



SMALL BUSINESSES' PACK

***A SHORT GUIDE ON ELECTRICAL SAFETY AND ENERGY SAVING OPTIONS
FOR SMALL BUSINESSES WHICH OWN OR RENT COMMERCIAL PREMISES***

ABOUT US

- NICEIC is the UK's leading certification body in the electrical contracting industry. With over 30,000 registered members operating in the UK, there is a wide choice of domestic, commercial and industrial electrical contractors available.
- NICEIC has been assessing and approving electrical contractors for over sixty years since its establishment in 1956. Each year, NICEIC invests all of its surpluses back into the electrical industry in order to increase safety awareness and raise industry standards.

FACTS AND FIGURES



9 OUT OF EVERY 10 non-domestic electrical installations in the UK are completed by our contractors

OVER 30,000
electrical contracting businesses in the UK



OVER 95% of major construction projects, involving electrical installations, are completed by our contractors

THE TOP 50 electrical contractors in the UK are registered with us (combined annual turnover of £4.5 Billion)



OVER 90% of all commercial electrical jobs in the UK are installed by our contractors, by value of contract

95,000
electrical operatives



OVER 1.25 MILLION
building control certificates issued annually

8 OUT OF EVERY 10 domestic electrical contractors are registered with us

NICEIC is the most recognised brand and name of electricians amongst home owners in the UK



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INTRODUCTION

AS A SMALL BUSINESS YOU ARE HIGHLY LIKELY TO APPOINT ELECTRICAL CONTRACTORS TO CARRY OUT WORK ON THE PREMISES YOU OWN OR RENT. THIS SHORT GUIDE IS INTENDED TO HELP PROVIDE SMALL BUSINESSES WITH USEFUL AND UP-TO-DATE ADVICE ON ELECTRICAL SAFETY AND ENERGY SAVING TIPS IN COMMERCIAL PREMISES.

This will give you and your business a valuable reference document and an enhanced understanding of what to look out for, when appointing an electrical contractor to undertake work on your commercial buildings.

If you need to find an electrical contractor in your area, always use electricians registered with NICEIC.



CURRENT LEGAL REQUIREMENTS

ELECTRICAL SAFETY REGULATIONS – NON DOMESTIC BUILDINGS

Electricity at Work Regulations 1989

The purpose of the Regulations, which came into force on 1st April 1990, is to require precautions to be taken against the risk of death or personal injury from electricity in work activities. The Regulations are made under the Health and Safety at Work etc Act 1974, which imposes duties on employers, the self-employed and employees (all referred to as 'dutyholders') in respect of systems, electrical equipment and conductors and work activities on or near electrical equipment.

Portable Appliance Testing (PAT)

The Electricity at Work Regulations 1989 require that any electrical equipment that has the potential to cause injury is maintained in a safe condition.

The frequency of inspection and testing depends upon the type of equipment and the environment it is used in. For example, a power tool used on a construction site should be examined more frequently than a lamp in a hotel bedroom

The person doing testing work needs to be competent to do it. In many low-risk environments, a sensible (competent) member of staff can undertake visual inspections if they have enough knowledge and training. However, when undertaking combined inspection and testing, a greater level of knowledge and experience is needed, and the person will need:

- The right equipment to do the tests
- The ability to use this test equipment properly
- The ability to properly understand the test results

The Construction (Design and Management) Regulations 2015 (CDM 2015)

The Construction (Design and Management) Regulations (CDM) are the primary regulations for managing the health, safety and welfare of all construction projects in Great Britain. CDM 2007 has been replaced, and CDM 2015 came into force on 6 April 2015.

The Client is now responsible for making the arrangements by which the project will be managed and ensuring that those arrangements are maintained and reviewed throughout the life of the project. Under CDM 2007, the Client only had to take reasonable steps to ensure that the arrangements made were suitable and subsequently maintained and reviewed.

The Client is also responsible for taking 'reasonable steps' to ensure:

- Both the Principal Designer and Principal Contractor comply with their duties
- Pre-construction information is provided 'as soon as is practicable' to every Contractor and Designer appointed or considered for appointment
- The construction phase plan and health and safety file are produced
- The health and safety file is handed over to any new owner of the structure

Jersey

Electrical contractors undertaking work in Jersey since 1 July 2007 have been required to notify all electrical installation work irrespective of the intended use of the system i.e. domestic, commercial or industrial, to the Local Authority Building Control Department.

