



Quintin Boat Club Safety and Emergency Plan

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Safety and Emergency Plan

Introduction

Quintin Boat Club is committed to the safety of its members and guests whilst they are engaged in club related activities. The Club has a zero tolerance for anyone being harmed as a result of our members' participation in the sport. We believe that harm is not an inevitable consequence of our activities and that incidents that cause harm can be avoided. We will strive to provide an environment in which the sport can be practised safely and enjoyably by our members. We will guide and lead our members in a way that fulfils these aims. We recognise that our members have primary responsibility for their own safety and the safety of others. The Club, through its Officers and Committee, will encourage safe practice having due regard for the guidance provided by British Rowing in RowSafe:

<https://www.britishrowing.org/wp-content/uploads/2021/04/2021-RowSafe.pdf>

The Club has safety guidance that it expects its members to understand and respect; this can be found at <https://www.quintinboatclub.org/clubinfo/safety.php> Complying with this guidance will help to prevent harm. We are committed to make appropriate use of British Rowing's Incident Reporting System. The Club is also committed to learn from the incidents it becomes aware of and will share relevant information to help others in the sport to learn too where appropriate.

Emergencies

In the event of an emergency; guidelines on how to deal with the emergency are contained at Appendix A – Emergency Plan.

Responsibilities

All members are personally responsible for and have a duty of care to ensure that their actions, both on and off the water, are conducted in a manner that does not compromise the safety of themselves or others.

All members are expected to comply with the requirements of the British Rowing, Row Safe Guide, the Clubs Safety Plan and any other instructions issued by the Club, in respect of safety.

General Water Safety Requirements

Safety Equipment

The Club provides items of safety equipment, which shall be used by its members to accord with the following:

Life Jackets / Buoyancy Aids:

The wearing of a lifejacket or buoyancy aid is compulsory for:

- All coxswains.



- All drivers and passengers of any launch used in connection with Club activities.
-

Where participants are adults & have not undertaken a club swim test/capsize drill, lifejackets/buoyancy aids should be offered.

Where, due to a medical condition, members are considered to be at risk of becoming unconscious or immobile, as a result of immersion, an automatic lifejacket must be worn.

Throw Lines, First Aid Kits and Thermal Blankets:

These are essential items to be used in the event of any rescue to person/persons in the water. Throw lines are in the club launches and should be kept in a place easily accessible to the driver of a launch with no other occupants. First aid kits and thermal exposure blankets are available in each launch in the waterproof storage container.

First Aid Box

First Aid boxes are located in the gym and boathouse for incidents off the water.

Defibrillator

We have an Automated External Defibrillator (AED) in the gym. It's mounted on the wall on the left as you enter and is inside an orange carry-case. It's for use in conjunction with CPR (i.e. chest compression and mouth-to-mouth resuscitation) if someone has a suspected cardiac arrest. The quicker the defibrillator is used, the greater the chance of survival. Most importantly, it is idiot-proof. You can operate it without any training. Once the on/off button is pressed a series of voice prompts will tell you exactly what to do. Moreover, the device cannot do any harm; it analyses the patient's heart rhythm and will administer a shock only if a shock is needed.

Despite no training being needed to operate it, we strongly recommend that ALL members view the short instructional video at <https://www.youtube.com/watch?v=s5ZPLXdXPBc> so that you will be familiar with what to do if you need to use the defibrillator. There is also an instructional sheet that you can download at and which will be displayed next to the device.

The machine is routinely checked and serviced. Do not attempt to remove it from the mounting for any reason unless needed in an emergency. If you would like to have a look at it for your own reference please ask Adrian Ballardie, our safety adviser, who will be happy to show anyone who is interested.

PLA Flag system and weather conditions.

The PLA flag system indicates the status of tidal stream and is available from the Quintin web site at <http://www.quintinboatclub.org/clubinfo/links.php> Also available from the website are high and low tide times.



On a yellow flag the PLA advises beginners, novices and weaker crews not to go afloat on the ebb (outgoing) tide.

