

# 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 - P602c**

COURSE NAME – Charlton Hilly 14 mile

## INDEX

1. Guidance Notes for Event Promoters
2. Summary of Course Details for Start Sheets
3. Course Risk Assessment
4. Map of Course with Ordnance Survey Grid Reference Squares
5. Street Maps to aid identification of Hazards
6. Event Risk Assessment

CYCLING TIME TRIALS - SOUTH DISTRICT COUNCIL

**COURSE NUMBER - P602c**

Distance: 14 miles

Short Description: Charlton – Hurstbourne Tarrant – Vernham Dean – Hatherden – Hilly 14 Circuit

## P602c – Charlton Hilly 14 mile

### 1. GUIDANCE NOTES

#### **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 check the course prior to the event and complete an Event Risk Assessment to identify any additional risks arising shortly before the event, and brief competitors if necessary. Promoting Secretaries should also advise the District Secretary of any amendments required to the course Risk Assessment document. An Event Risk Assessment should still be completed and returned to the District Secretary even if there were no additional hazards or amendments

#### **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.
- Not stop at the finish or return to the timekeeper.
- Caution for sharp left-hand bend, sharp right-hand bend followed by sharp left hand bend out of Gateley village.
- Take care and Give Way to traffic at left turn at Gateley Station.
- Take care at left hand bend at railway bridge on Broad Road which is sharp.

**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, Cycling Time Trials and the event promoters strongly advise you to wear a HARD-SHELL HELMET that meets an internationally accepted safety standard. 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 fitted to the machine in a position visible to following road users and is active while the machine is in use.***

## P602c – Charlton Hilly 14 mile

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

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

### **USUAL HQ**

The New Street Football Club Car Park (SU350482)

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

Usual HQ is between the Start and Finish points.

## GUIDANCE NOTES FOR PROMOTING SECRETARIES

### DUTY OF CARE

#### **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.

#### **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.

#### **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.

#### **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”.

## P602c – Charlton Hilly 14 mile

### 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”.
- 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.

## 2. FULL COURSE DESCRIPTION FOR START SHEETS

1. START End of side road (SU349387).
2. Proceed northeast through S bend towards A343 towards Hurstbourne Tarrant.
3. Descend hill into Hurstbourne Tarrant
4. Turn left towards Upton, Vernham Dean.
5. Proceed through the village of Vernham Dean and through S bend.
6. Turn left up Conholt Hill.
7. At top of Conholt Hill bear left on Andover Road
8. Continue through Tangley and Hatherden towards Andover.
9. FINISH at (SU347484)

## 3. COURSE RISK ASSESSMENT

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

	Location	Details of Hazard	Risk	Measure to reduce risk	Action
1	General Requirements	Road Usage meets CTT standards	L	Traffic Counts /Time Restrictions	
2	Before START	Competitors riding from Event HQ to the start. Competitors warming up	L	Warning on start sheet	
3	Area of START	Competitors waiting at side of road. Timekeepers vehicle only.	L	Cycle event warning signs North, East and South of start. Instructions on start sheet on conduct at start	WS
4	START on side road (SU349387)	Competitors and/or Holder Up falling	L	No additional measures	
5	Charlton Down Farm (SU356496)	Minor roads on left	L	No additional measures	
6	Wildhern (SU356497)	Minor road on left	L	No additional measures	
7	Left turn at A343 (SU364505)	Give way at left turn onto A343. Minor Road opposite.	M	Marshal and Warning signs for oncoming traffic	M WS
8	Hurstbourne Common (SU373524)	Minor road on left	L	No additional measures	
9	Descent into Hurstbourne Tarrant (SU382531)	Humpback bridge bottom of hill	L	Warning on start sheet	