NICEIC Approved Contractors and those on the Register of Electrical Inspectors and Testers (competent persons scheme) conducting work in Jersey can notify their work via the NICEIC.



FUTURE REGULATIONS

2018

- Publication of the 18th Edition of the IET Wiring Regulations (BS 7671) anticipated
- All new non-domestic buildings to be built to zero carbon standards

2050

- Commitment for UK CO₂ emissions to be reduced to 80% below 1990 levels

2020

- SMART gas and electricity meters in every home
- Commitment for 15% of UK total energy to come from renewable energy
- Commitment for UK CO₂ emissions to be reduced by 34%
- 1.4 million lofts to have topped up insulation



KEY INDUSTRY DEVELOPMENTS

THE FOLLOWING DEVELOPMENTS WILL HAVE A BEARING ON THE ELECTRICAL SECTOR AND ENERGY INDUSTRY FOR COMMERCIAL BUILDINGS:

SMART Meters

These are the next generation of energy meter, which will record the level of electricity and gas consumption in a building and communicate it back to the energy supplier automatically.

This enables the energy supplier to obtain a regular and accurate reading for billing purposes and also allows the occupant to monitor and reduce their energy usage. It will also allow for the level of demand for electricity to be managed and for loads to be balanced.

The national roll-out of SMART meters started in 2014.

Energy Efficiency

The UK spends more per head on heating its buildings than Sweden, despite the fact that Sweden experiences much longer and harsher winters. This is largely due to the UK having some of the oldest building stock and poorest insulation in Europe.

In 2014 UK households spent a total of £13.5b on electricity and £14.7b on gas and liquid fuels. Total expenditure on these fuels was £28.2 billion up from below £15b in 2003, a 47% increase.

Electrical contractors can advise occupants on some of the energy-saving measures available to reduce their electricity bills and environmental impacts, such as through the installation of low energy lighting.

Renewable Energy

Renewable energy comes from natural resources such as sunlight, wind, rain, tides and geothermal heat, all of which can be naturally replenished. The long-term adoption of renewable energy in UK buildings will increase steadily over the next decade enabling occupants to generate all or some of their own energy (electricity and/or heating).

Electricity-generating renewable technologies include solar photovoltaic (PV), micro wind turbines and micro hydro water power. Heat-generating technologies include solar thermal hot water, biomass boilers and heat pumps.

Energy Storage

Energy Storage (ES) offers great potential for supporting renewable energy. Storage technology is able to absorb and release energy when required and provide ancillary power services which help to benefit the power system.

There are a range of technology options and energy storage can deliver significant benefits to the UK in terms of energy.

Work to develop technical standards and spread awareness of the benefits continues.

Smart Buildings

Smart buildings are structures that use automated processes to automatically control the buildings operations including heating, ventilation, air conditioning, lighting and security by using sensors, actuators and microchips. This helps owners and facility managers improve reliability and performance, which reduces energy use and minimizes the environmental impact of the building.

There are already a number of well advertised products in this growing market.



ELECTRICAL SAFETY

THE THREE MAJOR HAZARDS FROM ELECTRICITY IN BUILDINGS ARE:

 **Electric shock**  **Electrical fire**  **Electrical burns**

These may result from:

- the electrical installation and equipment deteriorating over time
- damage to switches, sockets and other equipment
- misuse of the installation and equipment
- poor or lack of maintenance of the installation and equipment

Small businesses which own or rent commercial premises (including offices, shops, restaurants, hotels, leisure facilities, warehouses, workshops and factories) should carry out regular visual inspections of the electrical installations in all their buildings.

