## 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

P901/10

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Cycling Time Trials is a Company Limited by Guarantee

Registered in England No. 4413282

**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:

* not cross the A27 in the Start and Finish areas
* use the recommended safe routes to the Start and to return to the Headquarters
* not warm up on the Course
* exercise care at the following locations

- crossing Tangmere RAB both ways

#  - turning LEFT at Temple Bar. Caution 150-degree change of direction

#  - passing exit and acceleration lanes at Tangmere Flyover

#  - negotiating all roundabouts

#  - passing all acceleration lanes from “B” and unclassified roads joining the A 27

* not turn RIGHT at Fontwell West RAB after the FINISH but should continue on A27 to turn LEFT into Duke’s

 Road to return to the Event Headquarters.

# 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 should be disqualified and reported to the South District Council of Cycling Time Trials.

# GUIDANCE NOTES FOR PROMOTING SECRETARIES

**SAFETY NOTICE**

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

IN THE INTERESTS OF YOUR OWN SAFETY,

In accordance with Regulations all competitors must wear Protective Hard Shell Helmets.

Front and rear lights are compulsory.

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.

# SIGNING-ON SHEET & RACE NUMBERS

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

# EVENT HEADQUARTERS

Open Events: Refer to start sheet.

# SAFE ROUTES TO START

**OPEN EVENTS:** The Promoting Secretary is responsible for including a recommended route for Open Events which does not involve turning RIGHT at Fontwell West RAB.

**SAFE ROUTES FROM FINISH**

# OPEN EVENTS: The Promoting Secretary is responsible for including a recommended route for Open Events which does not involve turning RIGHT at Fontwell West RAB. The safe route back to Eastergate Village Hall is to take the first exit at Fontwell West RAB after the FINISH to stay on the A27. Then turn 1st LEFT into Duke’s Road and immediately LEFT again to take the subway under the A27 to London Road to approach Fontwell West RAB from the East. Turn LEFT and retrace to the Headquarters on the A29 via Fontwell Avenue to the War Memorial.

# Any rider turning RIGHT at Fontwell West RAB to the leave the A27 in either a Club Event or an Open Event MUST be disqualified

# *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”.*

## 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.

1. **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.
1. **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.
1. **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”.
1. **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.

## FULL COURSE DESCRIPTION FOR START SHEETS

**START** in Lay-by on A27 at North end of Fontwell Race Course at Drain Cover approximately 20 yards west of Lamp Post 181/08 (SU 947072).

PROCEED west along A27 to Tangmere RAB where straight across to continue on A27. Take slip road up Tangmere Flyover on A285 to South RAB. Turn RIGHT, **2nd Exit,** to cross the flyover to North RAB. Take **1st Exit** and continue north on A285 for 500 yards to Temple Bar. Turn LEFT on to an unclassified road to Westhampnett RAB (5.1 Miles) (SU 877060).

Take 1st Exit on to old A27 to Portfield RAB where take 1st Exit on to A27 By-pass and proceed under Tangmere Flyover to Tangmere RAB where straight across to continue on A27 to

**FINISH** 10 yards beyond entrance to a house called “Westergates” and approximately 100 yards short of the Start

(10 Miles) (SU 946072)

