

Health and Safety Policy 2025-2026



AMI International School

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Km. 222.3 Ruta a Chisec, Cobán, Alta Verapaz, Guatemala

Email: info@amiiscoban.com

Website: amiiscoban.com

Telephone: +502 4877 4101



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General Statement

The AMI International School (AMIIS) Health and Safety Policy aims to ensure a safe and healthy environment for all individuals on school premises.

Purpose of Health and Safety Policy

1. **Safeguarding Students and Staff:** Establish comprehensive health and safety procedures to protect all individuals from potential dangers and diseases.
2. **Compliance with Governmental Standards:** Ensure adherence to the council's health, safety, and environmental requirements, along with relevant government regulations.
3. **Culture of Responsibility:** Foster a culture where everyone in the school community takes responsibility for health, safety, and environmental protection.

Goals

1. Implement and maintain all reasonably practicable measures to protect the physical and emotional well-being of students, staff, and visitors through the identification, prevention, and timely management of risks within the educational institution.
2. Develop, implement, and periodically review health, safety, and safeguarding policies, procedures, and protocols, ensuring the ongoing identification of potential hazards and the immediate response to those that pose a significant risk to the school community.
3. Ensure the effective implementation of health, safety, and safeguarding measures, as well as their clear and timely communication to students, staff, and visitors, fostering a culture of prevention, shared responsibility, and rapid response to risk situations.

Health and Safety Policy

The school prioritises health and safety education as a fundamental aspect of its operations. Every staff member is responsible for adhering to health and safety procedures outlined in this policy as well as policies in the Student/Parent Handbook and the Teacher Handbook. Staff must promptly



report any health and safety breaches to Administration , or a designated representative, as well as to the relevant authorities.

1. Compliance

The school will comply with all policies, procedures, and regulations issued by:

- Ministry of Education (MINEDUC)
- Ministry of Public Health and Social Assistance (MSPAS)
- Local Municipality
- Fire Department
- CONRED
- Ministry of Labor and Social Welfare (MINTRAB)

2. Licenses and Permits

AMIIS will obtain and maintain all required licenses and permits, including but not limited to:

- School authorization from MINEDUC
- Municipal operating and occupancy permits
- Health and sanitation approvals from MSPAS
- Fire safety certifications
- Labor compliance documentation

All inspection records and permits will be properly documented and retained.

3. Fire Safety

The school is equipped with appropriate fire safety equipment, including fire extinguishers and water systems, in compliance with **Fire Department** and **CONRED** requirements. Fire safety inspections and certifications will be maintained and documented.

4. Security Systems

AMIIS will implement effective campus security measures, including:

- Controlled entry and visitor procedures
- Surveillance cameras
- Incident and monitoring records

Security systems will cover sensitive areas of the campus to ensure the safety of students, staff, visitors, and contractors.



Staff Responsibilities

All staff members are expected to:

- **Exercise Caution:** Take reasonable precautions to protect their own health and safety and that of others.
- **Adhere to Protocols:** Follow all health and safety rules and use provided safety equipment appropriately.
- **Report Hazards and Incidents:** Report hazards, accidents, incidents, or near misses to Administration or the Health and Safety Officer.
- **Ensure Safe Equipment Use:** Ensure that no individual operates potentially dangerous equipment without proper training or supervision. Individuals under 18 years of age are prohibited from dismantling or cleaning hazardous machinery.

Committees & Personnel

Safety and Well-Being Committee

The Safety and Well-Being Committee oversees the implementation and compliance of all school safety, health, and risk-prevention protocols. The committee is responsible for monitoring campus conditions, reviewing emergency procedures, and ensuring that health and safety standards are consistently applied across all areas of the school.

In addition, the committee promotes and safeguards the physical and emotional well-being of students by supporting preventive health initiatives, identifying potential risks to student welfare, and collaborating with school leadership, counselors, and health staff to foster a safe, caring, and supportive learning environment.

ARTICLE 6. General Functions

The Committee is a body for the promotion and monitoring of occupational health and safety standards that has, at a minimum, the following functions:

- a. Participate in the implementation of the plans and programs that the employer has arranged regarding the prevention of occupational risks, in order to promote and monitor compliance with the Occupational Health and Safety Regulations.