If there is any doubt as to whether the electricians are safe for employees, customers and members of the public, you should consult an electrician listed on niceic.com



ELECTRICAL SAFETY CHECKLIST DO'S AND DON'TS

HERE ARE 12 SIMPLE SAFETY TIPS TO HELP YOUR STAFF, VISITORS AND BUILDINGS SAFER:

- **DO** get a full electrical inspection and test at least every 5 years or at change of occupancy
- **DO** carry out a regular visual check of the electrics for example every 6 months
- **DO** use an NICEIC electrician to carry out electrical work
- **DO** check for worn or frayed wires and cables
- **DO** check for signs of blackness or scorching around a socket, which could indicate overloading
- **DO** check for broken electrical accessories, such as sockets and light switches
- **DO** check regularly for a smell of hot plastic or burning near a socket
- **DO** check for signs of sparks or smoke coming from a plug or appliance
- **DO** use an RCD (Residual Current Device) for added protection against electric shock
- **DO** test that the RCD is working every 3 months
- **DO** test the smoke alarms every week
- **DON'T** overload plug sockets



ENERGY SAVING TIPS

THIS SECTION OUTLINES A FEW SIMPLE, BUT EFFECTIVE STEPS WHICH YOUR BUSINESS CAN ADOPT IN MOST NON-DOMESTIC PROPERTIES TO REDUCE THEIR LEVEL OF ENERGY USAGE AND LOWER THEIR ENERGY COSTS:

1. Low energy lighting

Replacing traditional incandescent, tungsten or filament lamps with low-energy alternatives will allow your business to make significant savings on their electricity bill. Low energy lighting comes in a variety of shapes, sizes and fittings and includes compact fluorescent lights (CFLs) and LEDs.

2. Lighting controls

These allow lights to be operated or programmed from a console. This helps to reduce energy by using lighting only when it is needed. Wireless lighting control systems are a relatively cheap and flexible means of controlling lighting.

3. Turn off lights

Switching off lights when they're not being used will save electricity and reduce bills even if only for a few minutes.

4. Turn off electrical appliances

Turning off electrical appliances, such as TVs and PCs, instead of leaving them on standby will save electricity and reduce bills.

5. Turn the thermostat down

Simply turning a room thermostat down by one degree can lead to significant savings on your client's heating bill. Lowering heating temperatures by only 1% can save 8% on fuel consumption.

6. Insulation of the heating system

Insulating the hot water cylinder and hot water pipe work will reduce the heating costs of any building.

7. Insulation of the roof space

In an un-insulated building, as much as 25% of all the heat produced is lost through the roof. Having insulation material in a roof space reduces this heat loss.

8. Heating controls

Usually includes a boiler thermostat, programmer, a room thermostat, thermostatic radiator valves and cylinder thermostats. Heating controls will keep a building at a comfortable temperature without wasting heat. This is because an occupant can programme the heating and hot water to come on and off when required. Another option is to only heat rooms being used regularly, thereby reducing energy bills and lowering carbon dioxide emissions.

IMPORTANT FACTS AND FIGURES

ELECTRICAL SAFETY IN THE UK



21,000 accidental house fires every year from electrical fires

OVER 6,000

properties damaged every year from electrical accidents



2.5 MILLION adults have experienced an electric shock at home

350,000

serious injuries every year from electrical accidents



of electrical fires caused by electrical products and their misuse

70 DEATHS every year from electrical accidents



ENERGY CONSUMPTION IN THE UK



88% increase in energy prices between 2004 - 2014



6 tonne increase in CO₂ per average household



55% INCREASE

in average monthly spend on household energy since 2002

£598 average household electricity bill in 2015

£1,604 was the average electricity bill for a 3 bedroom house in 2014

1 in 5

small businesses spent more than 10% of annual turnover on energy bills in 2014



£752

average household gas bill in 2014



44% of all energy used in the UK is to heat buildings



Cost of monthly energy bills predicted to exceed monthly mortgage payments by 2025

27% of carbon dioxide in the UK due to housing



ELECTRICAL JARGONBUSTER

TO HELP YOU UNDERSTAND SOME OF THE TERMINOLOGY USED, HERE IS AN A TO Z LIST OF BASIC ELECTRICAL TERMS:

British Standard (BS 7671)	The UK national safety standard for electrical installation work. Also known as the IET Wiring Regulations (Institution of Engineering and Technology). This details the requirements for electrical installations and is the standard against which NICEIC and ELECSA electricians are assessed.
Building Regulations	The standards for the design and construction of buildings are governed by the Building Regulations. Their aim is to ensure the health and safety of people in or around those buildings as well as having requirements for energy conservation. In England and Wales, the Building Regulations 2010 apply. In Scotland, The Building (Scotland) Act 2003 is the primary legislation under which the Building Standards system operates. This is supported by secondary legislation including Building Regulations. In Northern Ireland, the Building Regulations (Northern Ireland) 2000 apply.
Certificate	A safety certificate issued by an electrician when they complete any new electrical installation work, or make changes to existing electrics, such as altering, extending or adapting an existing circuit. The certificate confirms that the work has been designed, built, inspected and tested to the UK national standard BS 7671.
Circuit	An assembly of electrical equipment (socket outlets, lighting points and switches) supplied from the same origin and protected against overcurrent by the same protective device(s).
Circuit-breaker	An automatically operated device designed to protect an electrical circuit from damage caused by overload or short circuit. It detects faults and interrupts current flow. Unlike a fuse, which operates once and then must be replaced, a circuit breaker can be reset to resume normal operation.
Competent person	A person who possesses sufficient technical knowledge, relevant practical skills and experience for the nature of the electrical work undertaken and is able at all times to prevent danger and, where appropriate, injury to him/herself and others.
Consumer unit	Commonly referred to as a fuse box. It is used to control and distribute electricity around the home. It usually contains a main switch, fuses or circuit breakers and one or more residual current devices (RCD).



Distribution board	An assembly containing switching or protective devices (e.g. fuses, circuit-breakers, residual current operated devices) associated with one or more outgoing circuits fed from one or more incoming circuits, together with terminals for the neutral and protective circuit conductors. It may also include signalling and other control devices. Means of isolation may be included in the board or may be provided separately.
EICR	Stands for 'Electrical Installation Condition Report'. This is a report to establish the overall condition and safety of all the electrics in a building, stating whether it is satisfactory for continued use and detailing any work that might need to be done. This was formerly known as a Periodic Inspection Report (PIR).
Electrical burns	A burn that results from electricity passing through the body and causing rapid injury. In minor cases, they cause damage to the surface area of the body, but can also damage tissues deeper underneath the skin. In serious cases, electricity can cause damage to internal organs, such as the brain and heart.
Electrical fires	Electrical fires are fires involving potentially energised electrical equipment. This type of fire may be caused by short-circuiting machinery or overloaded electrical cables.
Electrical installation	Comprises all the fixed electrical equipment that is supplied through the electricity supply. It includes the cables that are usually hidden in the walls and ceilings, accessories (such as sockets, switches and light fittings), and the consumer unit (fuse box) that contains all the fuses, circuit-breakers and residual current devices (RCDs).
Electric shock	When contact is made between a body part (skin, muscles or hair) with a source of electricity of sufficient current it can cause injury. Very small currents can be imperceptible. Larger current passing through the body may make it impossible for a shock victim to let go of an energised object and can create damage to tissues and even cause the heart to stop.
Electrocution	Death caused by an electric shock is called electrocution.
Feed-In-Tariff (FiT)	Introduced by the government on 1st April 2010, the FiT scheme pays householders for all the electricity that they generate from a renewable source. They receive a tariff for every unit of energy they generate, regardless of whether they use the energy or sell it back to the National Grid. Electricity generating renewable technologies include solar PV, micro wind and micro hydro.



