

**Accident &  
Incident  
Reporting  
Guidelines at  
NUMed  
Managed  
Student  
Accommodation  
(EcoNest)  
/EduCity  
Village /  
Privately Owned  
Accommodation**

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## 1.1. Purpose Statement

The purpose of this procedure is to outline the methods of reporting incident and accident at NUMed managed Student Accommodation (EcoNest Residence)/ Educity Village (previously known as Student Village)/ Privately owned Accommodation to ensure all incident and accident are investigated appropriately.

## 1.2 Applicability and Scope

All NUMed students who have a contract with NUMed Managed Student Accommodation (EcoNest Residence)/ Educity Village (previously known as Student Village) / Privately owned Accommodation,

## 1.3 Responsibilities

### 1.3.1 NUMed Students

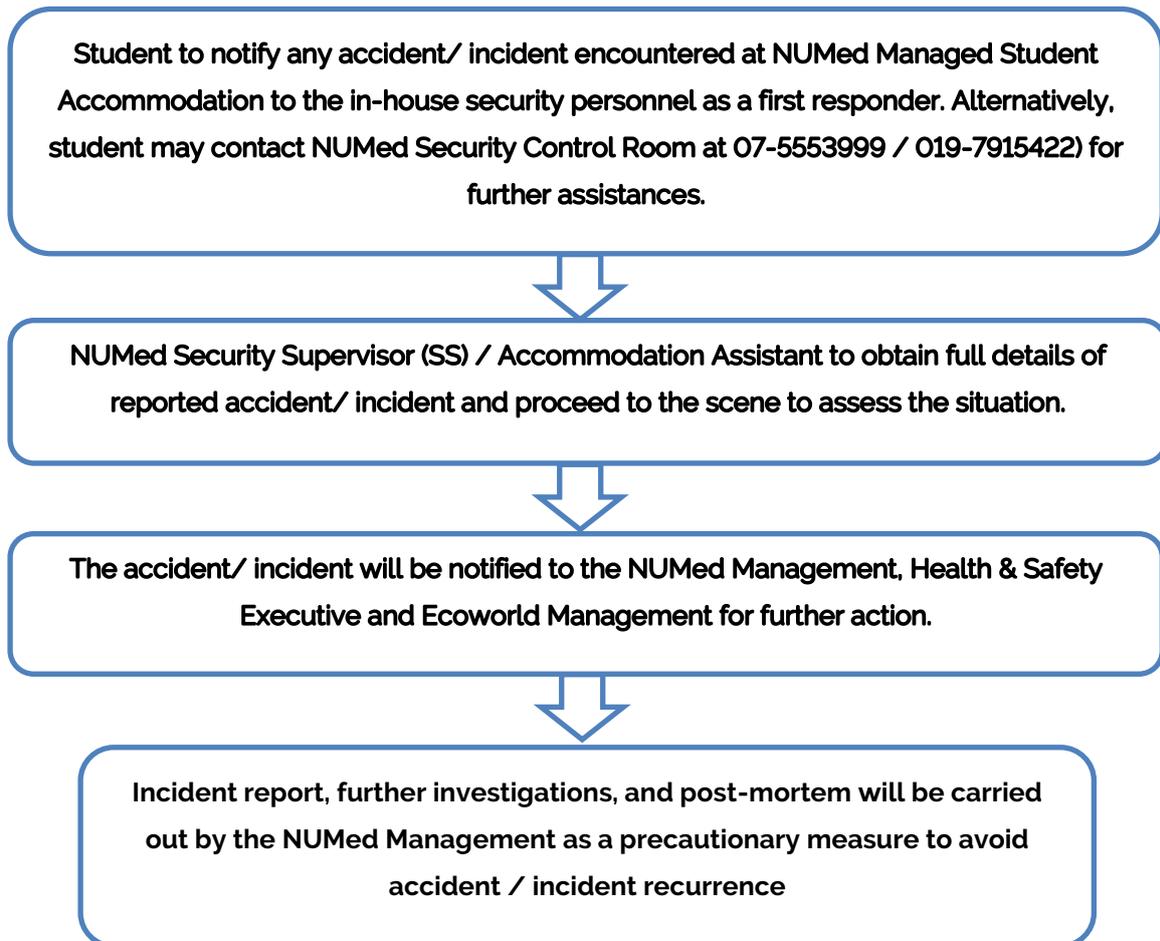
- To notify any accident/ incident encountered immediately to the in-house security personnel as a first responder.
- Alternatively, you may contact NUMed Security Control Room at 07-5553999 / 019-791 5422 for further assistances.

