

General Risk - Pine Rivers Heritage Museum year 1 school visit

The information in this document is provided to assist schools in undertaking risk assessments for your group to visit Pine Rivers Heritage Museum and may not cover everything. It is the responsibility of the school / teacher to carry out a risk assessment for the visit.

If an incident occurs on the day at the Museum, Museum staff must be notified. An incident report is required to be lodged.

Museum staff

- All employees at the Museum, paid and unpaid, engaged in child-related activities possess a current Queensland Blue Card - Working with Children Check.
- Museum staff are facilitators only.

Student supervision

- It is the responsibility of the adults bringing groups to the Museum to be aware of, and provide care for, the health and safety for all students in their care. Teachers and accompanying adults are responsible for the ongoing supervision, welfare and behaviour of students at all times.
- Appropriate numbers of supervisors should accompany each group and ensure active supervision of students. The minimum required adult to student ratio is:
 - Under 4 years old - 1:5
 - Kindy and prep (over 4 years old) - 1:8
 - Primary school - 1:12
 - Secondary school - 1:15
- Students are not permitted to use the bathrooms without a teacher or accompanying adult. Museum staff cannot supervise students when using bathrooms.
- The lead teacher/supervisor should carry a list of students/numbers, contact phone numbers, medical information and relevant health information for their group.

Expected behaviour

- While visiting the Museum, it is expected that students display responsible behaviour. This includes:
 - Walking in the museum, not running.
 - No food or drink in the museum, unless approved by a Museum staff member (food and drink is permitted in the Programming Room).
 - Students are to stay in their group at all times.
 - Objects and displays cannot be touched, unless given permission to do so by a Museum staff member.
 - Listen carefully to instructions.
 - Be respectful of other visitors.

Breaks

- Breaks are to be taken in the Programming Room and the outside area of the museum with 2 x picnic tables. The Museum also has 2 x mats available to use outside on the grass.
- School teachers and accompanying adults are to provide supervision during breaks.
- In the event of inclement weather, breaks will be taken in the Programming Room only, and the door to the outside picnic table area will be locked.

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- During breaks, teachers and accompanying adults are requested to leave the area tidy and use provided bins.

First Aid

- Teachers and accompanying adults should be aware of specific medical conditions affecting students and be able to manage and provide treatment as needed.
- The Museum will have at least one First Aid Officers on site.
- First Aid kits are located in the staff kitchen and staff office areas. Please inform a staff member if a first aid situation occurs during your visit, staff will obtain the First Aid kit if required.
- In the unlikely event of a medical emergency, Museum staff will contact 000.

Fire safety and emergency evacuation

- On occasions, emergency evacuation drills are conducted to test personal preparedness and system functions. Museum staff make every effort to ensure drills do not occur during a school visit.
- In case of an emergency, emergency and evacuation alert systems are in place at the Museum.
- The evacuation assembly point is located at the front of the Museum, located in the car park of Old Petrie Town.
- Museum staff will provide direction to the supervisor in charge of the group, and it is this person's responsibility to ensure compliance with all students.
- Teachers and accompanying adults are required to conduct a roll call at the emergency assembly point and advise Museum staff and/or emergency personnel of any missing people from the group.

Accessibility

- The Museum is committed to accessible and inclusive experiences for all visitors.
- A social guide is available for the Museum, to assist visitors to become more familiar and comfortable with the Museum before they visit:
- Public access areas of the Museum are wheelchair accessible, including toilets.
- For other accessibility requirements, please contact the Museum.

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Context			
Task/Activity: <i>Example: A high potential hazard has been reported for the site due to road conditions - driving on heavily corrugated surfaces and steep embankments</i>	<i>School visit program - up to 60 Year 1 students and accompanying teachers and adults participating in rotational activities in and around the Museum.</i>	Persons involved in RA	Nicola Parkes, Ana Reimers, Melissa Burrows.
Work Order (if applicable)		Prepared by	Nicola Parkes and Melissa Burrows
Department & Location	Cultural Services - Pine Rivers Heritage Museum	Approval by	Kerry Griffith
Review Date	09/03/2025	Assessment Date/Time	01/04/2025

