

# Into the Trees

PIPPINGFORD PARK, SUSSEX  
6-8 SEPTEMBER 2024

## CREW SITE GUIDE

**Document Control**

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So Sussex Ltd, Spithurst Hub, Spithurst Road, Barcombe, BN8 5EE

# Welcome!

Hi there! A very warm welcome to Into the Trees 2024. Thank you so much for taking part. As a crew member, you are very much the key to the success of the event. Into the Trees is an intimate and relaxed family event, but we rely on the hard work of our crew to keep things running smoothly - you guys are brilliant and we hope you feel appreciated!

This guide sets out some important details to ensure your arrival and stay on site is as smooth and safe as possible. It is your responsibility to read it carefully, and everyone working at the event will be required to sign an electronic declaration to say they have read and agree to the information contained within, prior to being given access to site. As well as safety information, it contains essential information about arrival at the site, camping facilities and other useful welfare information.

Please see the Meet the Team section at the end for contact details if you have any questions relating to the contents of this document.

Thanks again for being part of the Into the Trees team. We hope you have a great time!

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# Before the Event

Your team is relying on you, so in the run up to the event, if you have any questions or concerns, or if your circumstances or availability changes, please let us know. If you're not sure who to contact, please send an email to our general contact address: [hello@into-the-trees.co.uk](mailto:hello@into-the-trees.co.uk).

All crew at Into the Trees are accredited using Eventree. Your Into the Trees contact will have sent you a link to download your tickets. If you have not received this a week before, please let us know.

If you are bringing children with you, and this has been approved, you will also receive their tickets at the same time.

Please ensure you have correctly downloaded your tickets, ideally on a phone or tablet, and have them to hand when you first arrive on site.

If you are arriving by car, you should also have confirmed this as you may require a car park pass. If you are bringing a camper van or other live-in vehicle, you must also have told us about this as spaces are very limited.

# Arriving at Into the Trees

We accept that most people will need to drive to Into the Trees, but crew and customer travel accounts for almost 80% of the carbon impact of the event. If you do have to drive, please seriously consider balancing the carbon impact of your travel and please limit the number of vehicles and trips too and from the site. We are members of Ecolibrium, an organisation which is leading the live events industry response to the climate crisis – working with events, festivals, suppliers and artists to take action to reduce travel impacts and invest in climate solutions. Find out more and balance your travel carbon here:

<https://ecolibrium.earth/travel-carbon-calculator/>

The site address is:

**INTO THE TREES  
PIPPINGFORD PARK  
NUTLEY  
TN22 3HW**

Yellow AA road signs will be in place on the approach to the estate from Thursday 5th September. Once into the estate, please follow signs for INTO THE TREES.

Make your way to the PRODUCTION OFFICE. Here you can collect your wristband and will be given instructions on where to park and where to camp, plus any specific instructions related to your role.

**Under no circumstances may you leave your vehicle unattended, anywhere other than the designated car parks.**

## Site Opening Hours

Site opening hours for all crew, volunteers, vendors and activity providers are as follows:

WEDNESDAY 4th September: 10am - 5pm

THURSDAY 5th SEPTEMBER: 10am - 5pm

FRIDAY 6th SEPTEMBER: 9am - 12pm

**Do not arrive outside of these times without prior agreement from the Into the Trees team.**

Please be aware that the site is not fully open until 2pm on Friday 6th September. Construction activities may still be ongoing and there may be movement of site vehicles and plant equipment. The working areas on the site are not an appropriate place for children. Any under 18s must remain with you in the crew camping areas or crew welfare areas until open.



## Crew Camping & Welfare

At Into the Trees, there is one main camping field for both crew and the public. With the exception of a small number of core crew, everyone will be camping in this area.

There are strictly no cars allowed in the campsite at any time. The car parks at Into the Trees are very close to the campsite, so when you arrive, please park in the car parks as instructed and then walk with your gear to the campsite.

The campsite is quite spacious, but please do not reserve huge areas or put up personal gazebos.