On an ebb tide when the PLA flag is red or yellow all crews must exercise extreme caution and use the following procedure laid down by the committee when the flag system was introduced:

1. When a PLA red or yellow flag advises a crew against going afloat, the outing may go ahead if the risks have been carefully assessed by a person authorised by the committee and if that person considers the outing to be safe, taking account of the composition and experience of the particular crew.
2. The decision that the outing is safe must be taken only by someone who is familiar with the competence and experience of the crew members.
3. The people currently authorised by the committee to make such decisions are Mark Chatwin, Fred Smallbone, Duncan Hughes, John Peters, Adrian Ballardie, Geoff Peel & Huw Jones.

This must be observed by all crews and single scullers, with no exceptions. If there is any doubt, you must not go afloat.

You can check the up-to-date flag colour by going to the bottom of the home page of the QBC web site and clicking on the link to "Tide Times, PLA Flag, etc.

Although this procedure applies only on the ebb tide, members should also be very cautious on a flood tide when the flag is yellow or red. On some parts of the river the stream may be flowing out even though the tide is rising. On others there may be little or no stream. Remember that the navigation rules depend on the direction of the stream and not on what the tide is doing. If you are in doubt about the direction of the stream, keep to the starboard side of the fairway.

Please note, as part of the normal pre-outing risk assessment, river conditions and the weather conditions are the responsibility of the coach, absent a coach, the coxswain and captain of the crew, or for coxless boats, the steers and in the case of a single, the sculler concerned. A risk assessment should be made before every outing by the crew captain or coach regarding the wind, temperature, stream and height of water (very low tide may make navigation difficult for example). Some useful tools to use in making assessments are the tide tables, and the Meteorological Office weather forecast for Kew to be found at

<https://www.metoffice.gov.uk/public/weather/forecast/gcpuckhb6 - ?date=2018-09-19>

Thunder Storms and Lightning

All members should be aware of the local weather forecast when planning outings, particularly when thunderstorms have been predicted.

If thunder is heard and/or lightning observed before the outing has commenced; individuals and crews must remain at the club.



If thunder is heard and/or lightning observed whilst on the water, individuals and crews must seek proper shelter. If safe to do so, individuals and crews should return immediately to the Club; however, this has to be with due consideration to the “30-30” rule for lightning:

- To use the ‘30 - 30 Rule’ when you see lightning, count the time until you hear the thunder.
- If it is 30 seconds (approx. 10 km away) or less, seek 'proper shelter'.
- If you can't see the lightning, just hearing the thunder is a good back-up rule for it being time to seek 'proper shelter'.
- Wait a minimum of 30 minutes after the last lightning or thunder before leaving shelter and/or considering it safe to (re)commence the outing.

On average a typical storm moves at about 40 km/h giving approximately 15 minutes to seek 'proper shelter'. Although no place is absolutely safe from lightning some are safer than others and 'proper shelter' can be:

- an enclosed substantial building with electric and telephone wiring and plumbing to provide a safe pathway for the current to earth to the ground.
- a fully enclosed metal vehicle with windows shut. This acts as a Faraday cage and guides the lightning around the passengers - mini-buses are an excellent shelter for large groups of people.

Unsafe locations and situations are:

- open spaces - field, lake, river
- underneath canopies, small rain shelters, trees, umbrellas, tents &
- marquees close vicinity to the tallest structure in an area
- near metal or carbon objects - riggers, boats, blades, trailers, launches, etc. using electrical appliances or plumbing such as water taps, sinks etc.

Condition of Equipment

Prior to use, all equipment is to be checked to ensure that it is serviceable and appropriate for the purpose for which it is intended. Any damage or boats which should not be used to be reported using the damage log in the boathouse. Members should try to fix any small problems themselves.

Incidents and Accidents

All members are responsible for reporting all accidents, incidents and near incidents that they have knowledge of or witness within 24 hours of the event, via the British Rowing online incident reporting system, to satisfy the requirements of the British Rowing Row Safe Guide.

