# 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**

# P163/8.9

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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:

Not do U-turns within sight of the start or finish timekeeper

Take particular care:-

* approaching the start area, especially when crossing the B3054
* Pinch point approaching the B3054 riders must be prepared to giveway to oncoming vehicles • when emerging on the B3054 after starting.
* on the narrow section of road between Portmore and South Baddesley Road.
* At right fork in road between Portmore and South Baddesley Road.
* Sharp left turn into South Baddesley Road – GIVE WAY to traffic from right.
* Passing South Baddesley school, pubs at East End and East Boldre, garage and Post Office at East Boldre (parking for this on opposite side of road).
* Emerging onto B3054 at Hatchet Pond – GIVE WAY to traffic from right.

Riders are advised that New Forest animals may be on the road– beware of these and vehicles stopping for them. Beware of vehicles exiting or waiting to turn into the various Car Parks on the course.

**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,**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 Cycling Time Trials and the event promoters strongly advise you to wear a HARD SHELL HELMET that meets an internationally accepted safetinternationally accepted safety standard.y standard.  In accordance with Regulation 15, ALL JUNIOR competitors must wear Protective Hard Shell Helmets.In accordance with Regulation 15, ALL JUNIOR competitors must wear Protective Hard Shell Helmets.  It is recommended that a WORKING REAR LIGHT, either flashing or constant, is fittedIt is recommended that a WORKING REAR LIGHT, either flashing or constant, is fitted  to the machine in a position visible to following road users to the machine in a position visible to following road users and is active while the machine is in use.and is active while the machine is in use. |  |

### SIGNING-ON SHEET & RACE NUMBERS

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

**USUAL HQ**- **Boldre War Memorial Hall, Pilley Street, Boldre**

**SAFE ROUTE TO START : Turn right outside of hall and continue to Bull Hill crossroads**

**SAFE ROUTE FROM FINISH: Reverse of route to Start.**

## 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.

#### 2. 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.

#### 3. 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.

#### 4. The Governing Body for Cycle Time Trials

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

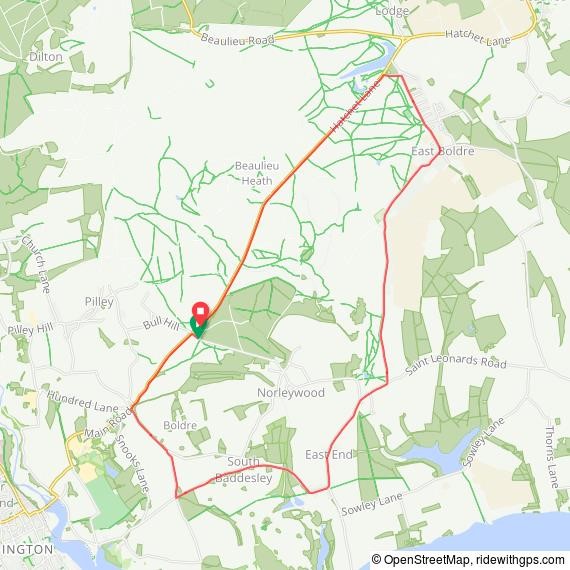
* check what the Highways Authorities have done is suitable for cycle time trials by carrying out a Course Risk Assessment and introducing additional specific measures to make the road safer for Riders and other road users. If additional measures are not required this will be recognised and signified 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”.

**5. 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. If there were no additional hazards, a Nil Return is required.



