

Tactical Security Options Ltd Tool Box Talk

Subject: TBT GB Lancaster V6 11-2025

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 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, Lancaster Leisure Park, Wyresdale Road, Lancaster LA1 3LA · 01524 844734.

<https://www.bing.com/maps?q=aerial+view+Lancaster+LA1+3LA+&form=ANNT11&ref=5c02492e349f4759bd2af2519252a0db&pc=U531>

Standard hours are 18:30-22:00 seven days a week, unless otherwise agreed with client. On **Sundays (others by agreement only)** we unlock from 06:30 to 08:30.



On arrival at site, scan the first diester point. This is located at the main gates on the back of the sign.

Point 2 – toilet block

Point 3 – rhs of salon on drain pipe

Point 4 – fire door to factory shop

Point 5 – on fencing lhs butchers shop

Point 6 – on window of café

Point 7 – on **metal frame at brewery**

Point 8 – lhs aluminium drain pipe at gym

Point 9 – rhs gym by fire door

Point 10 – drain pipe rear of Giggles

Point 11 – Theatre Arts rear window drain pipe

Point 12 – Marshals gate post

Point 13 – drop off point sign Giggles

When you are leaving site, scan point 1. Photographs of each location can be found at the end of the document.

Sit in your car, observe the site and patrol every hour on foot, scanning the above points whilst ensuring building integrity. You should ensure all doors are closed and secure with windows shut. If this is not the case, please notify Dave or Alan so we can advise the keyholders. If it is possible to close and secure fire doors externally then add to your report that action has been taken.

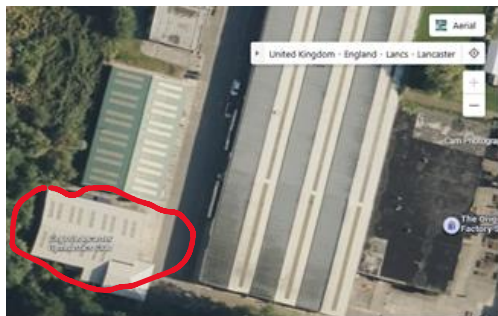
Introduce yourself to businesses if still on site. Park in view of main gates, wear TSO uniform, take a good reliable bright torch it as it goes dark on site despite security lighting.

In addition, wear a BWCCTV. The site is FULLY COVERED BY CCTV AND MONITORED, all patrols are recorded and could be checked by the client.



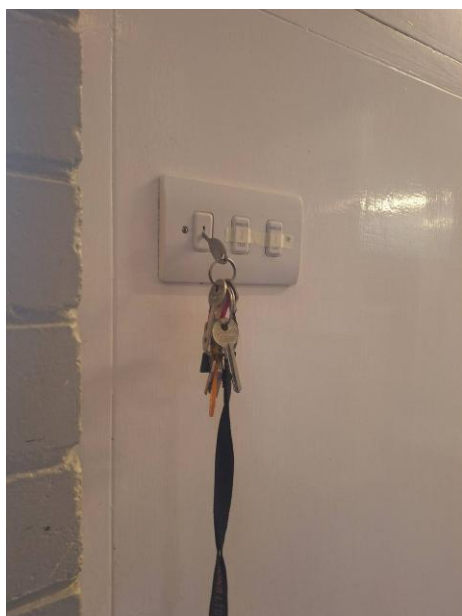
Most shops will leave around 19:00 dance centre stay till 21:30 approximately, sometimes the hairdressers stay late. The pub (Brewery) may have functions on otherwise they will be gone, check with them what time they are due to close, you need to remain on site until they are closed and guests have left site.

NB you are 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 at their site, you're NOT TOO. YOU ARE NOT COVERED OR INSURED TO GET INVOLVED OR ENTER LISENSED VENUES, other than to ask what time they shut. Please 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 it's 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 unlock, then you unlock all toilets and put the lights on, even if it is daylight, **this is** to stop insurance claims for **slip, trip and fall**.