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Risk Matrix

Likelihood	Consequence				
	Insignificant	Minor	Moderate	Major	Critical
Almost Certain	MEDIUM	HIGH	HIGH	EXTREME	EXTREME
Likely	MEDIUM	MEDIUM	HIGH	HIGH	EXTREME
Possible	LOW	MEDIUM	MEDIUM	HIGH	HIGH
Unlikely	LOW	LOW	MEDIUM	MEDIUM	HIGH
Rare	LOW	LOW	MEDIUM	MEDIUM	MEDIUM

Likelihood Category	Descriptors (Chances of Risk Happening)	Event Frequency
Almost Certain	Is expected to occur in most cases	>75%
Likely	Will probably occur in most circumstances	>50% - 75%
Possible	Might occur at some time	>25% - 50%
Unlikely	Could Occur at some time	>5% - 25%
Rare	May only occur in exceptional circumstances	<5%

Consequence	Risk Category	
	Health and Safety	Plant (including Motor Vehicles) and Property Damage
Critical	Fatality	Major damage to a plant or a facility resulting in potential costs >\$1m
Major	Lost time injury Disabling injury	Serious damage to a major plant or a facility cost \$100,000 to \$1m.
Moderate	Medical treatment injury / Restricted Work Injury	Significant damage to plant, equipment or a facility costing \$10,000 to \$100,000
Minor	First aid treatment	Minor plant and equipment damage requiring repairs or replacement \$1000 to \$10,000
Insignificant	No treatment injury	\$1000 damage to plant and equipment. (This does not include damage to IT equipment.)

Risk Ranking Legend	
Extreme	EGM / CEO or delegated authority
High Risk	GM / Department Manager or delegated authority
Medium Risk	Branch Manager / Coordinator
Low Risk	Supervisor/Team Leader

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Identify		Analyse		Evaluation				Additional Risk Control			
Hazard	Risk	Consequence	Existing Control	Effectiveness E = Effective I = Ineffective	Residual Risk			Accept Risk Yes = Monitor & Review No = Treat	Proposed controls (Including hierarchy of control)	Risk owner	Due date
					C	L	R				
Roads and vehicles	Injury to body from a vehicle	Moderate	<ul style="list-style-type: none"> Clear pathways around the museum. 	E	Mode rate	Unlik ely	Med ium	Yes	<ul style="list-style-type: none"> Teachers and accompanying adults must supervise students at all times and ensure that students avoid the road and car park areas. Barriers placed from ramp to garden and garden to main building, to discourage access to road and cordon off outdoor break area. Advise students, teachers and accompanying adults to avoid the road and car park areas, and if teachers are taking students to the grassed areas in Old Petrie Town during breaks to be mindful around roads. 	Museum staff, teachers and accompanying adults.	Due Date
Museum open to the public	Students getting lost	Minor	<ul style="list-style-type: none"> Students are required to wear school uniform to be easily identifiable as part of a group during 	E	Minor	Rare	Low	Yes	<ul style="list-style-type: none"> Teachers and accompanying adults must supervise students at all times and ensure that students avoid the 	Museum staff, teachers and accompanying adults.	Due Date

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			their visit to the Museum.						road and car park areas. • Teachers and accompanying adults must ensure students stay with their group at all times. • Advise students if they become lost they should go to the front desk and inform a Museum staff member that they are lost. • Teachers to conduct a head counts at the start and end of each new activity to ensure all students are accounted for. • Lost students must be reported to a Museum staff member as soon as possible. If required, Museum staff will contact 000.		
Museum open to the public	Inappropriate conduct from a museum visitor	Moderate	<ul style="list-style-type: none"> Prior to the visit, booking teacher is advised that the Museum will remain open to the public on the day, and that students must be supervised at all times by teachers and accompanying adults, including 	E	Mode rate	Rare	Med ium	Yes	<ul style="list-style-type: none"> Teachers and accompanying adults must supervise students at all times and ensure that students avoid the road and car park areas. Teachers and accompanying adults must ensure students stay with their group at all times. 	Museum staff, teachers, accompanying adults.	Due Date

