## CYCLING TIME TRIALS

**The national governing body for CYCLING time trials**

**www.ctt.org.uk**

**SOUTH DISTRICT COUNCIL**

COURSE DETAILS FOR START SHEETS

&

RISK ASSESSMENT

COURSE NUMBER

P164 Revised

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**GUIDANCE NOTES FOR PROMOTING SECRETARIES**

# RISK ASSESSMENT. Promoting Secretaries should refer to the Course Risk Assessment and check that all measures to reduce risks have been covered.

Promoting Secretaries should complete an Event Risk Assessment to identify any additional risks arising shortly before the event and brief competitors if necessary. Promoting Secretaries should still complete an Event Risk Assessment even if there were no additional hazards, and return it to the District Secretary.

**FIELD PLACEMENT.** Whilst the underlying principle of field placement is to arrange the starting position of each rider to avoid paced and company riding, the overriding consideration must be the Safety of Competitors.

The event should be on the road for as little time as practicable, so that slower riders are not exposed to the danger of becoming left adrift by being placed at the end of the field. This will also reduce the duty of care placed on marshals and timekeepers who may not be aware that riders are still out on the course. The Safety of Competitors must be given priority over the *strict* application of the principle of field placement as per Guidance Note No.8. In order to reduce the danger to the slower riders, consideration should be given to placing faster riders at the end of the field even though their potential time might qualify them for a higher spot nearer the front of the field. The latter part of Guidance Note No. 8 may also be helpful in this respect

# NOTES TO BE INCLUDED ON START SHEETS/START CARDS or DISPLAYED AT SIGNING-~ON

# SAFETY INSTRUCTIONS

Riders must:

* Beware of forest animals on the road all round the course – and motorists stopping because of them.
* Not do U-turns at the start or finish, within sight of the timekeeper.
* Take care when entering or exiting Matley car park, for riders still competing
* Beware of traffic emerging from Car Parks and campsites around the course.
* Take extra care on Beaulieu Road Station bridge which is narrow with reduced visibility.
* Take care on left turn at Leygreen which has reduced visibility and possibility of gravel
* Take care on left turn at Ipley which may have gravel.
* After finishing, take care on right turn at Beaulieu Road Junction, of two way traffic including riders still competing.

# Any rider observed riding in a manner which may jeopardise his or her own safety, the safety of others and the future of the Sport will be disqualified and reported to the South District Council of Cycling Time Trials.

**SAFETY NOTICE**

The National Committee strongly recommends that the following warning appears on all start sheets –

**IN THE INTERESTS OF YOUR OWN SAFETY,**

Cycling Time Trials and the event promoters strongly advise you to wear a HARD SHELL HELMET that meets an internationally accepted safety standard.

In accordance with Regulation 15, ALL JUNIOR competitors must wear Protective Hard Shell Helmets.

A WORKING REAR LIGHT, either flashing or constant, Must be fitted

to the machine in a position visible to following road users and is active while the machine is in use.

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# SIGNING-ON SHEET & RACE NUMBERS

Riders must sign the Official Signing-On Sheet at the Event HQ to obtain their Race Number.

**USUAL HQ**

**Parc Pale Car Park, or** Matley Car Park or Boltons Bench Car Park

# SAFE ROUTES TO START AND FROM FINISH

Event HQ is between start and finish on same road.

## GUIDANCE NOTES FOR PROMOTING SECRETARIES

# DUTY OF CARE

1. **The Riders**

The Primary “Duty of Care” rests with the Riders. It is their responsibility to:

* comply with traffic law and regulations; the Highway Code and the Risk Assessment. Failure to comply renders a Rider liable to disqualification and possible further disciplinary action.
* observe the measures taken by the Highways Authorities to reduce risks and conflict with other road users.
* ride in a manner that is safe for themselves and all others.
* accept they participate at their own risk and must rely on their own ability and judgement in dealing with all hazards.

1. **Other Road Users**

Other Road Users, particularly drivers, have a “Duty of Care”. It is their responsibility to:

* comply with traffic law and regulations and to obey the Highway Code.
* observe the measures taken by the Highways Authorities to reduce risks and conflict with other road users.
* drive in a manner that is safe for themselves and all others.
* accept that cyclists have a ***legal*** right to use the Highway.