In addition to the online system, all members are to bring the incident to the attention of the Safety Advisor, their coach or squad / club captain.

All accidents and incidents will be reviewed by the Safety Adviser, and these will be discussed at rowing committee level; along with any additional control measures that are deemed necessary to avoid any future repetition.



Emergency Services are to be contacted by the best means possible as appropriate to any accident or emergency situation, as appropriate.

Launches

Launches are to be used only by drivers authorised by the Captain and as checked out by the Safety Adviser. The Safety Adviser maintains the list of current approved drivers. All drivers and passengers are to wear lifejackets. The driver is responsible for ensuring that a launch rescue kit (Throwlines, first aid kit and thermal blankets) is carried. Any items used or missing are to be notified to the Safety Adviser as soon as possible, so their replacement can be facilitated

All launch drivers are to ensure that the launches are handled with consideration to other river users and in accordance with the British Rowing, Row Safe Guide and the Environment Agency Regulations.

The launches are designed to carry two persons, the driver and the coach. In the event of a capsize recovery operation the maximum number of persons on the launch may exceed two persons in order to safely convey athletes to the bank or boathouse.

The launches are stored in the boathouse when not in use, or on the hard outside the boathouse when the latter is in use. It is essential that no fuel tanks are stored in the boathouses, and they **MUST** be removed to the metal storage locker behind the gym when boats are not in use.

Coxswains and Steers

In all coxed boats, the coxswain is deemed responsible for the overall safety of the boat and crew. The wearing of lifejackets or buoyancy aids by coxswains is compulsory. If front-loaders are being coxed, care is to be taken to ensure that the lifejacket does not prevent a cox from escaping in the event of capsize or sinking and a manual rather than automatic lifejacket should be used.

In coxless boats, the person occupying the bow seat or the person controlling the rudder (when fitted) is deemed responsible for the overall safety of the boat and the crew.

The only exception to the foregoing being when the coxswain, or the steers, is a beginner or inexperienced; in which case responsibility will be transferred to the coach or to the person providing the direct instruction and supervision.

Coaches

All professional Coaches are to be British Rowing qualified with Instructor Award (IA) or UKCC Level 2 as the minimum standard.

Coaches are to ensure that:

- Crews are aware of the appropriate safety procedures;



- Crews use safe rowing/sculling equipment;
- The outing is conducted appropriate to the prevailing weather and water conditions;
- Consideration is shown to other water users;
- Crews are appropriately dressed for the session;
- The Coach is to be particularly alert for symptoms of hypothermia and heat stroke / dehydration;
- In particular, when coaching young children, the whole crew should be dressed suitably;
- When coaching coxed boats, care must also be taken to ensure that the cox is properly dressed
- Particular attention is paid to the coaching of coxes as their competence is essential to water safety as well as the crew's success
- When coaching from the bank a throw line and radio is taken when appropriate.

Navigation on the Tideway

All members must adhere to the Tideway designated circulation patterns, as described in the PLA Code of Practice "The Rowing Code" found at

<https://www.britishrowing.org/wp-content/uploads/2021/04/2021-RowSafe.pdf>

Good visual guidance is also available from the TRRC video to be found at

<https://www.youtube.com/watch?v=GHeJ0M3L4ok>

See also the map found inside the boathouse and on the club's website.

Rowing and Sculling at Night

PLA & TRRC rules

Between sunset and sunrise all boats must comply with the PLA lighting rules, which require boats to display a white light that is visible over 360° and from a distance of 800 metres. To ensure that the light is visible over the full 360° and is not obscured by crew members' bodies, a boat will need one light at the bow and one at the stern. The PLA recommends that the bow light should be flashing and the stern light should be constant.