Remember: you are sharing the campsite with crew, members of the public and children. Please be considerate to your fellow campers and observe the following rules:

- Only camp in designated areas.
- Ensure you keep your area clean and use the bins provided.
- Do not hang out or make excessive noise in the camping areas. If you want to socialise, go to the campfire / bar area.
- Only use portable BBQs and stoves if they are raised off the ground and never near your tent. Absolutely no open fires in the campsite.
- Absolutely no dogs or other pets on site at any time.
- Do not take or burn fallen wood from the site.
- Do not bring any glass to site - it is strictly prohibited.

- Do not swim, wash or take water from the site watercourses, ponds or lakes.

### **Camper Vans & Live-in Vehicles**

You may only bring a camper van or live in vehicle if you have agreed this with your Into the Trees contact in advance.

Crew Live-in vehicles will be told where to park on arrival. Please do not park in the public campsite or the public live-in vehicle field or any other area on site unless instructed by your Into the Trees contact in advance.

You must follow all the same rules outlined above and please note that once your live-in vehicle is parked, you may not leave the site until the event closes to the public on Sunday 8th September at 5pm at the earliest unless otherwise agreed with your Into the Trees contact.

A chemical waste disposal (Elsan) point will be provided. Please do not dispose of any chemical waste into the temporary toilets on site.



### **Facilities and Welfare**

Toilets & free shower facilities are available on site from Friday 6th September. Accessible toilets are also available. Please remember that these facilities are for everyone, including the public during the event phase. Help us to keep them clean and tidy and if you spot any problems, if they run out of toilet paper or are unclean, please let the Production Office know.

The Production Office doubles as the Crew HQ at Into the Trees and here you will be able to access free hot drinks. If you have any questions or concerns at all during your time on site, this is the place to come. You can also find PPE here if you require it for your work. You may also charge your phones in the Production Office, but please remember phones and other valuables are left at your own risk.

**DON'T FORGET TO BRING YOUR OWN MUG AND WATER BOTTLE.** There will not be disposable cups available on site or plastic bottles sold.

If you are entitled to crew meals, these will be provided by one of the on site vendors and details of how to claim these will be provided when you first arrive on site.

We have a great selection of hot and cold food and drink available to purchase from our on site vendors during the event phase, but there will not be general crew catering during the build and break phases, so please ensure you have planned for this if you will be on site before or after the event phase.

# Working at the Event

When on site please remember you have a responsibility to ensure yourself and others do not come to harm. Take care of yourself and don't take risks. Where needed, ask for help or training and always use personal protective equipment (PPE) which can be collected from the Production Office.

## **How to Get Help or Tell Us About Something**

During the event, you can normally speak to a member of the Production team via the Production Office or the Info Tent. If you are using radios, you will be able to contact the production team using these. During the night or if you are in a remote location you can phone a member of the core team or you can contact us via the Security or Medical teams on site.

## **Accidents, Incidents & Near Misses**

You are the eyes and ears of the event, so if you spot something that looks dangerous or unusual, or that might cause harm, you must report it.

Either contact your team leader or the Production Office. If the situation is an emergency, contact the Production Office straight away by radio or any means possible. Do not put yourself or others in any danger.

You must also tell us if you hurt yourself so that we can record the incident and ensure you receive any medical help you may need. Even if it seems like a minor or insignificant accident, please let us know.

A near miss is "An unplanned event that did not result in injury, illness or damage - but had the potential to do so". If you see something which could be dangerous or a near miss happens, you must let us know.

## **Radios**

Most of the volunteer and production crew will communicate via two way radios. You will be briefed on how to use a radio if your role requires it. If you are issued with a radio, it is YOUR responsibility to look after it. It must be signed out and returned by you to the Production Office. You remain responsible for its safekeeping and the cost of any replacement. Be aware that radio sets cost as much as an iPhone. Please look after them.

## **Ticks**

Deer occupy much of Pippingford Park, and as such, there is a risk of tick bites. If you think you have been bitten or discover a tick on you, please go to the first aid centre for advice and treatment. If you discover a bite or tick after the event, please seek advice from your GP.

## **First Aid**

Basic first aid cover and equipment is provided before the event opens. Please make your way to the Production Office if you need any first aid during this period.

From 2pm on Friday 9th, first aid is provided by South Coast Medics via the first aid centre. If you have had an accident or incident always inform the Production Office, even if it didn't result in injury.