## FULL COURSE DESCRIPTION FOR START SHEETS

START opposite western end of car park enterence in Norleywood Road at Bull Hill Crossroads, Pilley (SZ345980). Proceed approximately 25 yds to Bull Hill Crossroads where turn left (CARE – Give Way) onto B3054 towards Lymington. Proceed over cattle grid (care) to Portmore Crossroads (0.72 miles) and turn left into unnamed lane. (This lane is fairly narrow and competitors must ride on the left except when safely overtaking.) Proceed to fork in lane (1.13 miles) (M) where bear right to crossroads with South Baddesley Road (1.51 miles) where turn sharp left (M, CARE – Give Way) into South Baddesley Road. Taking care at junctions just before South Baddesley Primary School (beware of parked cars), continue along South Baddesley Road to left hand bend (care) and cattle grid (care) (M, 2.75 miles), and bear left into Lymington Road. Proceed past the East End Arms public house (care) to East End, past the junction with Norleywood Road to the junction of St Leonard’s Road and Main Road (3.75 miles) where bear left along Main Road towards East Boldre taking care on bends, particularly the left hand bend at the junction with Cripplegate Lane (5.65 miles), continue past the Turfcutters’ Arms public house (care) and East Boldre Garage and Post Office (care) to a left-hand bend and proceed to the junction with the B3054 at Hatchet Pond (6.45 miles). Turn left onto B3054 (CARE – Give Way) and proceed towards Bull Hill Crossroads (8.90 miles). Competitors will complete either one (see disabled note), two or three laps of this circuit. The FINISH is located at the second large pine tree to the north of the black and white directional sign just north of Bull Hill Crossroads (SZ345982)

## COURSE RISK ASSESSMENT

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Location** | **Details of Hazard** | **Risk H/M/L** | **Measures to Reduce Risk** |
|  | **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 riding from Event  Headquarters  Competitors warming up. | M | Cycle Event Warning Sign  Instructions on Start Sheet;   * safe routes to START * prohibited areas for warming up * no U turns in sight of Timekeeper |
| 3 | START area SZ345980 | Competitors waiting to start.  Competitors or holder-up falling. | L | Warning sign before Start |
| 3.  5 | Approaching B3054 | Pinch Point | L | Note on start sheet advising riders that they must be prepared to give way to oncoming vehicles. |
| 4 | Start to B3054 | Crossroads – riders emerging onto main road | L | Good visibility – warning signs at all four legs of crossroads |
| 5 | Portmore crossroads SZ337972 | Crossroads, riders turn left onto minor road | L | Warning sign on B3054 SW of junction, to warn vehicles coming from Lymington. |
| 6 | Unnamed lane SZ342967 | Right fork | L | Very little traffic.  Marshal and warning on start sheet. |
| 7 | Junction with South  Baddesley Road  SZ343962 | Junction, riders turn left and must Give Way to traffic from right. | M | Right-angled left turn. Warning signs on S Baddesley Road three approaches.  Marshal. Warning on start sheet. |
| 8 | East End Arms pub | Public House | L | Warning sign oppersite pub carpark |
| 9 | East End | Road junction to left and right, riders have priority. | L | Very little traffic, good visibility. Warning signs to be erected. |
| 10 | East Boldre | Tight left-hand bend at junction with Cripplegate Lane.  Pub , Garage, Post Office/shop with parking on opposite side of road.  Various minor roads on right. | M | Warning signs either side of hazard. Warning on start card/start sheet. |
| 11 | Junction with B3054 SZ368013 | Riders turn left onto main road | L | Good visibility. Warning sign on B3054 East of junction. |
| 12 | FINISH about 20m  before crossroads SZ346982 | Some riders continuing past start on multi-lap events | L | Warning signs and marshals |
| 13 | After FINISH | Riders must turn right immediately after finish. They can turn in the lane beyond the start before returning to the crossroads, taking care not to impede any competitors on the start line or on the B3054. | L | Instruction on start sheet |
|  | General | Forest animals  Car parks on course. | L | Warning to riders on start sheet/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

(& Bank

Holidays)

### ORDNANCE SURVEY MAPS COVERING COURSE WITH GRID REFRENCE SQUARES

**MAP DETAILS:** Ordnance Survey - Landranger Series Sheet SU 96 – Explorer OL 22….

Grid Square References : …SZ………..

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#### STREET MAPS to aid identification of Hazards

**STREET ATLAS:** Ordnance Survey for South 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** |
| Update of P163 | New Forest CC | 2012/1 | 2011/12 |
| Typed, various suggested amendments | Claire Newman (South DC) | 2012/2 | January 2012 |
| Further amendments & grid refs added | Bob Jolliffe, Alan Sharpen, Claire Newman (South DC) | 2012/2 | June 2012 |
| Reviewed Prior to event, New Pinch point at start | 3C Cycle Club (MBalk) | 2018/1 | 10/1/2018 |
|  |  |  |  |

## 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 Measures to Reduce Risk

**H/M/L**

**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.