

Tactical Security Options Ltd Tool Box Talk

V2 2025

Subject: Brewery Arts Kendal 122a Highgate, Kendal, Cumbria

LA9 4HE V2 2025

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 AIs, then confirm acceptance of this sop and or information briefing.

Thanks in-advance Dave Pattinson

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

Upon arrival at the Brewery arts, 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

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 main door one inside and one roving, and one by the stage, unless HD or DM state otherwise. Do not all stand on main 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! Legally only breaks should be taken after 6 hours of work, 20 minute or two 10 minute breaks.

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!**



The capacity of the venue as of 17.02.25 is as per attached SOP, stick to this unless informed by the manager or TSO Senior Management.

Appendix 1 – SIA Briefing Document

Security Staff at Brewery Arts

At the Brewery, we strive to create professional, safe and memorable events. We run many different types of events, sometimes at the same time, from loud and lively music gigs in the Malt Room to opera in the Theatre. We want all users of Brewery Arts to be treated in the same professional, warm and friendly manner.

Our security staff work alongside our Duty Managers, and much loved volunteers, to ensure our visitors have an amazing experience. We want SIA staff who are proactive, well-presented with an ability to think on their feet and a proven ability to manage difficult situations confidently and calmly.

Duties include:

- Providing a professional, welcoming and reassuring presence within our venues as directed by the Duty Manager.
- Checking ID and/or correct accreditation/wristband.
- Carrying out searches on events where it has been deemed necessary by the Brewery Arts management /Risk Assessment. Filling out relevant documentation out as per standard practice.
- Vigilance in spotting overly intoxicated members of the audience, or inappropriate audience behaviour (eg vaping, filming).
- Ensure only permitted drinks/containers are allowed into each venue depending on the relevant event and policy.
- Assist with any Show Stop procedures such as crowd crush / fire evacuation.
- Watch for any disruptive/aggressive behaviour in the audience. If any member of the audience commits an act of abusive or violent behaviour, they should be removed from the premises with immediate effect.
- If requested by a member of the production team, escort the artist(s) to and from the stage.
- To keep an eye on the venue and grounds of the Brewery Arts and work closely with our Duty Managers.
- Spotting any customers consuming or hiding their own alcohol on the premises.
- Patrol the building and site.

Cover Required**Basic Cover**

1x SIA working 4 hours (19:00 – 23:00) roaming the full site and garden area focussing on the bar and restaurant and any events happening that evening.

Usually Thursday – Saturday (12 hours in total), with an occasional 4 hour shift if we have a live event on a Wednesday.

Additional Cover

If an event is risk assessed by our production team as needing extra support, usually due to the likely profile and number of audience members, we ask for additional SIA support. For example at a sold out Malt Room gig we would ask for an extra 2xSIA for the stage plus an additional 2xSIA on the door.

Main Venues and Capacities

Theatre (standard set up)	268
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Theatre (extended seating)	382
Malt Room (standing)	450 (likelihood of additional SIA cover for these events)
Malt Room (cabaret)	200
Warehouse	40
Bar and Restaurant	130

One off events and festivals such as Summer Sundays and Kendal Mountain Festival (KMF) would need additional resource to manage larger crowd, potentially outdoors. This would be agreed in advance.

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 and cc the email to the following members of management.

dave@tacticalsecurityoptions.co.uk and stacey@tacticalsecurityoptions.co.uk

Once you have read and understand the TBT, sign and date it, then return to 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 03.05.25