

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

P881/25

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Cycling Time Trials is a Company Limited by Guarantee
Registered in England No. 4413282

CYCLING TIME TRIALS - SOUTH DISTRICT COUNCIL

COURSE NUMBER: P881/25

Distance: 25 Miles Short Description: Greatham/Liphook/Liss - A3

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. Traffic Safety Signs should be erected as specified in the Risk Assessment to warn other road users that a Cycle Event is taking place. These signs should normally be removed on the day of the event to avoid contravening Section 143 of the Highways Act 1980.

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 and/or DISPLAYED AT HEADQUARTERS

SAFETY INSTRUCTIONS

Riders must:

- use recommended safe routes to START and for return from FINISH to Headquarters.
- not make U turns in the vicinity of the Start or Finish,
- not warm up on the Course or near the Start Area
- keep to the side of the road waiting to start and must not obstruct the view of the Timekeeper or the Holder-up of approaching traffic,
- exercise care when joining the A3 after the Start and the Turn,
- exercise care when passing exit and entry slip roads at all interchanges on the A3,
- not stop at the Finish but continue to the Event Headquarters.

No times will be given to competitors at the Finish.

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.

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SAFETY HELMETS

For events where helmets *are not* compulsory, the following notice 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".

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.

Cycling Time Trial regulations require all competitors under the age of 18 years to wear a Hard Shell Helmet and this must be stated on all Start Sheets.

SAFETY REAR LIGHTS

The following notice should be printed on all Start Sheets: "In the interests 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.

USUAL EVENT HEADQUARTERS

Headquarters are normally available at (1) Greatham Village Hall or (2) Liss Village Hall.

A free public car park is available at Liss on the opposite of the road. Competitors must not park in car park adjacent to Liss Village Hall.

SAFE ROUTES TO START

(1) From Greatham Village Hall proceed south west to Junction with B3006 where turn LEFT to the START.

(2) From Liss Village Hall proceed LEFT on B3006 from the Event Car Park opposite the HQ and then LEFT at the mini-roundabout. Proceed across the railway level crossing at Liss Station to junction opposite The Blue Bell PH where turn RIGHT to Ham Barn RAB. Cross the A3 and proceed to the START. Competitors must exercise due care when crossing the A3 at Ham Barn RAB.

SAFE ROUTES FROM FINISH

(1) To Greatham Village Hall continue on A3 where take 3rd Exit to retrace North on B3006. Competitors must exercise due care in turning RIGHT at Ham Barn RAB.

(2) To Liss Village Hall continue on A3 to Ham Barn RAB where take 1st Exit to retrace South on B3006 and then bear Left to Liss Village. Proceed across the railway level crossing at Liss Station to the mini-roundabout where turn RIGHT to the Event Car Park.

Note for Promoters of Club Events

Where "Instructions on Start Sheet" appears under "Measures to Reduce Risk" on the Course Risk Assessment, this should be interpreted as "Displayed at Headquarters".

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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.
- erecting and removing Traffic Safety Signs as specified in the Course Risk Assessment warning other road users a of Cycle Event. These signs should normally be removed on the day of the event
- 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. Even if there were no additional hazards, a Nil Return is required.

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FULL COURSE DESCRIPTION FOR START SHEETS

START on B3006 Selbourne Road opposite an inspection cover at the South end of a small lay-by and approximately, 300 yards North of Ham Barn RAB at junction with A3 (SU 772299).

PROCEED to Ham Barn RAB and take 1st Exit on to A3 (signposted Guildford and London). Proceed north east on A3 passing two exit slip roads (1) the A325 to Farnham and (2) an unclassified road to Griggs Green.

Take 3rd exit slip road on to B2171 (signposted Haslemere and Liphook) to cross the Bramshott Flyover where **TURN** (SU 843324) (5.4 Miles).

Take 1st exit to turn LEFT on to slip road to rejoin the A3 and proceed south west, (signposted Petersfield and Portsmouth).

Retrace on A3 to Ham Barn RAB (SU 772295) (10.6 Miles). Take 2nd exit and continue on A3 until the turning signposted Liss (1/2 mile past the lay-by) where take the slip road to Prince's Bridge RAB(SU 770270) (12.2 Miles).