Lighting controls	Lighting controls allow a lighting system to be operated through a touch screen console. They allow any light or group of lights to be operated or programmed from a single user interface.
Low energy lighting	Low energy lighting is an energy efficient alternative to traditional incandescent, tungsten, or filament light bulbs. There are a number of different kinds of low energy light bulbs available including compact fluorescent lights (CFLs) and LEDs.
Microgeneration	Microgeneration is the production of zero or low carbon electricity or heating. This essentially means the production of power on a micro, rather than industrial, scale to a domestic property by means of a renewable energy source.
Overcurrent	Electrical current (in amps) that exceeds the maximum limit of a circuit. May result in a risk of fire or shock from insulation damaged from heat generated by an overcurrent condition.
Partial re-wire	A situation where it is not possible or necessary to fully re-wire all of the electrics in a home. This option may be desirable when existing cabling is still suitable for continued use (as it will minimise the degree of damage and disruption). Or can arise where only a part of the electrics has suffered damage from a burst water pipe or similar. If an electrician offers this as an option, it is important that the householder agrees and understands exactly what is, and is not, being done before the work starts.
Part P	The specific section of the Building Regulations for England and Wales that relates to electrical installations in domestic properties. Part P provides safety regulations to protect householders, and requires most domestic electrical work to be carried out by government-registered electricians, or to be inspected by Building Control officers.
PAS 2030	Enables installers who are approved to access government funding for consumers for the installation of Energy Efficient measures. There are a wide variety of energy efficient measures covered including heating, insulation and electrical.
PAT - Portable Appliance Testing	Inspection and testing of electrical equipment, including portable appliances, moveable equipment, hand held appliances, fixed equipment/appliances, IT equipment and extension leads.
PIR - Periodic Inspection Report	Now called an Electrical Installation Condition Report. See 'EICR'.
PLI - Public Liability Insurance	Householders should check that their electrician has public liability insurance, which covers them if someone is accidentally injured by or if they damage your property whilst working. The cover should include any legal fees and expenses which result from any claim by the householder. Householders looking to employ electricians to undertake electrical work on their homes should ensure that the electrician has suitable cover - minimum recommendation is £2 million.
Portable equipment	Electrical equipment which is less than 18 kg in mass and is intended to be moved while in operation or which can easily be moved from one place to another, such as a toaster, food mixer, vacuum cleaner or fan heater.



RCD - Residual Current Device	An RCD is a life-saving device which is designed to prevent householders from getting a fatal electric shock if they touch something live, such as a bare wire. It is a sensitive switching device that trips a circuit when an earth fault is detected. RCD protection is particularly important for socket circuits that may be used to supply portable equipment for use outdoors and provides a level of protection that ordinary fuses or circuit breakers cannot.
Registered electrician	An electrician who is registered with a government-approved electrical scheme or who is working directly under the supervision of an organisation registered with a government approved electrical scheme (such as NICEIC or ELECSA).
Renewable energy	Renewable energy comes from natural resources such as sunlight, wind, rain, tides and geothermal heat, all of which can be naturally replenished. Electricity-generating renewable technologies include solar photovoltaic (PV), micro wind turbines and micro hydro water power. Heat-generating technologies include solar thermal hot water, biomass boilers and heat pumps.
Re-wire	A situation where all parts of the electrics - cables, circuits and accessories - are installed as new. However, some items such as switches and light fittings may be re-used and the electrician may wish to re-use a part of the wiring that is electrically sound, in order to avoid damage or disruption to the property. It is important that the householder agrees and understands exactly what is, and is not, being done before the work starts.
Volt	A unit for electric potential (voltage), electric potential difference and electromotive force. The volt is named after the Italian physicist Alessandro Volta, who invented the first chemical battery.
Watt	A unit of power (one joule per second), named after the Scottish engineer James Watt, which measures the rate of energy transfer. A typical household incandescent light bulb has a power rating of 25 to 100 watts.



FREQUENTLY ASKED QUESTIONS

Q1: How can a small business ensure that the electrics in their property are safe?

A1: Every electrical installation deteriorates with use and age. Your business may be putting employees, customers or the public at risk, if the electrical installation is not in a safe and serviceable condition.

An Electrical Installation Condition Report (EICR) is like an 'MOT of the electrics' in a property. An electrician will check the condition of an existing electrical installation against BS 7671, the UK Standard for the safety of electrical installations and then issue the property owner with an EICR.

An EICR should identify:

- electrical circuits or equipment which are overloaded
- potential electric shock risks and fire hazards
- any lack of earthing or bonding
- any defective electrical work

Tests are also carried out on the installation to check that it is safe.

Q2: Who can a small business contact to get an EICR carried out?

A2: NICEIC Approved Contractors have been assessed under scheme rules to carry out EICR's and a list of Approved Contractors can be found on our website [niceic.com](https://www.niceic.com).