1. **The Highways Authorities**

The Highways Authorities have a “Duty of Care” to provide a ***Safe Road Infrastructure.***

It is their responsibility to:

* identify locations where there is a potential for conflict between road users.
* reduce conflict by the use of signs, road markings or physical systems such as traffic lights and roundabouts.
* reduce risks caused by hazards such as sharp bends, steep hills and narrow sections of road, wild life and vulnerable people by signing and road markings.
* decide speed limits and implement traffic calming measures to reduce accidents.
* repair defective road surfaces, cut back vegetation, remove abandoned cars and fly tipping.

1. **The Governing Body for Cycle Time Trials**

The District Council of the Governing Body has a “Duty of Care”. It is their responsibility to:

* check what the Highways Authorities have done is suitable for cycle time trials by carrying out a Course Risk Assessment and introducing additional specific measures to make the road safer for Riders and other road users. If additional measures are not required this will be recognised and signified on the Course Risk Assessment by the words “No additional measures required”.
* instruct the Promoting Secretary (Event Organiser) on action to reduce all risks to “LOW”.

1. **The Event Organiser (or Promoting Secretary)**

The Promoting Secretary (Event Organiser) has a “Duty of Care”.

He or she is responsible for:

* implementing the Measures to Reduce Risk identified in the Course Risk Assessment.
* completing an Event Risk Assessment to identify any additional risks arising shortly before the event and briefing Riders if appropriate, and taking measures to reduce new risks to “LOW”. This could include contacting the Highways Authority to eliminate hazards, eg; potholes, broken grids, and abandoned cars as part of the Authority’s “Duty of Care”
* submitting an Event Risk Assessment to the District Secretary of the Governing Body after the event. It there were no additional hazard, a Nil Return is required.

**FULL COURSE DESCRIPTION FOR START SHEETS**

COURSE RISK ASSESSMENT

Approved by the District Council for Time Trial Secretaries and Promoting Secretaries.

START on B3056, approx 700 yards SE of junction with A35, at south side of entrance/exit to Parc Pale Car Park (Event HQ), at point where roadside ditch becomes a culvert. Continue SE on B3056 towards Beaulieu, passing over humped railway-bridge at Beaulieu Road Station.(3 miles), Continue SE on B3056 to Leygreen Farm (5.2 miles)(Care on bends approaching turn), to TURN Left into Marchwood Road/North Lane.(Approx 1 mile north of Beaulieu). Crossing Hartford Bridge, continue north for 2.5 miles to TURN left at Ipley Cross Roads. Pass entrance to Ferny Croft before passing over culvert at bottom of hill (Old Finish point), to (New) FINISH at designated marked point, approx 300 yards east of T-junction with B3056.