Following the night-time death of a rowing coach last year, the PLA and the Thames Regional Rowing Council now require that:

- No rowing boat or coaching launch should be on the river alone at night.
- If two boats accompany each other at night (e.g. two single sculls, or a rowing boat and a coaching launch) they must remain in sight of each other at all times.
- Any boats going out at night must tell someone on shore about the outing and when they expect to return. The person on shore must be told when the outing has finished.
- At night someone in each vessel must carry a mobile phone in a waterproof bag with a lanyard and must know which emergency service to call in case of difficulties (i.e. call 999 and ask for the coastguard).



Club boats

In addition to the above requirements, our own rules for club-owned boats are that, between 30 minutes after sunset and 30 minutes before sunrise, no boat may be used without the explicit permission of the captain and each boat must be accompanied by a separate launch.

Private sculling boats

The club strongly advises members not to use private sculling boats in the dark. If you choose to ignore this advice, you scull entirely at your own risk. If, when sculling in the dark, you fail to comply with the PLA lighting rules or you scull alone, you are likely to be banned.

Outing Log

All outings by individuals and crews are to be booked by themselves using the logbook kept in the boathouse. Intended destination and estimated return time is to be stated along with crew details. Individuals are to ensure that they book in on return to avoid false alarms.

Please note any incidents/accidents as well as any resulting injury to persons or damage to boats so that unsuitable equipment can be quarantined/repaired as necessary.

Off-Water Safety Requirements

Lifting of Boats

Coaches and crews are to ensure that every care is taken to prevent injury when lifting boats in and out of the racks and the river. One person is to be in charge of the maneuver, giving clear instructions before and during the lift.

Gym

All members are responsible for keeping the gym clean and tidy. After use, every member is responsible for returning all equipment that they have used to its proper location and for cleaning down all items of the equipment that they have utilised.

All members shall be deemed responsible for their own safety whilst using any of the Club's gym equipment. Should any member have any doubt concerning how to use any item of equipment, or correct technique; they should seek guidance from the Captain or a Coach.

Junior members are not permitted to use any of the gym equipment (rowing machines, weights machines or free weights) unless accompanied by a qualified coach or supervised by a person deemed responsible by the committee.

The use of any gym equipment by guests is prohibited without the Captain or Coaches' prior agreement.



No Smoking Policy

The Club has a No-Smoking policy and smoking is not permitted in any building on the boathouse site. Members are responsible for ensuring that their guests are briefed accordingly.

Telephones

There is a telephone at the club. A list of useful numbers is displayed on the wall in the entrance to the club and on the river side of the boathouse. Coaches and crew are encouraged to carry a mobile telephone at all times when training on the water, using the waterproof cases available for the mobile phone.

Fire

In the event of a fire the Boathouse is to be evacuated and the car park behind the Green Shed used as a muster point. An attempt is to be made to account for individuals. Members are responsible for the safety of their guests.

Car Park

Extreme care is to be taken by all members when using the car park in order to prevent injury to people on foot or carrying boats whose vision may be obscured.

Members of the Public: safety/security

Owing to the nature of the premises, members of the public can enter the site in the belief that there is public access to the river. All members are to exercise care and attention to prevent members of the public being injured and are to, if appropriate, politely ask them to leave the premises for their own safety. If someone is present who is not recognized as a club member or associate, do not be afraid to challenge them (politely) as thieves have often visited to remove valuables from the club and cars in the car park.

Boat Transportation

Drivers

Only individuals authorised by the Club are to drive the truck and trailers. All drivers are to be conversant with the BR Code for the Towing of Boat Trailers.

Boat Loading

When crews are travelling to events or training locations, the Coach or Captain will detail the trailer loading plan and inform the crews of the boats which are being taken. Loading is to be strictly in accordance with this plan and the driver is to check compliance with the plan prior to departure. The driver is to ensure that all boats and equipment is safely secured prior to departure and that the necessary requirements for rear projections and lighting are observed.

Feedback

Safety is a standard item on the Committee agenda and is reviewed at every meeting.



Quintin Boat Club Safety and Emergency Plan

Safety can only be consistently achieved through a process of good communication, education and periodic review.

If any individual identifies any safety related issue which is not documented, or that they feel others can learn from, they can make a significant contribution by discussing the topic with the Safety Adviser who can then take the appropriate action.