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			for bathroom visits.						<ul style="list-style-type: none"> If there are contractors on site, during school break times the museum staff will ask contractors not to use the bathrooms until after student break time. 		
Front stairs	Slips, trips and falls	Moderate	<ul style="list-style-type: none"> Non-slip edges on front stairs, non-slip coating on exterior timber floors, handrails on stairs. There are stairs and a ramp to access the front of the Museum. Museum staff regularly check and monitor for potential hazards. 	E	Mode rate	Unlik ely	Med ium	Yes	<ul style="list-style-type: none"> Instruct students, teachers and accompanying adults to use the stairs to go up, and ramp to come down. Advise the group to follow this instruction at the start of the day. Teachers and accompanying adults must supervise students at all times and ensure they adhere to the requirement of going up the stairs and down the ramp. 	Museum staff, teachers, accompanying adults.	Due Date
Wet floor surfaces inside and outside museum during wet weather	Slips, trips and falls	Moderate	<ul style="list-style-type: none"> Permanent non-slip edge on front stairs, non-slip coating on exterior timber floors. Mats at entrances to building. Museum staff regularly check and monitor for potential hazards. 	E	Mode rate	Unlik ely	Med ium	Yes	<ul style="list-style-type: none"> Umbrella bin to be made available beside the front door during wet weather for visitors to stow their wet umbrellas. 'Caution slippery surface' signs to be placed out when necessary. 	Museum staff, teachers, accompanying adults.	Due Date

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Wet floor surfaces inside museum around water fountain area and bathrooms	Slips, trips and falls	Moderate	<ul style="list-style-type: none"> • Staff monitor water fountain and check bathrooms regularly throughout school visit. • Museum staff regularly check and monitor for potential hazards. 	E	Mode rate	Possi ble	Med ium	Yes	<ul style="list-style-type: none"> • Advise students, teachers and accompanying adults to report any spills to staff, so that it can be attended to immediately. • Museum staff will monitor water fountain throughout the day. If any spills or leaks are identified, the area will be cordoned off and the cleaned immediately. • 'Caution slippery surface' signs will be placed out when necessary. 	Museum staff, teachers, accompanying adults.	Due Date
Bread and butter	Allergic/ anaphylactic reaction to dairy or wheaten bread	Moderate	<ul style="list-style-type: none"> • Teachers are to advise the museum prior to arrival of students with any relevant medical conditions. • Teachers are to ensure students have the correct medication with them, and teachers must manage and treat medical conditions as needed on the day. 	E	Mode rate	Unlik ely	Low	Yes	<ul style="list-style-type: none"> • During preparation, museum staff will avoid cross-contamination when preparing items separately, by keeping bread and butter separate, using gloves and change gloves during preparation/ serving. • Food packaging for bread and cream to be available on the day for teachers to view list of ingredients. 		

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									<ul style="list-style-type: none"> • During butter making activity, ask students, teachers and accompanying adults if anyone has any allergies to dairy or bread. Allergic students, teachers, and accompanying adults will be excluded from the activity or will be offered bread or butter on a paddle pop stick separately (depending on the allergy, and only with permission from teacher). • Teachers are to manage allergic reactions on the day. • Museum staff must have first aid and CPR qualifications up to date. • Museum delivery staff to have a handheld UHF with them and call staff inside venue for assistance as required. 		
Pre-existing medical	Injury from a pre-existing medical	Minor	<ul style="list-style-type: none"> • Teachers are requested to advise the 	E	Minor	Rare	Low	Yes	<ul style="list-style-type: none"> • Museum staff to be made aware of the presence of a 	Museum staff, teachers and accompanying	

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conditions	condition such as asthma, diabetes		museum prior to arrival of students with any relevant medical conditions. Teachers are to ensure students have the correct medication with them, and teachers must manage and treat medical conditions as needed.						student with medical condition on the day. • Museum first aid kits are stocked at all times. Museum staff to keep first aid and CPR qualifications up to date. • Museum delivery staff to have a handheld UHF with them when delivering activities outside the museum building and call staff inside venue for assistance as required.	adults.	
Insects	Bites and stings from insects	Minor	<ul style="list-style-type: none"> • Museum staff to ensure regular requests for lawn mowing and garden maintenance are actioned. • Museum staff to regularly check for wasp nests and bee swarms, and action accordingly. • Ice packs available in freezer for first aid treatment. 	E	Minor	Possible	Medium	Yes	<ul style="list-style-type: none"> • Teachers and accompanying adults are responsible for using insect spray for themselves and students, as well as relevant medication for students. • Teachers and accompanying adults that they must supervise students at all times. • Museum first aid kits are stocked at all times. Museum staff to keep first aid and CPR qualifications up to date. • For delivery that takes place in museum 	Museum staff, teachers and accompanying adults.	Due Date

