

# Tactical Security Options Ltd Tool Box Talk

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**Subject: TBT GB Lancaster V5 2025**

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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 agreed 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

GB Antiques Centre, [www.gbantiquescentre.com](http://www.gbantiquescentre.com), Unit 8 Lancaster Leisure Park, Wyresdale Road, Lancaster LA1 3LA · 01524 844734.

<https://www.bing.com/maps?q=aerial+view+Lancaster+LA1+3LA+&form=ANNTH1&refig=5c02492e349f4759bd2af2519252a0db&pc=U531>

18.30-22.00 seven days a week, unless otherwise agreed with client, on certain days we may be asked to cover an unlock from 06.30 to 08.30.



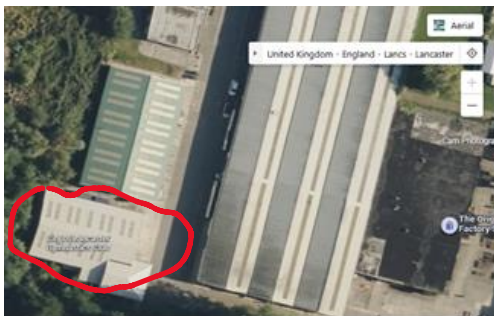
Sit in car and patrol every hour on foot, external site. Introduce yourself to businesses if still on site. Park in view of main gates, wear TSO uniform take a good reliable bright torch it goes dark there. In addition wear a BWCCTV. The site is FULLY COVERED BY CCTV AND

MONITORED, so no need for diester points, as all patrols are recorded and checked from client.



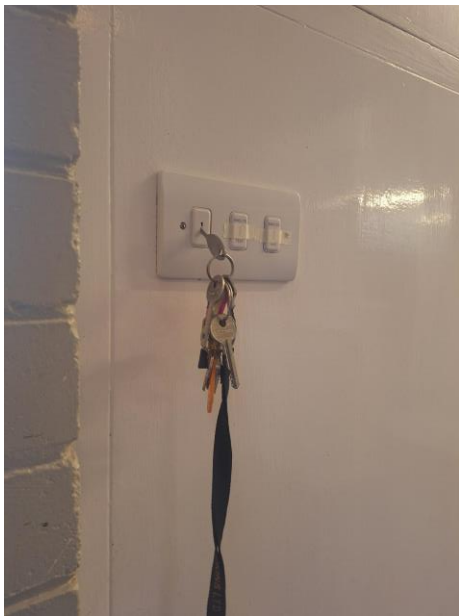
Most shops will leave around 1900 dance centre stay till 2130 approximately, sometimes hair dressers stay late, the pub (brewery) may have functions on otherwise they will be gone, check with them what time they are leaving, so you don't lock people in. Ask do they have keys to lock up? Cleaners sometimes stay overnight, ASK do they have keys?

NB your site security care takers for the site building safety NOT DS, if brewery request you to get involved with issues inside outside or show a presence, you're NOT TOO. YOUR NOT COVERED OR INSURED TO GET INVOLVED OR ENTER LISENSED VENUES, other than to ask what time they shut, or if they are locking up ONLY!!! you can observe and record at a distance and put in your report, or if serious i.e. urgent call the police. If requested to deal with anything politely say you can't. Anytime they have an event on, monitor and put **in your report** if they do or don't have visible ds on its normally fgh. This report goes to GB, as evidence based reporting.



You have keys to the white toilet block, ensure all windows and lights are OFF, at 18.30 on your first patrol. To turn all lights off, this MUST be done in the ladies toilets, see pic.

If you are on the 06.30 AM unlock, then you unlock all toilets and put the lights on, even if its daylight, its to stop insurance claims.

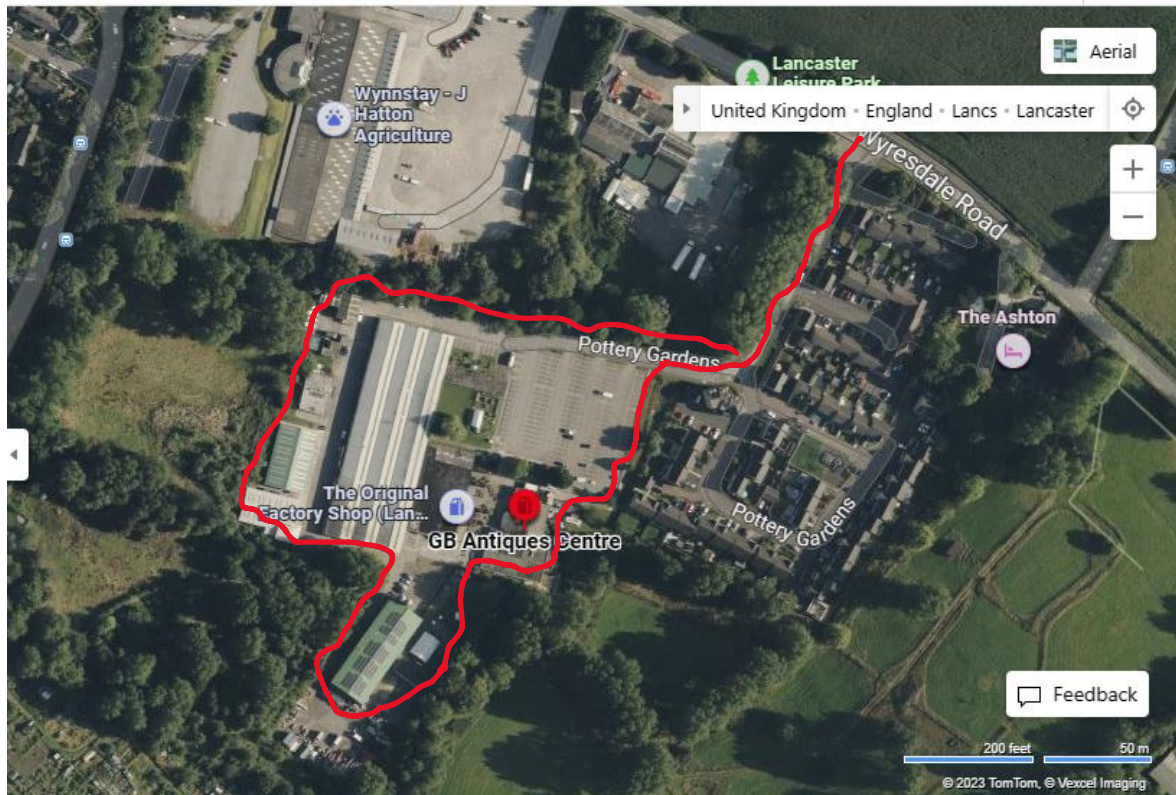


2100 lock both pedestrian gates, final check ensure everyone is off site. Lock main gates stay parked outside it till 22.00 leave site, take photos of all three gates locked out on chat. This is an important client and site it's fully covered with CCTV put your report on the chat.

Additional information: MOPs will walk their dogs on site, monitor them. If they allow their dog to use the site as a toilet, and do not attempt to pick it up. Politely challenge them in a none confrontational manner, and ask them to kindly put it in a bag, and place in an appropriate dog bin. If youths come on site, ask the reason why they are on site and monitor, if its just to use car park to hang out or play, request they leave. If driving instructors, or people teaching people to learn to drive come on site, they are not allowed to use the site as a training ground.

If dance classes on opposite door 3, patrol and monitor for safety, with cars, darkness and children along with pedestrians.

Any issues take CCTV or photos and report to TSO via communication methods, then send report soon as you finish **NOT THE FOLLOWING MORNING.**



### 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 19.05.25