

# **CYCLING TIME TRIALS**

The national governing body for CYCLING time trials  
[www.ctt.org.uk](http://www.ctt.org.uk)

## **SOUTH DISTRICT COUNCIL**

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**&**

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### **COURSE NUMBER**

**P311**

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# CYCLING TIME TRIALS - SOUTH DISTRICT COUNCIL

## COURSE NUMBER: P311

Distance...10 miles.....Short Description...B3347 – Moortown – Sopley - Moortown.

## 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 make U turns in the vicinity of the Start or Finish
- must not warm up on the Course.
- not stop at the Finish but continue to the event Headquarters.
- Not cut corner at Sopley one-way system on 1<sup>st</sup> right turn as road is two-way at this point
- Take Extra Care:-
  - § From start to Moortown Lane – busy with houses and side roads, busy garage on Left, finish on Right.
  - § Avon Tyrrell Farm - sharp bend with possible gravel.
  - § Avon Causeway - beware of traffic stopping to turn right or emerging onto 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 HELMETS

For events where helmets are not compulsory, the following should be printed on all Start Sheets: “In the interests of your Own Safety, Cycling Time Trials and the event promoters strongly advise competitors to wear a HARD SHELL HELMET that meets an internationally accepted safety standard. Cycling Time Trial regulations require all competitors under the age of 18 years to wear a Hard Shell Helmet”. For events where helmets are compulsory, the notice should read “All competitors in this event are required to wear HARD SHELL HELMETS, which should meet an internationally accepted safety standard”. Any rider failing to wear a Hard Shell Helmet in such an event **MUST** be disqualified and this must be stated on the Start Sheet.

### SAFETY REAR LIGHTS

The following notice should be printed on all Start Sheets: “In the interest of your Own Safety, Cycling Time Trials and the Event Promoters strongly advise competitors that a working rear light, either flashing or fixed, is fitted to your machine in a position clearly visible to following road users”. This is to alert motorists to the competitor’s presence on the highway and give them time to make driving alterations if necessary.

### SIGNING-ON SHEET & RACE NUMBERS

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

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### USUAL HQ

### SAFE ROUTES TO START AND FROM FINISH

## 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 hazard, a Nil Return is required.

# CYCLING TIME TRIALS - SOUTH DISTRICT COUNCIL

## COURSE NUMBER: P311

Distance...10 miles.....Short Description...B3347 – Moortown – Sopley - Moortown.

### FULL COURSE DESCRIPTION FOR START SHEETS

START at first lamp post south of entrance to Wellworthy's factory at Ringwood on B3347.(SU153044)

Proceed south via Bisterne and Avon to Sopley one-way system. (5.2m)

Turn right over bridge at the Woolpack and retrace to Ringwood via Avon and Bisterne to

FINISH at drain 10 yds south of junction with Hampshire Hatches Lane at Moortown Green. (SU153038)