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									outbuildings, staff will have a handheld UHF at all times and call staff inside venue for assistance when required.		
Sun exposure during break times	Sunburn	Minor	<ul style="list-style-type: none"> Students are recommended to bring hats and wear sunscreen on the day. 	E	Minor	Unlikely	Low	Yes	<ul style="list-style-type: none"> The Museum has sunscreen on hand if required. 		
Inclement weather	Getting wet	Insignificant	<ul style="list-style-type: none"> Permanent non-slip edge on front stairs, non-slip coating on exterior timber floors. Mats at doors at entrances to Museum. 	E	Insignificant	Possible	Low	Yes	<ul style="list-style-type: none"> In the event of inclement weather, breaks will be taken in the Programming room, with the door locked. Museum staff will assess on the morning of the visit if the weather is likely to impact students, teachers and accompanying adults moving from the museum to Yebri House and if needed this activity will be relocated inside the museum if needed. 	Museum staff, teachers and accompanying adults.	Due Date
Hot weather	Heat stress	Minor	<ul style="list-style-type: none"> Venue is air-conditioned. School program does not run during term 1 or term 4 to minimise the risk of hot weather. Teachers are 	E	Minor	Unlikely	Low	Yes	<ul style="list-style-type: none"> In the event of hot weather, breaks will be taken in the Programming room, with the air conditioner on. Museum staff will assess on the morning if the 	Museum staff, teachers and accompanying adults.	Due Date

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			responsible for ensuring that children are appropriately dressed for weather.						weather will impact groups moving from between the Museum and Yebri House and if needed this activity will be relocated inside the museum. • Heat stress calculator will be used by staff to monitor and react to heat stress risks.		
Wood school chairs/ desks	Fingers may get caught when lifting or lowering the seat.	Minor	• Museum staff regularly check and monitor for potential hazards.	E	Minor	Possible	Medium	Yes	<ul style="list-style-type: none"> • Before entering the school room space, Museum staff ask children to wait behind desks and not touch the chairs. • Once in the space, Museum staff instruct students to be careful when lowering and lifting the chairs to ensure their fingers are not in the way, and to lower and lift holding the seat from the front edge only. • Museum staff will instruct students to stay seated during the class session. Students are not permitted to stand up or change seats during lesson. • Teachers are to provide direct 	Museum staff, teachers and accompanying adults.	Due Date

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									assistance to any student requiring help lifting or lowering their chair, or if a student needs to leave their chair.		
School room historical punishment tools	Distress at some items in Museum	Insignificant	<ul style="list-style-type: none"> Teachers to advise students prior to their visit that there will be some interesting historical school room punishment items that they will be able to have a look at during their visit. Museum staff are trained to discuss and demonstrate punishment tools with sensitivity and aim to encourage curiosity. 	E	Insignificant	Rare	Low	Yes	<ul style="list-style-type: none"> If a child becomes distressed, remove the child immediately. Museum staff to discuss and demonstrate punishment tools with sensitivity, aim to encourage curiosity, and take cues from the students. 	Museum staff, teachers and accompanying adults.	
Terrain	Slips, trips and falls	Minor	<ul style="list-style-type: none"> Museum staff regularly check and monitor for potential hazards. 	E	Minor	Unlikely	Low	Yes	<ul style="list-style-type: none"> Teachers and accompanying adults are to actively supervise students at all times. Museum staff will instruct students at the start of the day that running is not permitted in the museum, that all people must walk. If any students are running or playing 	Museum staff, teachers and accompanying adults.	Due Date

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									around museum staff will remind students to walk. If students cannot follow direction they will be asked to stay with their teacher for the remainder of the session.		
Illness	Spread of illness	Minor	<ul style="list-style-type: none"> Adhere to all QLD Health directives regarding Covid-19. 	E	Minor	Unlikely	Low	Yes	<ul style="list-style-type: none"> If a student becomes unwell during the visit to the Museum, teachers must make arrangements to take the child off site. 	Museum staff, teachers and accompanying adults.	
Unattended items and school bags	Theft of personal items	Insignificant	<ul style="list-style-type: none"> Students are not to bring valuable items unless absolutely necessary. Property is left at owner's risk. 	E	Insignificant	Unlikely	Low	Yes	<ul style="list-style-type: none"> Teachers, accompanying adults and students are to keep valuable items with them at all times during the visit to the Museum. 	Museum staff, teachers and accompanying adults.	