- b. Promote the occupational health and safety policy authorized by the company's senior management or institution.
- c. To propose the adoption of measures and the development of activities that promote and maintain health in workplaces and work environments.
- d. Periodically visit the workplaces and inspect the environments, machinery, equipment and the operations performed by staff.
- e. Monitor compliance with applicable occupational risk prevention measures in accordance with the current national regulations.
- f. Study and consider the suggestions of the workers, regarding health and safety occupational.
- g. To propose and participate in training and education activities on the subject.
- h. Collaborate in the investigation and analysis of the causes of work accidents and occupational diseases and propose the relevant measures to the employer, provided that the employer does not have professionals designated for this task.
- i. Participate in internal or external audits, if required by the employer
- j. Other functions that, according to the business and nature of the company or institution, are related to the prevention of risks in the workplace.

ARTICLE 7. Integration.

The employer and the workers must appoint their representatives to form the committee.

The employer will directly appoint their representatives to the committee, and the workers will elect theirs through free and democratic voting. All members will have equal rights regardless of their position or the group they represent. The occupational health and safety monitor must be a member of the committee, as established by Government Agreement No. 229.

2014 of the President of the Republic of Guatemala.

The employer must establish mechanisms that allow the participation of all workers during the voting processes for the election of their representatives to the committee, guaranteeing transparency, freedom and the democratic process of exercising the vote.

The committee may consider appointing alternate representatives to ensure the continuity of meetings when the primary representatives are unable to attend. Alternate representatives, if appointed, must be kept informed of the committee's activities and attend meetings as determined by the committee.



ARTICLE 8. Authorization of the Committee and the Minutes Book.

The committee must be authorized along with the registration of a book of minutes, before the Department of Occupational Health and Safety of the Ministry of Labor or the Safety and Hygiene Section of the Guatemalan Social Security Institute, and it must be requested by the employer.

The minutes book shall be understood as the document in which the deliberations, resolutions and agreements generated within the Joint Committee on Occupational Health and Safety are recorded, as well as the actions of the Occupational Health and Safety Monitor during the exercise of his functions.

The minutes book must be authorized, either physically or electronically, by the Occupational Health and Safety Department of the Ministry of Labor and Social Welfare or by the Safety and Hygiene Section of the Guatemalan Social Security Institute.

School Health Officer

The health officer at AMI International School supports the physical and emotional well-being of students and staff by providing first aid, emergency care, and administering prescribed medications in accordance with school policies. The health officer monitors communicable diseases, supports students with medical conditions in coordination with families and healthcare providers, and promotes health education related to hygiene, nutrition, and overall wellness. The health officer also ensures compliance with health and safety standards, maintains medical supplies, and documents incidents.

Psychologist

The school psychologist provides emotional, cognitive, and behavioral support to students through assessment, counseling, and crisis intervention. The psychologist collaborates on Individualized Education Plans (IEPs), supports teachers in identifying student needs, leads prevention programs, and offers guidance to families, promoting student well-being and an inclusive learning environment.

Health and Safety Management Arrangements

Risk Management



- **Safety and Well-Being Committee:** The Safety and Well-being Committee will meet at least quarterly to review safety matters. Minutes will be documented and retained.
- **Leadership Oversight:** Health and safety will be a standing agenda item in leadership and staff meetings.
- **Risk Assessments:** Risk assessments will be conducted and maintained for school activities, facilities, and events. Staff are responsible for assessing risks within their areas of responsibility.
- **Reporting Risks:** All staff must report potential risks promptly to the Health and Safety Officer.

First Aid Procedures

1. First aid is administered by **trained personnel** in the school clinic.
2. For serious injuries, the nurse will respond to the incident location.
3. Minor injuries may be treated directly in the clinic.
4. The Principal or Vice Principal must be notified of serious injuries or medical emergencies.
5. Emergency services will be contacted when necessary.
6. Parents or guardians will be notified promptly.
7. All incidents must be documented in the clinic log.

Fire Safety Procedures

- Fire prevention equipment is installed throughout the campus and inspected regularly.
- Evacuation routes and assembly points are clearly marked.
- Fire and earthquake drills are conducted periodically and documented.

Accreditation Statement

AMI International School maintains a comprehensive health and safety program that supports student well-being, complies with Guatemalan regulations, and aligns with international accreditation standards.