Adrian Ballardie
Club Safety Adviser
Quintin Boat Club
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safety@quintinboatclub.org
adrianballardie@gmail.com



Appendix A to QBC Safety Plan

Emergency Action Plan

In the event of a capsized

- If out of your depth & unable to wade ashore, hold onto the capsized hull as a buoyancy aid & attempt to swim it to shore.
- If the water is cold, get as much of your body out of the water as soon as possible, draping yourself over the upturned hull (if necessary turning over the hull for this purpose).
- If possible, "buddy-up"; holding on to each other until rescued to provide mutual warmth and support and to help ensure all are accounted for.
- Other boats in the vicinity should fetch help or a launch if one is available. **DO NOT ATTEMPT TO RESCUE FROM ANOTHER ROWING SCULL** - you are likely to tip over, putting more people in the water with no one to get help.

In The Event Of A Serious Incident

IN A MEDICAL EMERGENCY, INCLUDING A CREW MEMBER BEING TAKEN SERIOUSLY ILL OR BECOMING UNRESPONSIVE, IMMEDIATELY:

- Raise the Alarm with a launch or with other boats if available.
- Use a mobile phone to dial for emergency assistance 999 or 112, requesting "Coastguard"; OR if no mobile phone available row to the nearest location where a safe landing can be made, get to a telephone, and make a 999 or 112 call.

Possible serious incidents associated with rowing:

The following gives guidance for recognising and treating possible serious incidents associated with rowing:

Hypothermia

Despite warm air temperatures, the River Thames can cause cold water shock all year round. Its average temperature is **12C (54F)** but water shock can occur at any temperature below **15C (59F)**.

The symptoms of hypothermia depend on how cold the environment is and how long you are exposed for. Severe hypothermia needs urgent medical treatment in hospital. Shivering is a good guide to how severe the condition is. If the person can stop shivering on their own, the hypothermia is mild, but if they cannot stop shivering, or have lost the ability to shiver at all, it is moderate to severe.

Mild cases

In mild cases, symptoms include:

- shivering,
- feeling cold,
- low energy,
- discomfort at higher temperatures than normal, or
- cold, pale skin.



Moderate cases

The symptoms of moderate hypothermia include:

- violent, uncontrollable shivering,
- being unable to think or pay attention,
- confusion (some people don't realise they are affected),
- loss of judgment and reasoning,
- difficulty moving around or stumbling (weakness),
- feeling afraid,
- memory loss,
- fumbling hands and loss of coordination,
- drowsiness,
- slurred speech,
- listlessness and indifference, or
- slow, shallow breathing and a weak pulse.

Severe cases

The symptoms of severe hypothermia include:

- loss of control of hands, feet, and limbs,
- uncontrollable shivering that suddenly stops,
- unconsciousness,
- shallow or no breathing,
- weak, irregular or no pulse,
- stiff muscles, and
- dilated pupils.

Although hypothermia is defined as occurring when the body temperature drops below 35°C (95°F), mild hypothermia can start at higher body temperatures. As the body temperature decreases further, shivering will stop completely. The heart rate will slow, and a person will gradually lose consciousness. When unconscious, a person will not appear to have a pulse or be breathing. Emergency assistance should be sought immediately and CPR provided while the person is warmed. CPR is an emergency procedure, consisting of 30 chest compressions followed by 2 rescue breaths.

Treating hypothermia

As hypothermia can be a life-threatening condition, seek medical attention as soon as possible.

Hypothermia is treated by preventing further heat being lost and by gently warming the patient.

If you are treating someone with mild hypothermia, or waiting for medical treatment to arrive, follow the advice below to prevent further loss of heat.

