



# **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**

**P 829a**

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- Guidance Notes for Event Promoters
- Summary of Course Details for Start Sheets
- Course Risk Assessment
- Map of Course with Ordnance Survey Grid Reference Squares
- Street Maps to aid identification of Hazards
- Event Risk Assessment

## **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 NOTICE**

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

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

Riders must sign the Official signing-on sheet at the Event HQ to obtain their race number and sign off at the event HQ at the completion of the ride as soon as practicable.

### **USUAL HQ:**

Wickham community centre, Mill lane, Wickham,  
Hampshire. PO17 5AL (SU573118) Ample free off street parking.

### **TOILET FACILITIES:**

Wickham community centre, Mill lane, Wickham,  
Hampshire. PO17 5AL (SU573118)  
Station road, Wickham. PO17 5JL. (SU573115)

### **SAFE ROUTE TO START:**

Wickham community centre, Mill lane, Wickham. PO17 5AL SU573118:  
Right out of Houghton way onto Mill lane. End of road turn left onto Bridge Street. At crossroads with A32

straight across (take care) on to B2177 Southwick road. Travel 1.1 mile to start at Hundred acres  
**SU5914910915.**

**SAFE ROUTE FROM FINISH:** continue on from the finish without stopping. At crossroads with A32 straight across into Bridge street (take care), 1<sup>st</sup> right into Mill lane and 4th left into Houghton way. (approx. 1 mile)

Page Break

## **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, e.g.; potholes, broken grids, and abandoned cars as part of the authority’s “duty of care”