



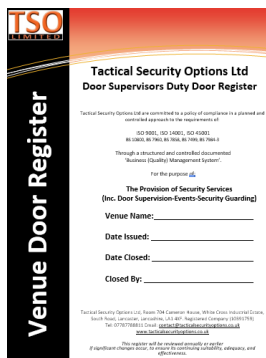
# Tactical Security Options Ltd Tool Box Talk

**Subject:** 28 Market Street, Lancaster LA1 1HT Bier and Twist V5 2024

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

Collect the Venue Log-book, an internal radio, pub watch community radio, clickers, from behind the bar, or from the POC. **Carry out TEST CALLS with internal and community radios, at the start of your shift without fail, this is MANDATORY.**



Upon arrival at the Bier and Twist, introduce yourself to the manager or POC, and ask for an induction walk around, also check if there has been any issues on site, or messages on the ban chat.

Ask for the location of the fire alarm, and the RVP muster point, and what you should do In the event of a fire.

Check the bar and dance seating areas, toilets and all levels of the venue, for any health and safety issues, if any report to the manager and make a log in the venue log!! And also on our chats TSO Incident chat, this is mandatory!



Incident Chat  
Mark: Townhead Wedding Estate 0... 2

One member of staff on front door doing capacity checks, ID checks and searches were possible, **all MUST BE RECORDED**. If two staff on duty, the second member is to be inside. **NO SMOKING on front door looks terrible and unprofessional.** If three members of staff, one on front door one inside and one roving, do not all stand on front door. Unless giving assistance to front door team, then return to your duties when no longer required.

Breaks to only be taken if agreed by management, or the HEAD DOOR, due to the size and nature of the venue. If there is a fire or other evacuation, assist the management and record the incident in the logs!

**If any police, authorities, SIA come on site, YOU MUST take their details, name rank number or position and log it in the venue log MANDATORY!**

<b>Refusals at the Door for</b>			
Drunk 11111		Disorderly Conduct 11	
Venue or other Violations 11		No ID 1111	
Searches Carried Out 11111111111111		Any Finds 0	
After summary report of incident, a Full Incident Report needs to be completed. In <u>addition</u> a report needs to go on to the incident chats, at the end of your shift.			
Enforcement Visit Log	Time of Visit	Details of Visit/Action	Manager Informed
Police visit	22.00	PC 1234 Smith and PC 5678 Jones	Yes/Denied
Daily Sign Off.			
I confirm that all incidents have been recorded and all information is correct.		✓	Signature
(POC) or Head Door Supervisor		yes	D. Pattinson
Duty Manager			08.06.24

Print Date: 8-Oct-24 at 1:44 PM

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AF 04-02-05 Issue Date 2<sup>nd</sup> September 2021

The capacity of the venue as of 29.07.23 is 190, stick to this unless informed by the manager or TSO Senior Management.

## **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 08.10.2024