Hazard List

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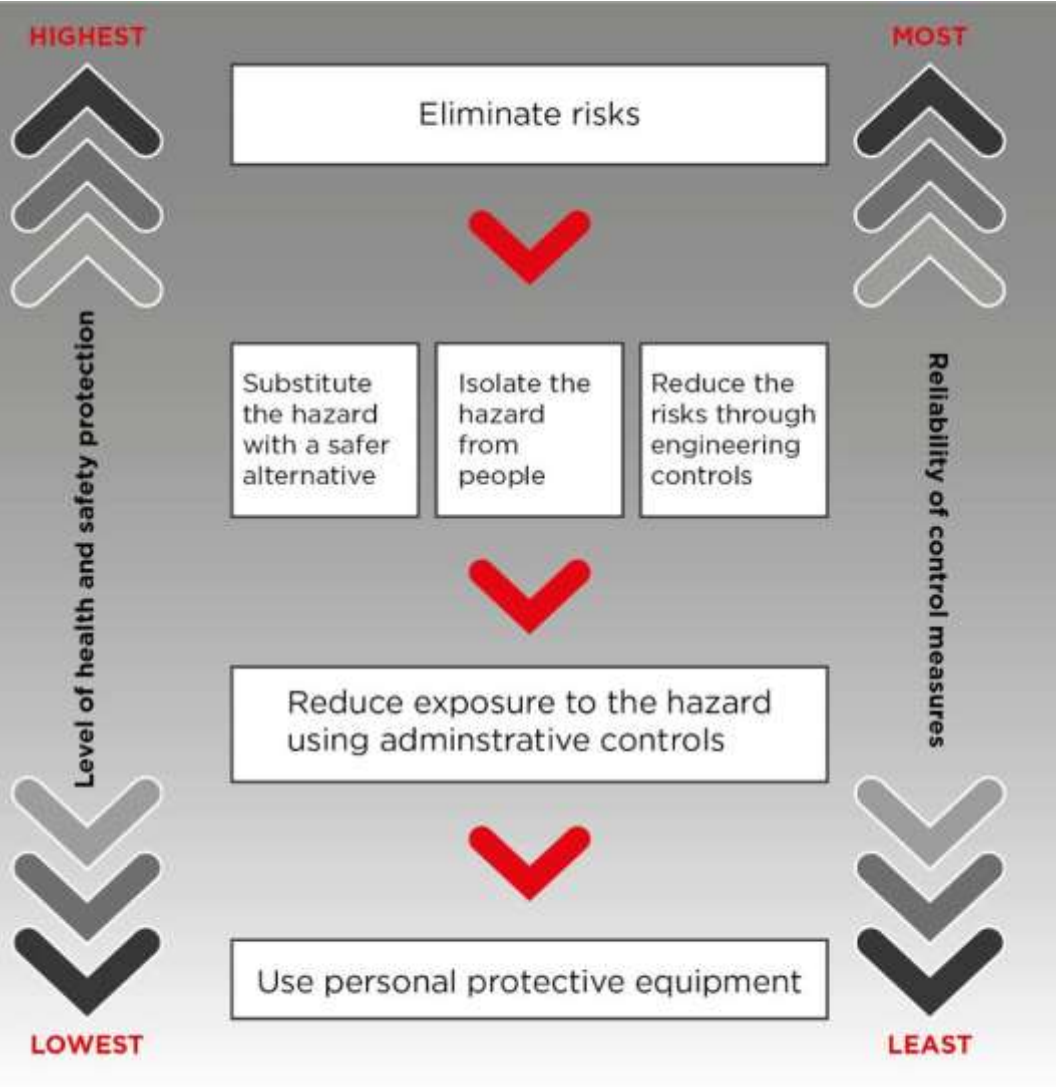
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Use this table to help you identify hazards and to complete Section 2. There may be others that do not appear on this list.					
Situational	Tick	Physical/ Chemical	Tick	Health	Tick
Assault by person	<input type="checkbox"/>	Chemical/dangerous goods use, process or storage	<input type="checkbox"/>	Disease causative agent	<input type="checkbox"/>
Attacked by animal	<input type="checkbox"/>	Communication issues/ difficulty	<input type="checkbox"/>	Infection	<input type="checkbox"/>
Breathing compressed gas	<input type="checkbox"/>	Contact with cold liquid/ vapour	<input type="checkbox"/>	Lack of food/ water	<input type="checkbox"/>
Cold environment	<input type="checkbox"/>	Contact with cold surface	<input type="checkbox"/>	Lack of oxygen	<input type="checkbox"/>
Confined space	<input type="checkbox"/>	Contact with hot liquid/ vapour	<input type="checkbox"/>	Physical fatigue	<input type="checkbox"/>
Crush by load	<input type="checkbox"/>	Contact with hot surface	<input type="checkbox"/>	Repetitive action	<input type="checkbox"/>
Difficult access or egress	<input type="checkbox"/>	Crane/ EWP use	<input type="checkbox"/>	Static body posture	<input type="checkbox"/>
Difficult rescue	<input type="checkbox"/>	Electric shock/ hazards	<input type="checkbox"/>	Stress	<input type="checkbox"/>
Drowning	<input type="checkbox"/>	Explosive blast	<input type="checkbox"/>	Venom Poisoning	<input type="checkbox"/>
Engulfment	<input type="checkbox"/>	Explosive release of stored pressure/ energy	<input type="checkbox"/>		
Entanglement in moving machinery	<input type="checkbox"/>	Fire	<input type="checkbox"/>		
High winds	<input type="checkbox"/>	Flammable materials	<input type="checkbox"/>	Environmental	Tick
Hot environment	<input type="checkbox"/>	Hazardous substance	<input type="checkbox"/>	Flora/ fauna hazards	<input checked="" type="checkbox"/>
Intimidation	<input type="checkbox"/>	Ionising radiation (UV, gamma, x-rays)	<input type="checkbox"/>	Litter	<input type="checkbox"/>
Manual Handling	<input type="checkbox"/>	Inhalant dust/ fibre	<input type="checkbox"/>	Nuisance noise/ vibration	<input type="checkbox"/>
Moving Plant/ machinery	<input type="checkbox"/>	Ladder use	<input type="checkbox"/>	Physical damage	<input type="checkbox"/>