P602c – Charlton Hilly 14 mile

10	Hurstbourne Tarrant (SU382531)	Minor road on right.	L	No additional measures	
11	Hurstbourne Tarrant (SU382531)	Sharp left turn onto minor road.	L	No additional measures	
12	Left turn Hurstbourne Tarrant (SU382532)	Left turn onto minor road toward Upton	L	No additional measures	DS
13	Hurstbourne Tarrant (SU381534)	Minor road on left	L	No additional measures	
14	Ibthorpe (SU376537)	Minor road on right	L	No additional measures	
15	Ibthorpe (SU376537)	Minor road on right	L	No additional measures	
16	Upton (SU360552)	Minor road on right	L	No additional measures	
17	Upton (SU359551)	Minor road on left	M	Marshal and Warning sign for joining traffic	WS
18	Ankers Farm (SU348559)	Minor roads on left and right	L	No additional measures	
19	Vernham Dean (SU344564)	Minor road on right	L	No additional measures	
20	Vernham Dean (SU342564)	Minor road on right	L	No additional measures	
21	Vernham Dean (SU341565)	Minor roads on right	L	No additional measures	
22	Vernham Dean (SU340565)	Minor road on left	L	No additional measures	
23	Vernham Dean (SU338565)	Minor road on right	L	No additional measures	
24	Vernham Dean (SU334565)	Sharp bends right then left	L	Warning on start sheet	
25	Vernham Dean (SU334565)	Minor road on right	L	No additional measures	
26	Left turn onto Conholt Hill (SU332565)	Left turn onto minor road	L	Marshal and/or direction sign	M DS
27	Bottom of Conholt Hill (SU332564)	Minor road on right	L	No additional measures	
28	Top of Conholt Hill (SU326554)	Minor road on left	L	No additional measures	
29	Conholt Park – Chute Causeway (SU321551)	Minor crossroads	L	Marshal and/or direction sign	M DS
30	Hampshire Gate (SU326541)	Minor road on right	L	No additional measures	
31	Downlands Farm (SU331535)	Minor road on left	L	No additional measures	
32	Tangley (SU329526)	Minor crossroads	L	No additional measures	
33	The Fox, Tangley (SU334518)	Minor crossroads	M	Marshal and warning signs on approach roads	M WS
34	Hatherden (SU341506)	Minor road on right	L	No additional measures	
35	Hatherden (SU344503)	Minor road on left	L	No additional measures	
36	Hatherden (SU344499)	Minor road on right	L	No additional measures	
37	Minor crossroads (SU346485)	Minor crossroads	L	No additional measures	

## P602c – Charlton Hilly 14 mile

27	FINISH (SU347484)	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 Warning signs East of finish	WS
28	FINISH	After Competitors returning to HQ	L	Instructions on start sheet on safe route.	

Action Guide:

WS = Warning Sign

DS = Direction Sign

M = Marshal

### RACE OFFICIALS

Minimal list of officials to organise and run each event.

Role		
Signs Out		
Signing On/Off		
Race Fees and payments		
Timekeeper Starter		
Pusher Off		
Timekeeper Finish		
Timekeeper Assist		
Signs In		
Marshal 1 – A343 (7)		
Marshal 2 – Conholt Hill (26)		
Marshal 3 – Conholt Park (29)		
Marshal 4 – The Fox, Tangley (33)		

### TIME RESTRICTIONS ON USE OF COURSE

General restriction applies that no riders on the course before 10:00.

Evening events should account that all riders should finish before sunset.

No restriction to the day of the week.

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

MAP DETAILS:

Ordnance Survey - Landranger Series Sheet 185

Grid Square References: SU SU302437

**P602c** – Charlton Hilly 14 mile

**5. STREET MAPS to aid identification of Hazards**

STREET ATLAS:

Ordnance Survey – Explorer Series Sheet 131

**6. EVENT RISK ASSESSMENT**

To be prepared by the Promoting Secretary to identify specific additional hazards and returned to the District Secretary.

PROMOTING CLUB: **Andover Wheelers**

## P602c – Charlton Hilly 14 mile

DATE OF EVENT:

### Charlton Hilly Time Trial Programme - 2022

Date	Event	Start	Course
26 April 2022	Charlton 14-mile Hilly TT (Hill Circuit)	19:00	P602c

Signed: *Graeme Rasdall-Lawes*

Date: 16 March 2022

#### *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.*