**Task List Template Form**

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| **Directorate** |  | **Division** |  | **Section** |  |
| **Line Manager** |  | **Risk Assessor** |  | **Date** |  |

| **Task Ref.** | **Task Description** | **Type of assessment required. MH/DSE/COSHH\* etc** | **In place y/n?** | **Comments** |
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\* MH = Manual Handling, DSE = Display Screen Equipment, COSHH = Control of Substances Hazardous to Health others could include Noise, Electricity, Hand Arm Vibration