidance is for London Underground Workplace and Customer Risk Assessment Lead Assessors. This guidance covers the functionality of the WoCRA2 database for Lead Assessors. It can also be used by Employing Managers to export out of WoCRA2 the Most Significant Risks for their area and any Lead Assessor's Recommendations.

3 Guidance

3.1 Introduction

- 3.1.1 For the WoCRA2 database there is no additional logon required. You can access the database through the London Underground Intranet – Home > Working Here > Tools & Services > Applications and Tools > WoCRA database.
- 3.1.2 The database has been designed to be straight forward to use and contains 'float over' help text to aid you. There is a summary user document available via the 'Help Documentation' on the 'Main Menu', which is also available from the 'help' link in the top right hand corner of every screen on WoCRA2.
- 3.1.3 Please avoid using the 'Back' button on the Explorer toolbar, since this confuses WoCRA2. Additionally, there is a 'Save' button on the screen, use this to save any changes you have made to the risk assessment.

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3.2 Adding new risk assessments to WoCRA2

3.2.1 If you want to add a new risk assessment to the WoCRA2 database then you should notify your HSE Adviser. This is to ensure that WoCRA2 is set up ready for your area.