Take 2nd exit and then bear RIGHT following sign Guildford to cross Prince's Bridge Flyover where **TURN**. (12.7 Miles).

Rejoin the A3 and proceed north to Ham Barn RAB (SU 772295) (14.3 Miles). Take 2nd exit to stay on A3 and repeat circuit by proceeding north east, as before, passing two exit slip roads (1) the A325 to Farnham and (2) an unclassified road to Griggs Green, to take the 3rd exit slip road on to B2171 (signposted Haslemere and Liphook) to cross Bramshott Flyover where **TURN** (SU 843324) (19.5 Miles).

Take 1st exit to turn LEFT on to slip road to rejoin the A3 and proceed south west, (Signposted Petersfield and Portsmouth).

Retrace on A3 to Ham Barn RAB (SU 772295) (24.7 Miles). Take 1st exit on to B3006 (signposted Liss) to:

FINISH on B3006, 20 yards south of a BT Cover in tarmac on opposite side of the road and 75 yards north of Liss sign. SU 772289) (25 Miles).

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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
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	Area of START on B3006, north of Ham Barn RAB SU 772299	Competitors waiting on road.	L	Cycle Event Warning Sign. Instruction on Start Sheet on conduct at Start.

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4	START on B3006, 300 yards north of Ham Barn RAB SU 772299	Competitors and/or Holder-up falling.	L	No additional measures required.
5	Ham Barn RAB SU 772295	LEFT turn, 1 st exit on to A3 Traffic coming from RIGHT	M	Cycle Event Warning Signs on A3. Marshal and Direction Signs. Instruction on Start Sheet.
6	Longmoor Interchange Exit slip road SU 788310	Traffic leaving A3 to join A325 crossing path of competitors.	L	Warning on Start Sheet. Cycle Event Warning Sign on A3
7	Longmoor Interchange Entry slip road SU 792312	Traffic joining A3 from LEFT on entry slip road.	L	Warning on Start Sheet. Cycle Event Warning Sign on entry slip road.
8	Griggs Green Interchange Exit slip road SU 815317	Traffic leaving A3 crossing path of competitors.	L	Warning on Start Sheet. Cycle Event Warning Sign on A3.
9	Griggs Green Interchange Entry slip road SU 816318	Traffic joining A3 from LEFT on entry slip road	L	Warning on Start Sheet. Cycle Event Warning Sign on entry slip road.
10	Service Area SU 827322	Access and exit roads.	L	No additional measures required.
11	Bramshott Interchange Exit slip road SU 844325	LEFT turn to leave A3 on exit slip road up to flyover.	L	Marshal and Direction Sign. Instruction on Start Sheet.
12	TURN Bramshott Flyover SU 843324	LEFT turn on south side of flyover on entry slip road to re-join A3.	L	Marshall and Direction Sign. Instruction on Start Sheet.
13	Bramshott Interchange Entry Slip Road SU 843325	Competitors re-joining A3 southbound. Traffic coming from RIGHT on A3 has priority.	L	Instruction on Start Sheet. Cycle Event Warning Sign on A3.
14	Service Area SU 827322	Access and exit roads	L	No additional measures required.
15	Griggs Green Interchange Exit slip road SU 817318	Traffic leaving A3 crossing path of competitors.	L	Warning on Start Sheet. Cycle Event Warning Sign on A3.

