

# **CYCLING TIME TRIALS**

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

## **SOUTH DISTRICT COUNCIL**

### **COURSE DETAILS FOR START SHEETS**

**&**

### **RISK ASSESSMENT**

### **COURSE NUMBER**

**P521**

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# CYCLING TIME TRIALS - SOUTH DISTRICT COUNCIL

**COURSE NUMBER: P521c**

**Distance...6.5 / 13 / 19.5 miles**

**Short Description.....Woodford Valley**

## **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:

**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.

### **SIGNING-ON SHEET & RACE NUMBERS**

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

### **SAFE ROUTES TO START AND FROM FINISH**

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## 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.

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## FULL COURSE DESCRIPTION FOR START SHEETS

Start on unclassified road ~150m east of the Bridge Pub, Upper Woodford (SU 125 372).

Proceed 150m west to t-junction, turn left onto unclassified road (Salisbury-West Amesbury road – west side of the River Avon) and continue on road travelling south through Middle Woodford and Lower Woodford. Continue to Avon Bridge (Stratford) (SU 130 330) turn left, then immediately left and continue along unclassified road to the east of the River Avon. Proceed through Salterton and Netton until finishing at the start/finish line (6.5 miles completed – 1 lap).

## COURSE RISK ASSESSMENT

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

	Location	Details of hazards	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 to start – Competitors warming up.	L	Cycle event warning sign. Instructions on Start Sheet /Card - safe routes to START - prohibited areas for warming up - no U turns in sight of Timekeeper - competitors must queue before start in single file on side of road.
3.	START – 150 m east of the Bridge Pub, Upper Woodford SU 125 372	Competitor or pusher-off falling.	L	No additional measures required.
4.	T-junction 150 m west of start SU 124 372	Salisbury-West Amesbury unclassified road west side of River Avon.	M	Competitors turn left, marshal.
5.	Unclassified road (Middle Woodford) SU 120 360	Minor lane on left.	L	No additional measures required.
6.	The Wheatsheaf Pub (Lower Woodford) SU 125 350	Entrance to pub car park on right.	L	Extra vigilance. Warning on Start Sheet / Start Card.
7.	Unclassified road SU 120 340	Minor lane on left.	L	No additional measures required.
8.	Avon Bridge (multiple junction) SU 130 330	Competitors must turn left and immediately left.	M	Marshal.
9.	Little Durnford SU 126 343	Pedestrians crossing (footpath).	L	No additional measures required.
10	Salterton Farm SU 128 357	Farm crossing / uneven road.	L	No additional measures required.
11	Netton SU 130 366	Minor road on right.	L	No additional measures required.
12	Netton SU 127 369	Minor road on right.	L	No additional measures required.
13	Unclassified road SU 127 371	Minor road on right.	L	No additional measures required.
14	FINISH at START SU 125 372	Finish area with timekeeper.	L	Competitors will not be allowed to congregate at the FINISH.
15	After finish		L	No additional measures required.

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## TIME RESTRICTIONS ON USE OF COURSE

Day(s)	Months	Last rider on road (am events)	First rider on road (pm events)
Weekdays	April - August	No events	19:00 .
Sundays	All	10:15	No events.

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## ORDNANCE SURVEY MAPS COVERING COURSE WITH GRID REFERENCE SQUARES

**MAP DETAILS:** Ordnance Survey - Landranger Series Sheet 184  
Grid Square References : ...SU.....

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## STREET MAPS to aid identification of Hazards

**STREET ATLAS:** Ordnance Survey for Wiltshire....  
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**

<b>Location</b>	<b>Details of Hazard</b>	<b>Risk H/M/L</b>	<b>Measures to Reduce Risk</b>
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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.