|  | **Location** | **Details of Hazard** | **Risk H/M/L** | **Measures to Reduce Risk** |
| --- | --- | --- | --- | --- |
| 1. | General Requirements | Road Usage meets CTT Traffic Standards | L | Traffic Counts  Time restrictions on use of Course. |
| 2 | Before START | Competitors & public entering & leaving car-park entrance track.  Competitors warming up. | L | Cycle Event Warning Sign  Instructions on Start Sheet;   * no U turns in sight of Timekeeper |
| 3 | Start | Competitors waiting to start. Area busy with other traffic. | L | Cycle Event Warning Sign on road 200m north of Start. |
| 4 | Matley Wood Camp Site 328075 | Entrance/Exit to Camp Site.   1. Possible slow moving traffic | L | No additional precautions |
| 5 | Matley Car Park 331075 | Entrance/Exit to Car Park.  Possible slow moving traffic. | L | Reminder to competitors at sign-on. |
| 6 | Dennywood Campsite 334069 | Entrance/Exit to Camp Site.  Possible slow moving traffic | L | No additional precautions |
| 7 | Shatterford Car Park 349064 | Entrance/Exit to Car Park.  Possible slow moving traffic. | L | No additional precautions |
| 8 | Bridge at Beaulieu Road Station  349063 | 1. Narrow road.   Reduced visibility over apex of bridge. | L | Warning to competitors at sign-on. |
| 9 | Beaulieu Road Car Park 351063 | Entrance/Exit to Car Park.   1. Possible slow moving traffic. | L | No additional precautions |
| 10 | Beaulieu Road Hotel /Pub 351063 | Traffic & people crossing road, entering and leaving hotel. | L | No additional precautions. |
| 11 | Junction with minor road from Ipley.  353061 | 1. Competitors who have finished may be emerging.   Traffic turning into or emerging from road. | L | Warning to competitors at sign on. |
| 12 | Pig Bush Car Park  362051 | Entrance/Exit to Car Park.   1. Possible slow moving traffic. | L | No additional precautions |
| 113 | Culverly Car Park  368045 | Entrance/Exit to Car Park.  Possible slow moving traffic. | L | No additional precautions |
| 14 | Ley Green Farm  379037 | Left Turn. Restricted visibility, debris on road. | M | Warning to competitors. Cycle event warning sign S of junction AND marshal at junction. |
| 15 | North Gate Car Park 386048 | Entrance/Exit to Car Park.  Possible slow moving traffic. | L | No additional precautions |
| 16 | King’s Hat Car Park 387054 | Entrance/Exit to Car Park.  Possible slow moving traffic. | L | No additional precautions |
| 17 | Ipley Cross Roads  385072 | Left Turn. 120 deg turn. | L | Warning to competitors. Marshal, or cycle event warning signs, N and E of junction. |
| 19 | Ferny Crofts  365062 | Entrance/Exit to activity centre. Possible slow moving traffic. | L | No additional precautions |
| 20 | Yew Tree Heath Car Park 365062 | Entrance/Exit to Car Park.  Possible slow moving traffic. | L | No additional precautions |
| 21 | At The finish | Obstruction of the highway and damage to the natural habitat. | M | No vehicles including timekeepers cars to be parked at the finish. |
| 21 | After finish, junction with B3056 | GIVE WAY – watch out for traffic and for competitors still racing, who have priority. | L | Warning to competitors. Show due consideration to other competitors still on the course. |
| 22 | Various | People and animals in road, erratic movements. | L | Remind competitors of potential hazard at Sign On. |
|  |  |  |  |  |

# TIME RESTRICTIONS ON USE OF COURSE

**Day(s) Months Last Rider on Road First Rider on Road (am events) (pm events)**

Weekdays

Saturdays

Sundays No restrictions

(& Bank

Holidays)

# ORDNANCE SURVEY MAPS COVERING COURSE WITH GRID REFRENCE SQUARES

**MAP DETAILS:** Ordnance Survey - Landranger Series Sheet 196

Grid Square References :

START: SU308079

FINISH: SU350061

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# STREET MAPS to aid identification of Hazards

**STREET ATLAS:** Ordnance Survey for Hampshire

Scale 3.5 inches to 1 mile (5.52 cm to 1Km)

Published by George Philip Ltd (Philip’s)

**Document History:**

|  |  |  |  |
| --- | --- | --- | --- |
| Description/Amendments | **By (name/Club)** | **Version No** | **Date Changes Made** |
| Initial Risk assessment based on P164C with amendments to start and finish locations | **Martin Napier/Sotonia**  **Martin Balk/3C Cycle Club** | **1** | **3/5/21** |

**EVENT RISK ASSESSMENT**

To be prepared by the Promoting Secretary to identify specific additional hazards and returned to the District Secretary.

PROMOTING CLUB:………………………………………………………

DATE OF EVENT: …………………………………………

DAY OF WEEK…………………………START TIME………………………..

SPECIFIC RISKS

|  | **Location** | **Details of Hazard** | **Risk H/M/L** | **Measures to Reduce Risk** |
| --- | --- | --- | --- | --- |
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Signed…………………………………………………………………….Date…………………..

GUIDANCE NOTES for Promoting Secretary

The purpose of this form is to forward details of any additional hazards or incidents that occurred during the event, that may require an amendment to the Course Risk Assessment and record any measures taken to reduce risks from additional hazards.

Location should include Ordnance Survey Grid Reference to ease identification of hazard.

Inspect the Course during the week before Race Day for additional hazards such as potholes, broken grids and abandoned cars and contact the Highway Authority to have them eliminated as part of their responsibility for “Duty of Care”. Also inspect the Course for other incidents and hazards such as temporary road works, diverted traffic, other local events, mud and parked vehicles.

Please record any measures you took to reduce risk including replacing marshals and any comments on additional measures that might be added to the Course Risk Assessment for future events.

A completed copy of this form should be sent to the District Secretary after the event even if there were no additional hazards to report.