### 1.3.2 Response Team (Includes NUMed Accommodation, Security Team and Eco World Representative)

- Accident / incident reporting procedure at NUMed managed student accommodation /Privately Owned accommodation (Econest Residence) is referred in **APPENDIX A.**
- Any other **unexpected incidents** that involve authorities (Police, etc.), is referred in **APPENDIX B.**

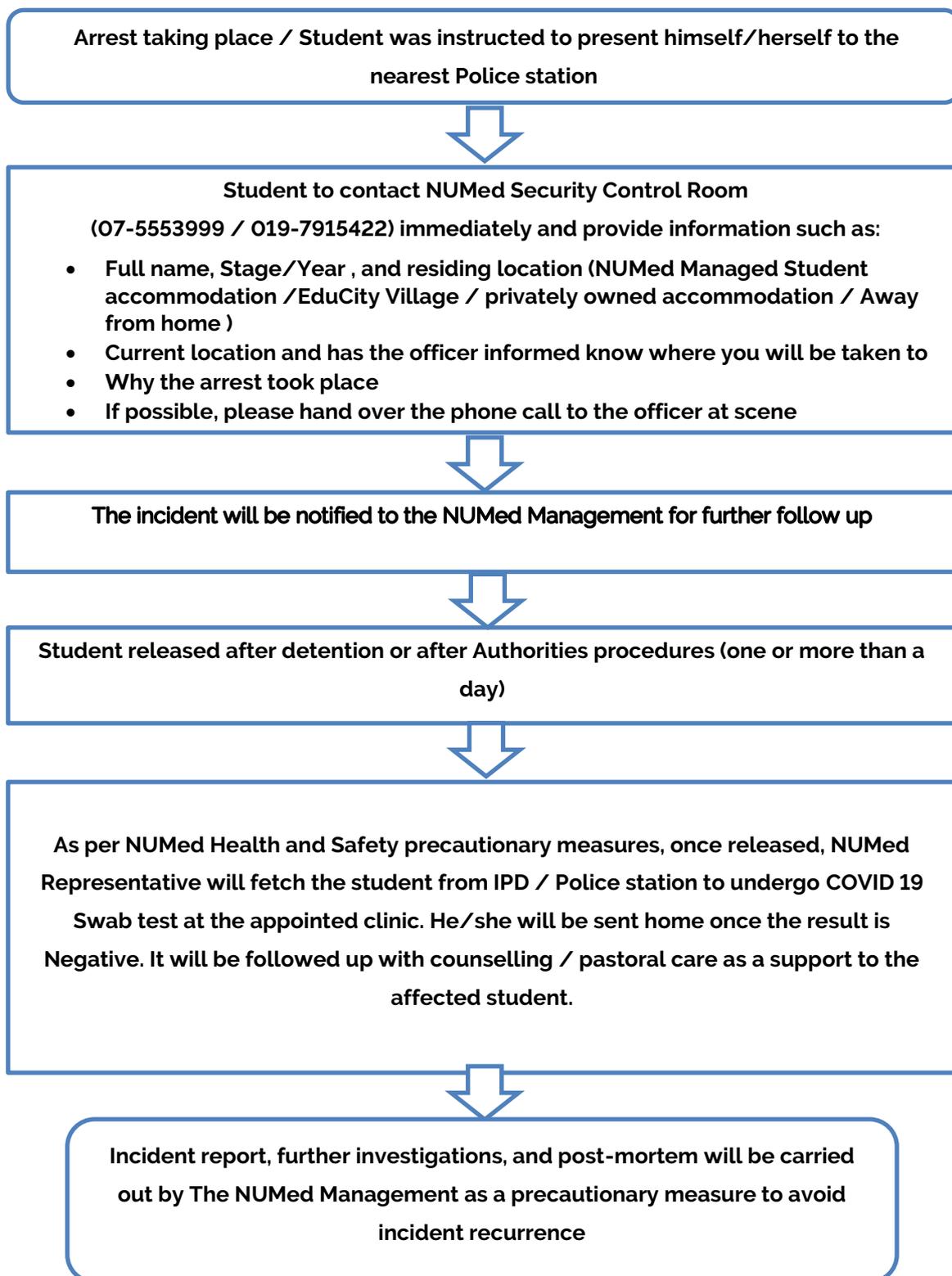
## APPENDIX A

### ACCIDENT / INCIDENT REPORTING PROCEDURE AT NUMed MANAGED STUDENT ACCOMMODATION (ECONEST RESIDENCE)/EduCity Village /Privately Owned Accommodation



## APPENDIX B

### REPORTING SAFEGUARDING CONCERNS AND ALLEGATION (Students under NUMed managed student Accommodation / Educuity Village/ Privately owned Accommodation / Away from Home)



<b>Document control information</b>		
<b>Does this replace another policy?</b> Yes / No If yes please state. <b>NO</b>		
<b>Approval</b>		
<b>Approved by:</b> Premila Nair A V Nair		<b>Date</b> 22/2/2022
<b>Effective from:</b> 23rd February 2022		
<b>Review due:</b> 1st March 2023		
<b>Responsibilities</b>		
<b>Executive sponsor:</b> N/A		
<b>Policy owner:</b> (This maybe an officer or Committee)		<b>NUMed Accommodation and Security Section</b>
<b>Policy author:</b>		<b>NUMed Accommodation and Security Section</b>
<b>Person(s) responsible for compliance:</b> NUMed Accommodation and Security Section		
<b>Consultation</b>		
<b>Version</b>	<b>Body consulted</b>	<b>Date</b>
N/A	N/A	N/A
N/A	N/A	N/A
<b>Equality Impact Assessment:</b>		
<b>Does the policy have the potential to impact on people in a different way because of their protected characteristics? Yes/ No/ Unsure: NO</b>		
If yes or un-sure please consult the Diversity Team in HR for guidance		
<b>Initial assessment by:</b> N/A		<b>Date:</b> N/A
<b>Key changes made as a result of Equality Impact Assessment</b>		
N/A		
<b>Document location</b>		
Microsoft Teams: NUMed Hub > Policies, User Guide and Guidelines > Accommodation		