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



## Contents

1.1.	Purpose Statement	3
1.2	Applicability and Scope	3
1.3	Responsibilities	3
1.3.1	NUMed Students	. 3
1.3.2	Response Team (Includes NUMed Accommodation, Security Team and Ed	Ю
Wor	ld Representative)	. 3
APPI	ENDIX A	. 4
ДРРІ	FNDIX B	5

## 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

Student to notify any accident/ incident encountered at NUMed Managed Student Accommodation to the in-house security personnel as a first responder. Alternatively, student may contact NUMed Security Control Room at 07-5553999 / 019-7915422) for further assistances.



NUMed Security Supervisor (SS) / Accommodation Assistant to obtain full details of reported accident/incident and proceed to the scene to assess the situation.



The accident/ incident will be notified to the NUMed Management, Health & Safety Executive and Ecoworld Management for further action.



Incident report, further investigations, and post-mortem will be carried out by the NUMed Management as a precautionary measure to avoid accident / incident recurrence

#### **APPENDIX B**

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

Arrest taking place / Student was instructed to present himself/herself to the nearest Police station



**Student to contact NUMed Security Control Room** 

(07-5553999 / 019-7915422) immediately and provide information such as:

- Full name, Stage/Year, and residing location (NUMed Managed Student accommodation / EduCity Village / privately owned accommodation / Away from home)
- · Current location and has the officer informed know where you will be taken to
- Why the arrest took place
- If possible, please hand over the phone call to the officer at scene



The incident will be notified to the NUMed Management for further follow up



Student released after detention or after Authorities procedures (one or more than a day)



As per NUMed Health and Safety precautionary measures, once released, NUMed Representative will fetch the student from IPD / Police station to undergo COVID 19 Swab test at the appointed clinic. He/she will be sent home once the result is Negative. It will be followed up with counselling / pastoral care as a support to the affected student.



Incident report, further investigations, and post-mortem will be carried out by The NUMed Management as a precautionary measure to avoid incident recurrence

**Document control information** 

**Does this replace another policy?** Yes / No If yes please state. **NO** 

**Approval** 

Approved by: Premila Nair A V Nair

Date 22/2/2022

Effective from: 23rd February 2022

Review due: 1st March 2023

Responsibilities

Executive sponsor:  $_{N/A}$ 

Policy owner: (This maybe an NUMed Accommodation and

officer or Committee) Security Section

Policy author: NUMed Accommodation and

**Security Section** 

Person(s) responsible for compliance: NUMed Accommodation and Security Section

#### Consultation

Version	Body consulted	Date
N/A	N/A	N/A
N/A	N/A	N/A

#### **Equality Impact Assessment:**

Does the policy have the potential to impact on people in a different way because of their protected characteristics? Yes/No/Unsure: NO

If yes or un-sure please consult the Diversity Team in HR for guidance

Initial assessment by: N/A Date: N/A

Key changes made as a result of Equality Impact Assessment

N/A

#### **Document location**

Microsoft Teams: NUMed Hub > Policies. User Guide and Guidelines > Accommodation