



# Tactical Security Options Ltd Tool Box Talk

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## Subject: Health & Safety Slips, Trips and Falls V1 2023

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This TBT is a refresher on the stated subject, SOPs, when working for TSO and or any other role, employed by TSO, Subcontracted to, or on behalf of our customers and clients as agree with by TSO. Please read and acknowledge this instruction as part of your Als, then confirm acceptance of this sop and or information briefing.

Thanks in-advance Dave Pattinson

### TBT Slips, Trips and Falls from Height

Slips, trips and falls are a major cause of injuries in the workplace. Many disabling injuries and even deaths occur each year as a result of slips, trips, and falls from heights, on stairs, and on level ground both at work and at home.

Most injuries from slips, trips and falls result from poor housekeeping practices. Examples of slip, trip and fall hazards include:

- items such as trailing cables and hoses, hand tools, lengths of pipe, timber glass and empty bottles etc. left on the ground may cause someone to trip up.
- General rubbish such as pieces of brick, material off cuts, empty containers for food or drinks or other etc. can quickly accumulate and form a tripping hazard.
- Spilt substances such as oils and greases or the build up of sawdust, spilt drinks, fuel from generators, blood, sick or other may form a slip hazard.
- Mud or wet surfaces can present a slip and fall hazard.
- Poor lighting levels, such as during winter mornings or afternoons, can easily lead to tripping hazards not being readily visible. Tools, equipment, materials and spilt liquids, which are visible in full daylight might be hidden or difficult to spot in reduced light conditions. Also flashing lights or poor lighting internally or externally at events.

### Key Points to make note of

- ✓ Pay attention to your movements and surroundings, do not get distracted by conversations with colleagues, members of the public or phone calls. Stop walking, finish the conversation and then proceed on your way, using good observation skills.
- ✓ Concentrate on where you're going, what you're doing and what lies ahead.
- ✓ Take responsibility for reporting, fixing, removing, or avoiding hazards in your path. Don't leave for the next person to clear up: they won't. **SEE IT REPORT IT SORT IT** report all findings to the person in charge, do not clean it up unless trained, authorised to do so and have appropriate PPE.
- ✓ Wear correct footwear with anti-slip soles (where applicable) NOT Trainers.
- ✓ Avoid baggy, loose or torn clothing that could cause you to trip up.
- ✓ Trousers should be worn at the waist or hips and not around the thighs as this restricts leg movement.
- ✓ Walk, don't run.
- ✓ Remove or clean muddy footwear when entering buildings or wipe your feet when you come in from rain or snow or other conditions.
- ✓ Report any defective or inadequate lighting or equipment. Use the Incident Report Form, and pass to the management straight away.
- ✓ Watch out for floors that are uneven, have holes, are wet or have just been cleaned, or have torn carpeting etc.
- ✓ When carrying loads if trained to do so, or removing a person from the venue, ensure that you have good visibility of the surface and surrounds in front of you, this also includes staff and customers.

### Training TBT Programme

Tactical Security Options Ltd is a responsible employer and we take our obligations to our staff very seriously. This is why we have set out this tool box talk for the above subject. Please ensure you read and understand this TBT, any questions ask your line manager and put it in writing by the use of email to [alan@tacticalsecurityoptions.co.uk](mailto:alan@tacticalsecurityoptions.co.uk) and cc the email to the following members of management.

[dave@tacticalsecurityoptions.co.uk](mailto:dave@tacticalsecurityoptions.co.uk) and [stacey@tacticalsecurityoptions.co.uk](mailto:stacey@tacticalsecurityoptions.co.uk)

Once you have read and understand the TBT, sign and date it, then return to [dave@tacticalsecurityoptions.co.uk](mailto:dave@tacticalsecurityoptions.co.uk) if you do not sign it, we will think you have agreed by it, and confirm automatically that you agree. If you don't agree, you have seven working days in writing to contact TSO.

I/we confirm I/we have read and understand this TBT sop, and will agree to follow these instructions until told otherwise by the management of TSO in writing.

Declaration by Employee and Employer

I certify that I agree with the above TBT.

I certify that the above information will assist me in my role, and I will carry out unless informed otherwise by a member of the management from TSO.

I acknowledge that if I do not carry out or follow these instructions within my role, it may result in disciplinary action being taken against me. I give my employer permission to verify the above information.

Signed:.....(employee)      Date:.....

Acknowledged:  (For Employer)      Date 20.09.23