### COURSE RISK ASSESSMENT

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

|    | Location   | Details of Hazard  | Risk | Measures to Reduce Risk  |
|----|--|--|------|--|
| 1  | General Requirements   | Road Usage meets CTT standards   | L    | Traffic Counts /Time restrictions on use of Course.  |
| 2  | Before START   | Competitors riding from Event HQ to the start. Competitors warming up.   | L    | Cycle Event Warning Sign<br>Instructions on Start Sheet;<br>- safe routes to START<br>- prohibited areas for warming up<br>no U turns in sight of Timekeeper |
| 3  | Area of START  | Competitors waiting at side of road. Timekeepers vehicle only.   | L    | Cycle event warning signs on B3347 north of start. Instructions on start sheet on conduct at start.  |
| 4  | START at first lamp post south of entrance to Wellworthy's factory at Ringwood on B3347.(SU153044) | Competitors and/or Holder Up falling   | L    | No additional measures   |
| 5  | From Start to Moortown Lane (SU153038)   | Outskirts of Ringwood several houses & driveways Busy Petrol station on left at Moortown Lane. Also Finish on opposite side of road. | M    | <b>Cycle event warning sign opposite Moortown Lane. Warning to competitors on start sheet / sign-on.</b>   |
| 6  | Minor Lane (SU152026)  | Minor road on left side  | L    | No additional measures   |
| 7  | Dragon Lane (SU148015)   | Minor road on left side  | L    | No additional measures   |
| 8  | Anne Lane (SY147998)   | Minor road on left side  | L    | No additional measures   |
| 9  | Avon Tyrrell Farm (SY145992)   | Sharp Left Bend. May be gravel on road   | L    | Warning on Start Sheet / at sign-on.   |
| 10 | London Lane (SY146988)   | Minor road on left side  | L    | No additional measures   |
| 11 | New Queen Pub (SY146986)   | Pub car park on right side of road. Can be busy in evenings  | M    | <b>Cycle event warning signs. Evenings only</b>  |
| 12 | Avon Causeway (SY150979)   | Crossroads minor lane on left. Busy road on right.   | M    | <b>Cycle event warning signs in Avon Causeway warning traffic turning right and left onto B3347.</b>   |
| 13 | Sopley One Way (SY157971)  | Start of one way system  | L    | No additional measures   |
| 14 | End of Sopley One Way (SY157969)   | Right Turn from one way into two way. Minor lane on left.  | M    | <b>Marshal and/or Direction signs. Cycle event warning signs. Note on Start sheet that turn is not all two way.</b>  |
| 15 | Right turn at Woolpack (SY156969)  | Right Turn from two way into one way. Main Road on Left.   | M    | <b>Marshal and/or Direction signs. Cycle event warning signs on B3347 south of turn.</b>   |

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|    | Location   | Details of Hazard   | Risk | Measures to Reduce Risk  |
|----|--|---|------|--|
| 16 | Entrance to Woolpack Pub car Park (SY156970)   | Entrance to Woolpack Pub on right hand side of road. Cars turning in & out. | L    | No additional measures   |
| 17 | Avon Causeway (SY150979)   | Crossroads minor lane on right. Busy road on Left.                          | M    | <b>Cycle event warning signs in Avon Causeway warning traffic turning right and left onto B3347.</b>         |
| 18 | New Queen Pub (SY146986)   | Pub car park on left side of road. Can be busy in evenings                  | M    | <b>Cycle event warning signs. Evenings only</b>  |
| 19 | London Lane (SY146988)   | Minor road on right side  | L    | No additional measures   |
| 20 | Anne Lane (SY147998)   | Minor road on right side  | L    | No additional measures   |
| 21 | Dragon Lane (SU148015)   | Minor road on right side  | L    | No additional measures   |
| 22 | Minor Lane (SU152026)  | Minor road on right side  | L    | No additional measures   |
| 23 | FINISH at drain 10 yds south of junction with Hampshire Hatches Lane at Moortown Green. (SU153038) | Finish area with timekeeper's vehicle only                                  | L    | Chequered board/flag. Instructions on start sheet – not times will be given/no stopping/no U-turns at Finish |
| 24 | After FINISH   | Competitors returning to HQ   | L    | Instructions on start sheet on safe route.   |

### TIME RESTRICTIONS ON USE OF COURSE

| Day(s)            | Months | Last Rider on Road<br>(am events) | First Rider on Road<br>(pm events) |
|-------------------|--------|-----------------------------------|------------------------------------|
| Weekdays          |        |                                   |                                    |
| Saturdays         |        |                                   |                                    |
| Sundays           |        |                                   |                                    |
| (& Bank Holidays) |        |                                   |                                    |

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

**MAP DETAILS:** Ordnance Survey - Landranger Series Sheet 195.  
Grid Square References : ...SU/SY.....

### 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)

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**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<br>H/M/L | Measures to Reduce Risk |
|----------|-------------------|---------------|-------------------------|
|----------|-------------------|---------------|-------------------------|

**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.