Object falling, moving or flying	<input checked="" type="checkbox"/>	Laser light	<input type="checkbox"/>	Soil erosion	<input type="checkbox"/>
Obstruction/ exposed feature	<input type="checkbox"/>	Lightning strike	<input type="checkbox"/>	Waste substance released into air	<input type="checkbox"/>
Poor lighting/ visibility	<input type="checkbox"/>	Noise	<input type="checkbox"/>	Waste substance released into soil/ water	<input type="checkbox"/>
Restrictive work environment	<input type="checkbox"/>	Non-ionising radiation (microwave, infrared, radio waves)	<input type="checkbox"/>		
Remote area	<input type="checkbox"/>	Poisonous / explosive gas present	<input type="checkbox"/>		
Sharp object/ material	<input type="checkbox"/>	Pressurised fluids (air/oil)	<input type="checkbox"/>	Managerial/ Organisational	Tick
Shot by firearm	<input type="checkbox"/>	Underground services	<input type="checkbox"/>	Management factors	<input type="checkbox"/>
Slippery surface	<input checked="" type="checkbox"/>	Stroboscopic light	<input type="checkbox"/>	New/ junior / inexperienced workers	<input type="checkbox"/>
Suspended load	<input type="checkbox"/>	Steam	<input type="checkbox"/>	Language/ physical restrictions	<input type="checkbox"/>
Trap in moving machinery	<input type="checkbox"/>	Tool & equipment	<input type="checkbox"/>		
Trip hazard	<input checked="" type="checkbox"/>	Vibration	<input type="checkbox"/>		
Vehicle movement/ impaction/ collision	<input checked="" type="checkbox"/>				
Working at height	<input type="checkbox"/>				
Working near traffic, moving plant, pedestrians	<input type="checkbox"/>				
Working on, near, over water	<input type="checkbox"/>				

Hierarchy of Control

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Methods of controlling the risk (Hierarchy of Control) – commence with 1 and move down the options if necessary:

1. Eliminate: Could the hazard be eliminated altogether?
2. Substitute: Could something else be done instead?
3. Engineer/Isolate: Could equipment or structural changes help?
4. Administration: Would training help to reduce the risk?
5. PPE: What personal protective clothing should be provided?

PARTICIPANTS

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Name	Position	Team Leader	Signature	Date

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