Accident & Incident Reporting Guidelines at NUMed-Managed Student Accommodation (EcoNest)/ Non-NUMed Managed Accommodation/ Privately Owned Accommodation

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1.1 Purpose Statement

The purpose of this procedure is to outline the methods of reporting accidents and incidents at NUMed Managed Student Accommodation (EcoNest Residence)/ Non-NUMed Managed accommodation/ privately owned accommodation to ensure all accidents and incidents are promptly reported, recorded and appropriately investigated

1.2 Applicability and Scope

This procedure applies to all NUMed students who have a contract with NUMed Managed Student Accommodation (EcoNest Residence)/ Non NUMed Managed Accommodation/ privately owned accommodation,

1.3 Responsibilities

1.3.1 NUMed Students

To notify any accident/incident encountered immediately of the in-house security personnel, who will act as a first responder. Alternatively, you may contact the NUMed Security Control Room at +607-5553999 / 019-791 5422 for further assistance.

1.3.2 Response Team (Includes NUMed Accommodation, Security Team, and Eco World Representative/ HAKO Representative/ MDIS Representative)

Accident/ incident reporting procedure at NUMed Managed Student Accommodation/ Non NUMed Managed Student Accommodation/ privately owned accommodation is referred to in **APPENDIX A.** Any other unexpected incidents that involve external authorities (such as Police, Traffic Police, or other relevant authorities) are referred to in **APPENDIX B.**

APPENDIX A

ACCIDENT / INCIDENT REPORTING PROCEDURE AT NUMed-MANAGED STUDENT ACCOMMODATION (ECONEST RESIDENCE) / NON NUMed-MANAGED ACCOMMODATION/PRIVATELY OWNED ACCOMMODATION

The student/witness to notify any accident/incident encountered to the in-house security personnel as a first responder. Alternatively, the student/witness may contact NUMed Security Control Room at **07-5553999 / 019-7915422** for further assistance.



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



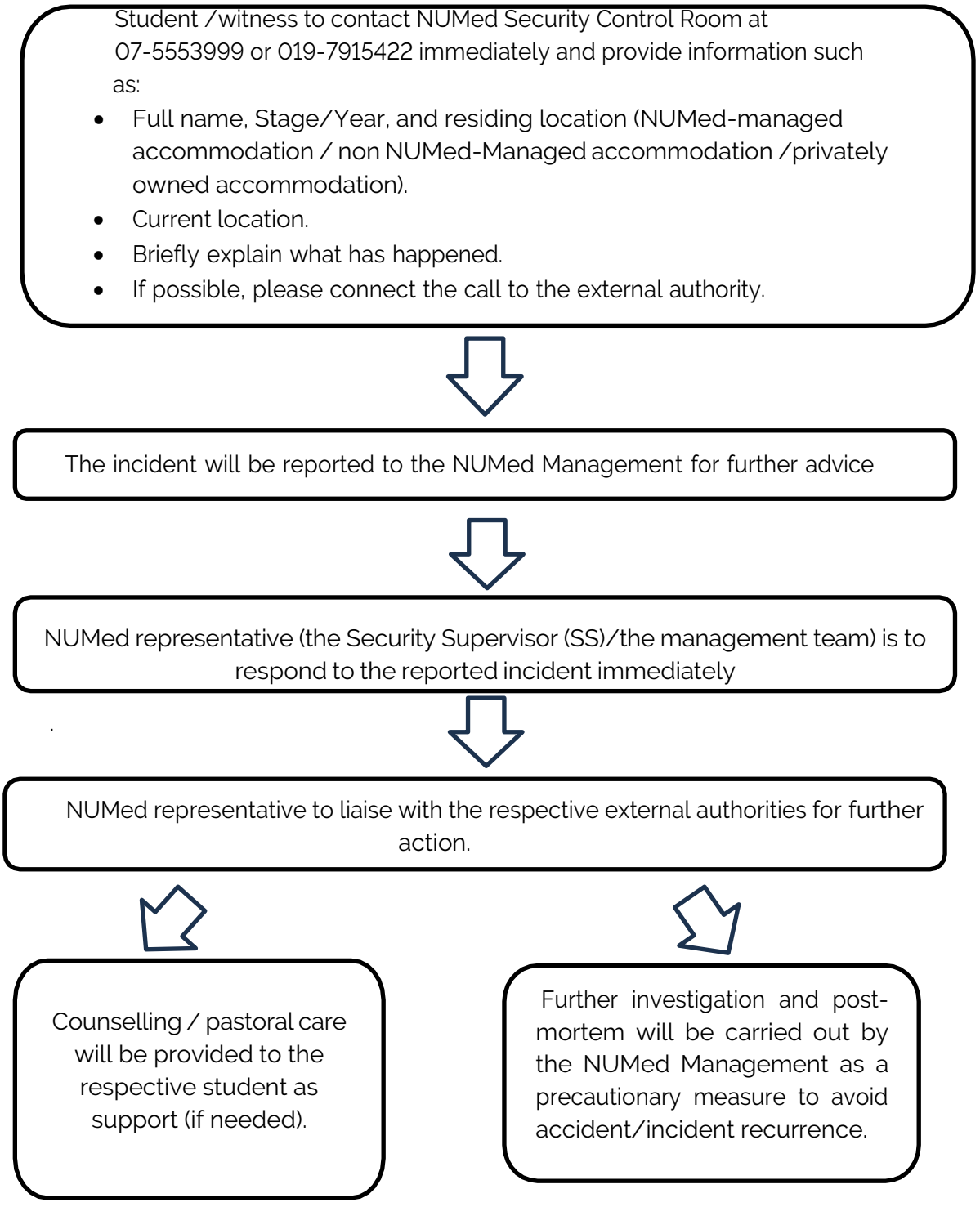
The accident/incident will be reported to the NUMed Management, Health & Safety Executive, and the respective accommodation provider (HAKO, Econest Management, MDIS) for investigation.



Further investigation and post-mortem will be carried out by the NUMed Management as a precautionary measure to avoid accident/incident recurrence.

APPENDIX B

ACCIDENT / INCIDENT REPORTING PROCEDURE INVOLVES EXTERNAL AUTHORITIES AT NUMed-MANAGED STUDENT ACCOMMODATION (ECONEST RESIDENCE)/ NON NUMed-MANAGED ACCOMMODATION/ PRIVATELY OWNED ACCOMMODATION



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