Things to do for hypothermia:

- Move the person indoors, or somewhere warm, as soon as possible.
- Once sheltered, gently remove any wet clothing and dry the person
- Wrap them in blankets, towels, coats (whatever you have), protecting the head and torso first
- Your own body heat can help someone with hypothermia. Hug them gently



- Increase activity if possible, but not to the point where sweating occurs, as that cools the skin down again
- If possible, give the person warm drinks (but not alcohol) or high energy foods, such as chocolate, to help warm them up
- Once body temperature has increased, keep the person warm and dry.
- It is important to handle anyone that has hypothermia very gently and carefully.

Things you should **NOT** do:

- Don't warm up an elderly person using a bath, as this may send cold blood from the body's surfaces to the heart or brain too suddenly, causing a stroke or heart attack;
- Don't apply direct heat (hot water or a heating pad, for example) to the arms and legs, as this forces cold blood back to the major organs, making the condition worse
- Don't give the person alcohol to drink, as this will decrease the body's ability to retain heat
- Don't rub or massage the person's skin, as this can cause the blood vessels to widen and decrease the body's ability to retain heat. In severe cases of hypothermia there is also a risk of heart attack.

Near-Drowning

The goal is to safely rescue the victim and begin first aid.

In a near-drowning emergency, the sooner the rescue and first aid begin, the greater the victim's chance of survival. Do not endanger yourself in rescuing the victim during this process.

Rescue options to reach the drowning victim in the water:

- Use a Throw Line
- Throw a rope with a buoyant object
- Use a long stick
- Bring a boat alongside the victim and tow the victim to shore. Do not haul the victim into the boat because it may cause the boat to capsize, and both of you will be in the water. Cold water may render the victim too hypothermic to grasp objects within their reach or to hold while being pulled to safety
- As a last resort, you can attempt a swimming rescue if you are sufficiently trained in water rescue. Do not attempt a rescue beyond your capabilities. Otherwise, you may harm yourself
- For a swimming rescue, approach the person from behind while trying to calm the victim as you move closer. A panicked victim can pull you down
- Grab a piece of clothing or cup a hand or arm under the victim's chin and pull the person face up to shore while providing special care to ensure a straight head-neck-back alignment especially if you think the person has spine injuries.



First aid for a near-drowning victim

The focus of the first aid for a near-drowning victim in the water is to get oxygen into the lungs without aggravating any suspected neck injury.

If the victim's breathing has stopped, give 5 mouth-to-mouth rescue breaths as soon as you safely can. This could mean starting the breathing process in the water.

Once on shore, reassess the victim's breathing and circulation (heartbeat and pulse). If there is breathing and circulation without suspected spine injury, place the person in recovery position (lying on the stomach, arms extended at the shoulder level and bent, head on the side with the leg on the same side drawn up at a right angle to the torso) to keep the airway clear and to allow the swallowed water to drain. If there is no breathing, begin CPR. Continue CPR (30 chest compression followed by 2 rescue breaths) until help arrives or the person revives.

Keep the person warm by removing wet clothing and covering with warm blankets to prevent hypothermia.

Remain with the recovering person until emergency medical personnel have arrived.

STRONG RECOMMENDATIONS:

- Do not go out rowing alone, ever, when the water temperature is below 10 degrees C. Hypothermia is deadly quick at lower temperatures.
- Always row with at least one other boat, or with the coach/safety boat.
- Always have your mobile phone with you if there is no coach boat, so that you can call 999 for help. Keep it in a waterproof phone bag, available from the club or a zip-loc bag - then it won't sink!

Key Locations & Telephone Numbers

All crews are advised to ensure they carry a mobile phone when on the water.

In an emergency call 999 or 112 or for Vessel Traffic Services (VTS) 0203 2607711 (VHF Channel 14)

Nearest Hospitals

A&E Walk-In West Middlesex Hospital, Twickenham Road, TW7 6AF 3.4 miles 020 8560 2121

A&E Walk-In Charing Cross Hospital, Fulham Palace Road W6 8RF 3.9 miles 020 3311 1234

A&E Walk-In Ealing Hospital, Uxbridge Road, UB1 3HW 5.1 miles 020 8967 5000

RNLI

Chiswick Pier House, Corney Reach Way, W4 2UG 020 8995 5534