Certsure also carries out assessments for The Electrical Contractors' Association (ECA) on a risk basis which, where relevant, includes EICRs and therefore the majority of ECA members have also been assessed for this work.

Q3: How often should an EICR be carried out?

A3: The frequency of an electrical inspection and test really depends on factors such as the type of installation and how it is used and maintained. For non-domestic properties, it is recommended that one is carried out by an NICEIC Approved Contractor at least every 5 years or at change of occupancy.

However, regular visual checks should be carried out for example every 6 months for signs that the electrics are still safe. The visual check should include ensuring that there are no burnt, broken or missing switches or sockets, no accessible live parts and no signs of scorching or burning on electrical equipment.

Q4: Who should carry out new electrical work in a non-domestic property?

A4: For non-domestic buildings, electrical installation work should only be carried out by NICEIC Approved Contractors. These are listed on [niceic.com](https://www.niceic.com)

ELECSA registered contractors and NICEIC Domestic Installers are only registered to work on domestic properties.

Q5: Why should a small business use an NICEIC electrician?

A5: The [niceic.com](https://www.niceic.com) website is a one-stop shop to search for a local registered electrician. Over 30,000 contractors registered with NICEIC are listed and all have been assessed against rigorous technical standards.

We look at a representative sample of the contractor's work, their premises, documentation, equipment and the competence of their key supervisory staff. Once contractors are listed with us, they are re-assessed on an annual basis to ensure high standards.

Registration is voluntary, but electrical contractors who are conscientious about the service they offer would consider it a priority to register. We also operate an independent complaints procedure. If the electrical work of a registered contractor is found to be below the accepted technical standard, we require the contractor to correct the work, at no additional cost to the householder.

In addition NICEIC contractor's work is covered under the Platinum Promise – a promise that protects you against all non compliant installation work.

Should any work carried out by an NICEIC contractor be found not to comply with the Building Regulations or relevant installation standards, NICEIC can instruct the contractor to go back and carry out the work to the required standard. If the contractor is no longer in business or disputes the matter NICEIC will have the work rectified by another registered contractor at no extra cost.

The Platinum promise is valid for up to six years from the date of the completion of the original work and covers work up to a maximum of £25,000 for any one installation.



OUR AIM IS TO PROTECT EVERYONE WHO USES ELECTRICITY FROM UNSAFE ELECTRICAL INSTALLATIONS. TO ACHIEVE THIS, WE MAINTAIN A REGISTER OF COMPETENT ELECTRICAL CONTRACTORS, ASSESSED BY NICEIC.

IN ADDITION TO OUR CERTIFICATION SERVICES, EACH YEAR WE ALSO:



SUPPORT OVER 480,000 CONSUMERS IN FINDING A CONTRACTOR



COVER OVER 10,000 BUSINESSES WITH TAILORED INSURANCE POLICIES



TRAIN OVER 4,000 CONTRACTORS



PROVIDE OVER 20,000 COPIES OF THE WIRING REGULATIONS



ISSUE OVER 1,000,000 CERTIFICATES



ASSIST WITH OVER 60,000 TECHNICAL QUERIES THROUGH OUR HELPLINE



WELCOME 2,000 CONTRACTORS TO EVENTS

Visit niceic.com to find a local registered electrical contractor. There are over 30,000 electrical contracting businesses to choose from. All are assessed against rigorous technical standards on an annual basis.



CATEGORIES OF REGISTRATION

Non-domestic properties

Electrical work should only be carried out on non-domestic buildings by:



NICEIC Approved Contractors

NICEIC Approved Contractors undertake and are assessed against a wider scope. Samples of their work are assessed as part of a regular periodic assessment visit on a range of installations, which could include domestic and non-domestic (commercial, industrial) properties.

Domestic dwellings

It is recommended that electrical work on residential properties is carried out by carried out by the following contractors:



NICEIC Domestic Installers
(England and Wales)



NICEIC Approved Contractors



FIND AN NICEIC ELECTRICIAN

ALWAYS USE ELECTRICAL CONTRACTORS THAT ARE REGISTERED WITH NICEIC.



To find an electrical contractor in your region visit
NICEIC.COM

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THE POWER BEHIND YOUR BUSINESS