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	Location	Details of Hazard	Risk H/M/L	Measures to Reduce Risk
16	Griggs Green Interchange Entry slip road SU 816317	Traffic joining A3 from LEFT on entry slip road	L	Warning on Start Sheet. Cycle Event Warning Sign on entry slip road.
17	Longmoor Interchange Exit slip road SU 792311	Traffic leaving A3 crossing path of competitors.	L	Warning on Start Sheet. Cycle Event Warning Sign on A3.
18	Longmoor Interchange Entry slip road SU 792311 (Same location as 17)	Traffic joining A3 from LEFT on entry slip road.	L	Warning on Start Sheet. Cycle Event Warning Sign on entry slip road.
19	Ham Barn RAB SU 772295	Crossroads with B3006. Traffic crossing from RIGHT. Traffic leaving A3 to turn LEFT on B3006 to Liss crossing path of competitors.	M	Cycle Event Warning Signs. Marshals and Direction Sign. Instruction on Start Sheet. Competitors to take 2 nd exit on first lap to stay on A3.
20	Prince's Bridge Interchange Exit slip road. SU 769271	LEFT turn to leave A3 on exit slip road.	L	Marshal and/or Direction Sign. Instruction on Start Sheet.
21	Prince's Bridge RAB SU 770270	Crossroads with old Farnham Road. Traffic crossing from RIGHT. Traffic emerging from LEFT not expecting Cyclists at high speed.	M	Cycle Event Warning Signs. Marshal and Direction Sign. Instruction on Start Sheet. Traffic flow is low.
22	Andlers Ash Road SU 770268	Minor road on LEFT. Traffic turning Right out of Andlers Ash Road may not expect Cyclists at high speed.	L	Cycle Event Warning Sign in Andlers Ash Road. Event route has priority. Warning on Start Sheet.
23	Old Farnham Road SU 769268	Minor road on LEFT	L	No additional measures required.
24	TURN Prince's Bridge Flyover. SU 768268	Riders not keeping to Left hand side of the road.	L	Instruction on Start Sheet.

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	Location	Details of Hazard	Risk H/M/L	Measures to Reduce Risk
25	Prince's Bridge Interchange. Entry slip road SU 768271	Competitors re-joining A3 northbound from LEFT. Traffic coming from RIGHT has priority.	L	Instruction on Start Sheet. Cycle Event Warning Sign on A3.
26	Steep Marsh Lane SU 761260	Minor road on LEFT	L	No additional measures required.
27	Ham Barn RAB SU 772295	Crossroads with B3006. Traffic crossing from RIGHT. Traffic leaving A3 to turn LEFT on to B3006 crossing path of competitors.	M	Cycle Event Warning Signs. Marshal and Direction Signs Instructions on Start Sheet.
28	Longmoor Interchange Exit slip road SU788310	See (6) above.		
29	Longmoor Interchange Entry slip road SU 792312	See (7) above.		
30	Griggs Green Interchange Exit slip road SU 815317	See (8) above.		
31	Griggs Green Interchange Entry slip road SU816318	See (9) above.		
32	Service Area SU 827322	See (10) above.		
33	Bramshott Interchange Exit slip road SU 844325	See (11) above.		
34	<u>TURN</u> Bramshott Flyover SU 843324	See (12) above.		
35	Bramshott Interchange Entry slip road SU 843325	See (13) above.		

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	Location	Details of Hazard	Risk H/M/L	Measures to Reduce Risk
36	Service Area SU 827322	See (14) above.		
37	Griggs Green Interchange Exit slip road SU 817318	See (15) above.		
38	Griggs Green Interchange Entry slip road SU 816317	See (16) above.		
39	Longmoor Interchange Exit slip road SU 792311	See (17) above		
40	Longmoor Interchange Entry slip road SU 792311	See (18) above		
41	Ham Barn RAB SU 772295	Crossroads with B3006. Traffic crossing from RIGHT. Traffic leaving A3 to turn LEFT on B3006 to Liss crossing path of competitors.	M	Cycle Event Warning Signs. Marshals and Direction Signs. Instruction on Start Sheet. Competitors to take 1 st exit on second lap on B3006 to FINISH.
42	<u>FINISH</u> on B2006 20 yards south of BT cover in footpath SU 7722879	Finish Area with Timekeepers vehicle only.	L	Chequered Board/Flag. Cycle Event Warning Sign. Instruction on Start Sheet - no times to be given to competitors at Finish
43	After FINISH	Competitors returning to Headquarters.	M	Instructions on Start Sheet on safe route back to Event Headquarters.

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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	All	No events	19.00
Saturdays	All	No events	16.30
Sundays	April & May	11.00	No events
(& Bank	June to August	10.00	No events
Holidays)	September	11.00	No events

**Last Rider on Road
(pm events)**

To start no later than
90 minutes before sunset

ORDNANCE SURVEY MAPS COVERING COURSE WITH GRID REFERENCE SQUARES

MAP DETAILS: Ordnance Survey - Landranger Series Sheet 186
 Grid Square References : SU

STREET MAPS to aid identification of Hazards

STREET ATLAS: Ordnance Survey for West Sussex, South Hampshire & North 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 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.