## **Fitness to Work**

Enjoy the event but remember you must always be fit for your shifts and not under any influences other than happiness. You must NEVER bring or use any illegal substances on site, including "legal highs" or other psychoactive substances.

This is a children's event and we have a zero tolerance policy on drugs. Anyone on site suspected of being in possession of drugs will be searched. Anyone caught in possession of drugs will be evicted and reported to the police, and we will also support prosecution.

You should also tell us if you require any prescription medication that may affect your ability to work. If you have a driving task on site, you must be fit to drive, as you would for driving normally.

### **Vehicles on Site**

Only authorised vehicles may access the site (other than car parks) during the event. They must display a valid vehicle pass or be a specific site vehicle. Please DO NOT try and bring your vehicle onto site without the correct pass or allow others to.

**The site speed limit is 10 MPH** or as otherwise directed by the Event Manager. Vehicles must stick to roads and tracks and not drive on or across the grass, except where directed. They must be driven by a licensed and insured driver.

### **Driving on Site**

Any personal vehicle must display a valid vehicle pass and be driven in accordance with the pass instructions. Only authorised crew may drive site vehicles and they must have read and agreed to the site driving rules.

When driving on site, please use common sense. Take it slow and always look out for people working and children. Drive with your lights on, but DO NOT use your hazard lights. Use indicators when turning.

### **Smoking**

It is illegal to smoke in any enclosed public place, workplace, or work vehicle. On site, these areas include: cabins, marquees, catering areas &

any vehicles used around site. Do not drop your butts on the ground, each one must be collected by us after the event by hand. Ensure your cigarette is fully extinguished before disposing of it in a bin or sand bucket.

### **Crime prevention**

Into the Trees takes place on a rural and relatively safe site, but we cannot guarantee the safety of your belongings. We ask that you take sensible precautions and please report any crime or suspicious behaviour to the Production Office. If you believe something has been taken, please inform the police via 101 and also the Production Office and security team on site.

Avoid displaying your phone and valuables unnecessarily, for example leaving them on the dashboard of your vehicle. Don't leave valuables, items of clothing or equipment unattended in your campsite or around the event site. Be aware of the behaviour of those around you. Report anything suspicious to a member of the Security team or to the Production Office.



# General Rules

Please be aware of and abide by the following general rules which apply to everyone working at the event.

## ALL CREW MUST NOT:

- Make connections to, interfere with, or try to adjust the power or water supplies.
- Discharge any waste into anything other than proper waste disposal points.
- Deliberately act in a reckless way which may cause harm to themselves or others.
- Break critical site Health & Safety rules, including guest rules.
- Ignore safety instructions, notices or briefings.
- Willfully or recklessly cause damage to site equipment or property or the property of others.
- Bring to site any illegal drug or psychoactive substance, regardless of the intent.
- Use drones, Chinese lanterns, pyrotechnics, fireworks or unauthorised sound equipment.
- Use or interfere with sound equipment or set up their own systems anywhere on site.
- Smoke inside any structure or enclosure.
- Bring pets or other animals to site.
- No glass is allowed anywhere on the site, including crew camping.

## ALL CREW MUST:

- Agree to our general event [terms and conditions](#).
- Bring suitable clothing & footwear for all weather conditions.
- Wear hi-vis bibs and crew lanyards when on shift (stewards only).
- Request and use personal protective equipment where required.
- Bring reusable bottles, cups etc.
- Leave vehicles only in the designated car park.
- If driving on site, drive with extreme care and below 10mph at all times.
- Report any issues or concerns immediately to the Production Office.
- Separate waste and dispose of it in bins provided.