**o-O-o**

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 SignInstructions on Start Sheet; * safe routes to START
* prohibited areas for warming up
* no U turns in sight of Timekeeper
* competitors must not cross the A27 at the Start Area
 |
| 3 | Area of STARTLay-by on A27 north of Fontwell Race CourseSU 947072 | Competitors waiting in Lay-by | L | Cycle Event Warning Sign on A27Instruction on Start Sheet on conduct at Start.  |
| 4 | **START**Lay-by on A27 north of Fontwell Race CourseSU 947072 | Competitors and/or Holder-up falling | L | No additional measures required |
| 5 | Denmans LaneSU 944072 | Minor road on LeftCyclist/Pedestrian/Equestrian crossing of A27 | L | No additional measures required |
| 6 | Level Mare LaneSU 939072 | Minor road on LeftCyclist/Pedestrian /Equestrian crossing of A27 | L | No additional measures required |
| 7 | Norton LaneSU 929069 | Minor road on LeftCyclist/Pedestrian crossing of A27 | L | No additional measures required |
| 8 | Nyton RoadSU 922070 | B2233 joining from Left.Acceleration lane for westbound vehicles joining A27Gap in central reservation to permit eastbound vehicles to cross A27 to enter Nyton Road.Vehicles exiting Nyton Road prohibited from crossing A27.Cyclist/Pedestrian/ Equestrian crossing of A27.  | L | Cycle Event Warning Signs in acceleration lane and on east bound central reservation gap for right turn into Nyton Road.Warning instruction on Start Sheet.(Traffic flow light joining and crossing A27 at time of events) |
| 9 | Easthampnett LaneSU 912070 | Minor road on Left | L | No additional measures required. |
| 10 | Tangmere RABSU 908070 | Unclassified crossroad fromTangmere Village toBoxgrove Village.Traffic crossing from Right. | M | Cycle Event Warning Signs in Meadow Way, Tangmere and The Street, Boxgrove. Warning Instruction on Start Sheet. |
| 11 | Tangmere RoadSU 904069 | Minor road on LeftAcceleration lane for westbound vehicles joining A27.Gap closed in central reservation. | L | No additional measures required.(Traffic joining A27 is light) |
| 12 | Tangmere FlyoverSlip RoadSU 898067 | LEFT fork to leave A27 on Slip Road up to Flyover | L | Instruction on Start SheetDirection Sign and/or Marshal at bottom of slip road for Open Events. |
| 13 | Tangmere FlyoverSouth RABSU 896066 | RIGHT turn, 2nd Exit to cross flyover | L | Instruction on Start SheetDirection Sign and/or Marshal for Open Events(Traffic flow is light). |
| 14 | Tangmere FlyoverNorth RABSU 895068 | Straight across, 1st Exit on A285. | L | Instruction on Star Sheet.Direction Sign or Marshal for Open Events.Cycle Event Warning Sign on exit slip road from A27.(Traffic flow is light) |
| 15 | Westhampnett Rd.Temple BarSU 896072 | LEFT turn off A285 on to unclassified road.Caution 150 degree change of direction. | M | Instruction on Start Sheet.Cycle Event Warning Sign in Westhampnett RoadMarshal and/or Direction Sign |
| 16 | Strettington LaneSU 895071 | Minor road on Right | L | No additional measures required. |
| 17  | Maudlin RABSU 887064 | Mini RABStraight across, 2nd Exit.Event route is major road | L | No additional measures required.1st Exit is now a little used cul-de sac. Previously the A27 before Westhampnett By-pass was built.Converted into an off-road cycle route to Tangmere. |
| 18 | Rolls Royce SiteSU 885063 | Access road on RIGHTTraffic islands opposite siteentrance narrow the carriageway | L | No additional measures required. |
| 19 | The GrangeSU 884062 | New housing development.Minor road on Right. | L | No additional measures required. |
| 20 | Tilemakers CloseSU 884062 | New housing developmentMinor road on Left | L | No additional measures required. |
| 21 | CrossroadsWesthampnettSU 883062 | Event route has priorityClaypit Lane is one-wayCoach Road was stopped- up by Westhampnett By-pass.Access road to Amenity Tip for Household Waste. | L | No additional measures required. |
| 22 | Domestic WasteRecycling PlantSU 882061 | Access for Contractors Vehicles only | L | No additional measures required.Not in use at time of events. |
| 23 | Westhampnett RABSU 877060 | LEFT turn, 1st Exit on to dual carriageway of old A27.Traffic coming from Right. | M | Instruction on Start Sheet.Direction Sign and/or Marshal for Open Events.Cycle Event Warning Signs(Old A27 now little used) |
| 24 | Portfield RABSU 877055 | LEFT turn, 1st Exit on to A27 Westhampnett By-passTraffic coming from Right. | M | Instruction on Start Sheet.Direction Sign and/or Marshal for Open EventsCycle Event Warning Sign. |
| 25 | “Old Coach Road”SU 884058 | Pedestrian/Cyclist crossing.Coach Road is stopped up to vehicles. | L | No additional measures required |
| 26 | Tangmere FlyoverExit slip roadSU 892066 | Traffic leaving A27 crossing path of competitors. | L  | Warning on Start Sheet.No additional measures required as traffic flow is light. |
| 27 | Tangmere FlyoverEntry slip roadSU 898069 | Traffic joining A27 from Left on slip road | L | Warning on Start Sheet.Cycle Event Warning Sign on top of slip road |
| 28 | Tangmere RABSU 908070 | Unclassified crossroad from Tangmere Village to Boxgrove Village.Traffic crossing from Right. | M | Cycle Event Warning Signs in Meadow Way, Tangmere and The Street, Boxgrove.Warning Instruction on Start Sheet |
| 29 | Eartham LaneSU 922070 | Minor road on LeftCyclist/Pedestrian/Equestrian crossings of A27Vehicles exiting Eartham Lane prohibited from crossing A27 | L | No additional measures required. |
| 30 | Britten’s LaneSU 940072 | Minor road on Left.Cyclists/Pedestrian/Equestrian crossings of A27Westbound traffic on A27permitted to turn Right into Britten’s Lane but Event Route has priority.Vehicles exiting Britten’s Lane must turn Left and join A27 eastbound. | L | Cycle Event Warning Sign in Britten’s Lane,Warning instruction on Start Sheet. |
| 31 | Littleheath RoadSU 944073 | Cyclist/Pedestrian/Equestrian crossing of A27Littleheath Rd is stopped up | L | No additional measures required. |
| 32 | **FINISH**East of a house called “Westergates” on A27 at Fontwell.SU 946072 | Finish Area with Timekeepers Vehicle only parked off A27 | L | Chequered Board/FlagCycle Event Warning Sign.Instruction on Start Sheet - no times to be given at Finish - competitors must not cross A27 at  the Finish Area. |
| 33 | After FINISH | Competitors returning to Event Headquarters | M | Instruction on Start on safe route from Finish back to Headquarters. |

# TIME RESTRICTIONS ON USE OF COURSE

**Day(s) Months Last Rider on Road First Rider on Road (am events) (pm events)**

Weekdays April No events No events before May

because of low sun angle

 May – September No events 19.30

 No events on same day

 As Goodwood Horse

 Race Meeting

Saturdays All 09.30 No events

Sundays April & May 10.15 No events

(& Bank June to August 09.45

 Holidays) September 10.15 No events

# ORDNANCE SURVEY MAPS COVERING COURSE WITH GRID REFRENCE SQUARES

**MAP DETAILS:** Ordnance Survey - Landranger Series Sheet 197

 Grid Square References : SU

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# STREET MAPS to aid identification of Hazards

**STREET ATLAS:** Ordnance Survey for West Sussex

 Scale 3.5 inches to 1 mile (5.52 cm to 1Km)

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|  |  |  |  |
| --- | --- | --- | --- |
| Description/Amendments | **By (name/Club)**  | **Version No** | **Date Changes Made** |
| Document reviewed | Roy Fairchild (South DC) | 2009/1 | January 2009 |
| 2010 Template | Claire Newman (South DC) | 2010/1 | April 2010 |
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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.