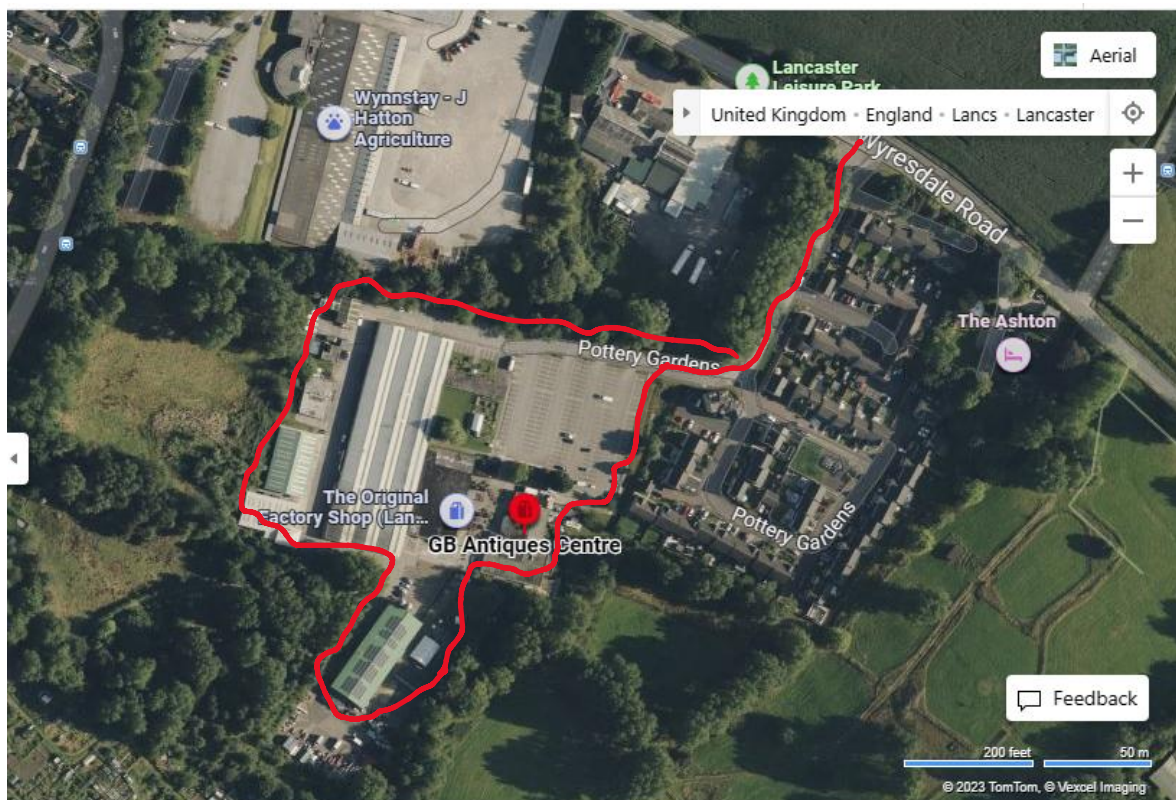
At 21:00 lock both pedestrian gates, final check ensures everyone is off site. Lock main gates stay parked outside them until 22:00 **or the Brewery and guests have left** site, take photos of all three gates locked on chat. This is an important client and site it's fully covered with CCTV put your report 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 non-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 it's 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 are on opposite door 3, patrol and monitor for safety, with cars, darkness and children along with pedestrians.

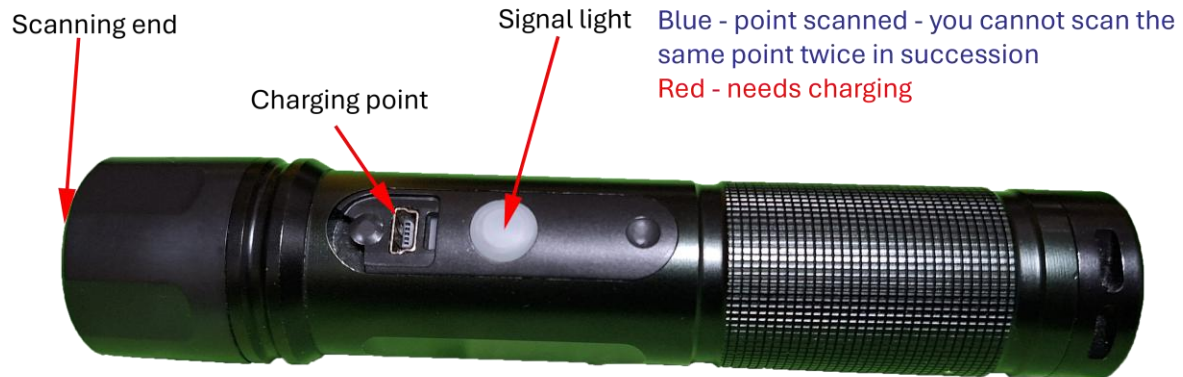
Any issues take CCTV or photos and report to TSO via communication methods, then send report soon as you finish **NOT THE FOLLOWING MORNING.**



Please remember that the diester is proof of a patrol, NOT THAT CHECKS HAVE TAKEN PLACE. Do your normal full checks on each patrol.

Patrol routes benefit from being random in nature to prevent and deter criminals.

Diester



Please do not use as a torch - this drains the battery



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 **assume** you have **read and understood** 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 **(V6)**.

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 25.11.25



Point 1
Start and end point



Point 2



Point 3

Salon point replaced