**Into the Trees is a quiet relaxed event, very much focussed on our relationship with the natural world. This is not a traditional festival or party. Whilst we encourage participants to stay overnight during the event, please be considerate and do not gather or make excessive noise after 11pm.**





# Children & Safeguarding

## Found Children

If you encounter a child who has lost their parent or carer, or is distressed during the event:

- approach the child and ask if you can help, give verbal reassurances.
- ask for their name and any other details necessary and check the wristband for contact details of parent or carer.
- find a steward with a radio and get them to inform the Production Office - they will advise you what to do. This may involve taking the child to the Info Tent who will phone the parent or carer.
- don't attempt to deal with the issue without contacting the Production Office.
- do not leave the child alone and always ensure another adult is with you.
- if you encounter the parents or guardians of the child while dealing with the situation the child should be reunited with them. It is important to verify the identity of the parent or guardian first and to let the Production Office know the details of whom the child was handed over to.
- if there is any doubt concerning the identity of the parent/guardian then ask them to accompany you, plus another adult and the child to the Info Tent where further checks can be made.

## Lost Children

If you encounter a parent or carer who has lost a child, this should be reported to the Production Office immediately and the parent or carer should ideally be taken to the Info Tent. If this is not possible, stay with the parent and find out as much detail as possible and share this with the Production Office via a secure radio channel or telephone as soon as possible. The Production Office will help you with this and provide further instruction.

## Safeguarding

The welfare of children, young people and vulnerable adults is paramount in our organisation and safeguarding is an integral part in everything we do.

Everybody involved in delivering Into the Trees must be fully committed to actively safeguard and promote the welfare of children, young people and vulnerable adults attending the event. A separate Safeguarding and Child Protection Policies and Procedures (SCPPP) document will be available for all crew to read, prior to commencing work on site.

Parents and carers are fully responsible for supervising their children at all times during this event.

# After the Event

## **Leaving Site**

The event closes to the public at 5pm on Sunday 8th September. Please do not leave the site before this time unless previously agreed with your Into the Trees contact.

Before you leave, please check in with the Production Office. If your pitch requires a site inspection, they will be able to arrange this for you. Please ensure you have returned any borrowed equipment and radios are signed back in.

All pitches, equipment, vehicles and crew must be removed completely from site by 5pm on Monday 9th September at the latest, unless otherwise agreed.

## **Leave No Trace**

Part of the Into the Trees site is designated as a SSSI (Site of Special Scientific Interest) and the Pippingford Estate is part of the wider Area of Outstanding Natural Beauty on the Ashdown Forest. Please help us return the site to nature and to ensure you leave no trace of your visit.

All waste should be bagged and placed in the designated areas. Please, no unbagged waste or recycling. If you're unsure where to put your waste and recycling, please speak to someone in the Production Office.

Please continue to be particularly vigilant about small items such as tent pegs, which can be hazardous to animals after we have left.



# Meet the Team

Often when working on events, you get to know a handful of people quite well, but there might be others who you never get to meet. Here is a quick introduction to the key members of the Into the Trees team!

## **NIGEL GREENWOOD**

Director. Nigel is one of the directors of So Sussex and oversees all of the company's work and Events. At Into the Trees he can often be found welcoming guests as they arrive.

[nigel@sosussex.co.uk](mailto:nigel@sosussex.co.uk) / 07739 050816

## **ALEX BARTON**

Content Manager. Alex coordinates all the activity content and is responsible for everything coming together. During the event, she is often helping to run the Info Tent or in the Production Office.

[alex@sosussex.co.uk](mailto:alex@sosussex.co.uk) / 07789 908990

## **CHARLOTTE HATCHARD**

Vendor Manager. Charlotte looks after all the wonderful food and drinks vendors at the event.

[charlotte@sosussex.co.uk](mailto:charlotte@sosussex.co.uk) / 07922 129991

## **MARIA GREENWOOD**

Director. Maria is also a director of So Sussex. At Into the Trees she helps coordinate the volunteers, the H&S, and she also helps to run the Info Tent.

[maria@sosussex.co.uk](mailto:maria@sosussex.co.uk) / 07821 633869

## **SARAH RYMAN**

Marketing Manager. Sarah is the first point of contact for our press guests and photographers as well as managing our social media.

[sarah@sosussex.co.uk](mailto:sarah@sosussex.co.uk) / 07988 170099

## **OLIVIA HEMMINGS**

Volunteers Manager. Olivia manages our lovely volunteers and can be found over the weekend either in the info tent or the production office.

[olivia@sosussex.co.uk](mailto:olivia@sosussex.co.uk) / 07871 693015

