**Health at Work**

**Action Plan Template**

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| **Initiative** | **Tasks** | **Who will be responsible?** | **Who will be involved? (internal and external)** | **Facilities** | **Cost implications** | **Timeline** |
| E.g. setting up a lunchtime walk | List all the tasks required to deliver the lunchtime walk. E.g. walking routes from the workplace; promotional materials; walk leaders. |  | Decide who will take responsibility for ensuring that each task is done, and who will do the tasks. |  | E.g. for a lunchtime walk, allow for the cost of printing promotional materials and the cost of drinks. | Set target dates for completing all the tasks and delivering the first lunchtime walk. |
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